

**GOVERNMENT OF TELANGANA
COMMERCIAL TAXES DEPARTMENT**

Circular

CCT's Ref No.A(1)/54/General References/2026-27,

Dated:02.06.2026

Sub: Reorganisation of Commercial Taxes Department – Instructions for Attending to the General References received by the Department – Reg.

Ref: 1.G.O.Ms.No.125, Revenue (CT-I) Department, dated :27.05.2026
2. G.O.Ms.No.126, Revenue (CT-I) Department, dated :27.05.2026

As part of the reorganisation of the Commercial Taxes Department, new territorial jurisdictions have been assigned to all Circle Offices and Division Offices. After this reorganisation, it is imperative to ensure that all general references received from various sources are attended to promptly and efficiently by the proper officer without any delay or confusion arising due to change in jurisdiction. This Circular lays down detailed instructions regarding the nature of general references and the procedure for attending to them.

1. General references include all types of letters, petitions, complaints, grievances, representations, RTI applications, emails, and communications received from taxpayers, general public, government departments, other tax authorities, MLAs, MPs, Ministers, Lokayukta, Human Rights Commission, any Court, and other constitutional or statutory authorities including the application received under RTI Act, 2005. These references generally relate to seeking information, clarification on tax matters, redressal of grievances, issuance of certificates, status of pending applications, complaints against officers or dealers, suggestions for improvement, all kinds of tax incentive matters and any other miscellaneous matters not related to specific assessment, recovery or adjudication proceedings.
2. After the reorganisation, the erstwhile jurisdictional officer who received any general reference prior to reorganisation shall transfer such references along with connected files and records to the Designated Custodian by 5th June, 2026. A proper acknowledgement of transfer shall be obtained, and a copy of the handing-over note shall be sent to the concerned Deputy Commissioner.
3. The designated custodian will hold the custody of the record and files till he/she hands over to the relevant officer/office consequent to re organization in due course.
4. All other instruction issued in the circular vide CCT's Ref No.A(1)/50/2026, Dt:02.06.2026 are applicable to the general references also.

All Joint Commissioners, Deputy Commissioners, and Circle Officers are hereby directed to ensure strict compliance with the instructions contained in this Circular. Any lapse, delay, or negligence in dealing with such references will be viewed seriously and may invite appropriate action

**Sd/- M. Raghunandan Rao
Commissioner of Commercial Taxes
Telangana, Hyderabad**

To

All the Joint Commissioners (ST) in the State

All the Deputy Commissioners (ST) and Assistant Commissioners (ST) & State Tax Officers,

All the Senior Officers in the office of the CCT