



Office of the

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F.No. Pr. CCIT/1(20)(a)/MTS/Estt./2021-22

Date:09.08.2021.

To
All the Heads of offices
Andhra Pradesh and Telangana Charge.

Sub: Sanction Strength of Multi Tasking Staff - Intimation of - Reg.

I am directed to inform you that dossiers in the cadre of MTS have been received from SSC and 275 MTS are being allotted to various Income Tax offices in AP&TS Region vide this office order in F.No. Pr. CCIT/1(20)(a)/MTS/Estt./2021-22 dated 09.08.2021 Further, the Board Vide order No.3, 4 & 5 dated 26.10.2020 has revised the sanctioned strength of officials in ReFAC, Jurisdictional Charges and Faceless Appeal Units, including the cadre of MTS. Accordingly, Sanction Strength of Multi Tasking Staff for all offices is worked out and is enclosed as per Annexure-I. Allotment of 275 MTS candidates was made bases on this revised sanctioned strength and existing vacancies. Revised working strength of MTS, after allotting 275 MTS candidates is also specified in Annexure-A. The role and functions of MTS candidates is also enclosed with this letter as Annexure-B, for ready reference.

Some of the offices have engaged some persons temporarily on need-to-need basis. However, as new MTS candidates, selected through

regular employment process, have been allotted, the necessity to engage the persons on need-to-need basis may not arise or the number of such persons engaged on need-to-need basis is required to be rationalized. In view of the above the facts, I am directed to request all HoDs in AP&TS region, to review the no. of persons engaged temporarily on need-to-need basis in their respective charges and the services of such extra persons, engaged on need-to-need basis, may be discontinued with immediate effect.

B. Srinivas
9/8/21

(B.SRINIVASA RAO)

Joint Commissioner of Income Tax

(OSD)(Hqrs)(Admn)

O/o. Pr. CCIT, AP & Telengana.

ANNEXURE-A

SANCTIONED & WORKING STRENGTH OF MULTI TASKING STAFF				MTS			
				SS	WS	TO BE ALLOTTED	REWIRED TOTAL WS
				586	59	275	334
Pr.CCIT, AP & TS	CCIT, Hyderabad			2	0	0	0
	CIT(Admin & TPS)			2			
		Addl. CIT(CO), Hyderabad		1			
	PrCIT-I, Hyderabad	ITO(HQRs)		3	1		1
		Range 1, Hyderabad	DCIT/ACIT, Circle-1(1), Hyderabad	6	2		2
			DCIT/ACIT, Circle-12(1), Hyderabad				
			ITO, Ward-1(1), Hyderabad				
			ITO, Ward-12(1), Hyderabad				
			ITO, Ward-4(1), Hyderabad				
		Range 6, Hyderabad	DCIT/ACIT, Circle-6(1), Hyderabad	5		2	2
			ITO, Ward-6(1), Hyderabad				
			ITO, Ward-10(1), Hyderabad				
			ITO, Ward-14(1), Hyderabad				
		Addl.CIT/JCIT, Range-3, Hyderabad	DCIT/ACIT, Circle-3(1), Hyderabad	4		1	1
			ITO, Ward-3(1), Hyderabad				
			ITO, Ward-7(1), Hyderabad				
			ITO, Ward-1, Warangal	1			
			ITO, Ward-1, Nalgonda	1	2		2
			ITO, Ward-1, Suryapet.	1			
	PrCIT-IV, Hyderabad	ITO(HQRs)		3			
		Range 5, Hyderabad	DCIT/ACIT, Circle-5(1), Hyderabad	5		3	3
			ITO, Ward-5(1), Hyderabad				
			ITO, Ward-16(1), Hyderabad				
			ITO, Ward-16(3), Hyderabad				
			ITO, Ward-1, Mahububnagar	1			
		Addl.CIT/JCIT, Range-9, Hyderabad	DCIT/ACIT, Circle-9(1), Hyderabad	4	2		2
			ITO, Ward-9(1), Hyderabad				
			ITO, Ward-15(1), Hyderabad				
			ITO, Ward-1, Siddipet	1	1		1
		Addl.CIT/JCIT, Range-13,	DCIT/ACIT, Circle-13(1), Hyderabad	4	1		1
			ITO, Ward-13(1), Hyderabad				
			ITO, Ward-13(3), Hyderabad				
			ITO, Ward-1, Khammam	1		1	1
			ITO, Ward-1, Kothagudam	1			
	CIT(TDS), Hyderabad	ITO(HQRs)		2	1	1	2

	TDS Range -I , Hyderabad	DCIT/ACIT, TDS Circle-1(1), Hyderabad	6		5	5
		ITO(TDS), TDS Ward-1(1), Hyderabad				
		ITO(TDS), TDS Ward-1(2), Hyderabad				
		ITO(TDS), TDS Ward-1(3), Hyderabad				
		ITO(TDS), TDS Ward-1(4), Hyderabad				
	TDS Range -II , Hyderabad	DCIT/ACIT, TDS Circle-2(1), Hyderabad	6		5	5
		ITO(TDS), TDS Ward-2(1), Hyderabad				
		ITO(TDS), TDS Ward-2(2), Hyderabad				
		ITO(TDS), TDS Ward-2(3), Hyderabad				
		ITO(TDS), TDS Ward-2(4), Hyderabad				
	TRO(TDS) & ITO(HQrs), Hyd		1			0
CIT(Audit), Hyderabad	ITO(HQRs)		2	1		1
	Addl. CIT(Audit), Hyderabad	DCIT/ACIT(AUDIT), HYDERABAD	3		3	3
		ITO(IAP)-I, HYDERABAD				
		ITO(IAP)-II, HYDERABAD				
		ITO(IAP)-III, HYDERABAD				
		ITO(IAP)-IV, HYDERABAD				
		ITO(IAP)-V, HYDERABAD				
		ITO(IAP)-VI, HYDERABAD				
		ITO(IAP)-VII, HYDERABAD				
	ITO(IAP), Guntur		1		1	1
	ITO(IAP), Rajahmundry		1		1	1
	ITO(IAP), Tirupati		1		1	1
	ITO(IAP), Vijavawada		1			0
	ITO(IAP), Vizag -I		1		1	1
	ITO(IAP), Vizag -II		1			0
CIT(Judicial), Hyderabad			2	1		1
	Addl. CIT(Judicial), Hyderabad	DCIT/ACIT(JUDL), HYDERABAD	4		4	4
		ITO(JUDL)-1, HYDERABAD				
		ITO(JUDL)-2, HYDERABAD				
PrCIT-II, Hyderabad	ITO(HQRs)		2			0
	Addl.CIT/JCIT, Range-2, Hyderabad	DCIT/ACIT, Circle-2(1), Hyderabad	4		2	2
		ITO, Ward-2(1), Hyderabad				
		ITO, Ward-11(1), Hyderabad				
	Addl.CIT/JCIT, Range-8, Hyderabad	DCIT/ACIT, Circle-8(1), Hyderabad	4		4	4
		ITO, Ward-8(1), Hyderabad				
		ITO, Ward-17(1), Hyderabad				
		ITO, Ward-1, Sangareddy	1			0
		ITO, Ward-1, Vikarabad	1			0
	Addl.CIT / JCIT. Karimnagar Range,	DCIT/ACIT, Circle-1, Karimnagar	3		1	1
		DCIT/ACIT, Circle-1, Nizamabad	2			0

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		ITO, Ward-1, Nizamabad				
		ITO, Ward-2, Karimnagar				
		ITO, Ward-1, Mancheriala	1			0
		ITO, Ward-1, Adilabad	1			0
		ITO, Ward-1, Nirmal	1			0
Pr.CIT-Tirupati	ITO(HQRs)		3	1		1
	Addl.CIT/JCIT, Nellore Range	DCIT/ACIT, Circle-1, Nellore	3	1		1
		ITO, Ward-1, Nellore				
		ITO, Ward-1, Kadapa	1			0
		ITO, Ward-1, Produturu	1			0
	Addl.CIT/JCIT, Tirupati Range,	DCIT/ ACIT, Circle-1, Tirupati	4	1		1
		ITO, Ward-1(1), Tirupati				
		ITO, Ward-1(3), Tirupati				
		ITO, Ward-1, Chittoor	1			0
		ITO, Ward-1, Gudur	1			0
		ITO, Ward-1, Madanapalli	1		1	1
	Addl.CIT/JCIT, Kurnool Range,	DCIT/ACIT, Circle-1, Kurnool	4	1		1
		ITO, Ward-1, Anantapur	1	1		1
		ITO, Ward-1, Kurnool				
		ITO, Ward-1, Adoni	1			0
		ITO, Ward-1, Nandyala	1			0
		ITO, Ward-1, Guntakal	1			0
		ITO, Ward-1, Hindupur	1			0
Pr.CIT, Vijayawada	ITO(HQRs)		3	1		1
	Addl.CIT/JCIT, Range- 1, Vijayawada	DCIT/ACIT, Circle-1, Vijayawada.	4	2	1	3
		ITO, Ward-1(1),Vijayawada				
		ITO, Ward-3(1),Vijayawada				
		ITO, Ward-1, Gudivada	1	1		1
	Addl.CIT/JCIT, Range- 2, Vijayawada	DCIT/ACIT, Circle-2(1), Vijayawada.	4		1	1
		ITO, Ward-2(1),Vijayawada				
		ITO, Ward-2(3),Vijayawada				
		ITO, Ward-1, Machilipatanam	1			0
	Addl.CIT/JCIT, Range- 1, Guntur	DCIT/ACIT, Circle-1(1), Guntur	3			0
		ITO, Ward-1(1), Guntur				
		ITO, Ward-1, Tenali	1			0
	Addl.CIT/JCIT, Range- 2, Guntur	DCIT/ACIT, Circle-2(1), Guntur	3			0
		ITO, Ward-2(1), Guntur				
		ITO, Ward-1, Narsaroopeta	1			0
		ITO, Ward-1, Ongole	1			0
		ITO,Ward-1, Bapatla	1			0
		ITO,Ward-1, Chirala	1			0
Pr.CIT-1, Visakhapatnam	ITO(HQRs)		3	2		2

	Addl.CIT/JCIT, Range-1, Visakhapatnam	DCIT / ACIT, Circle-1(1), Visakhapatnam	3	1	2	3
		ITO, Ward-1(1), Visakhapatnam				
		ITO, Ward-1, Anakapalle	1	1		1
	Addl.CIT/JCIT, Rajamahendravaram	DCIT / ACIT, Circle-1(1), Rajamahendravaram	4		2	2
		ITO, Ward-1(1), Rajamahendravaram				
		ITO, Ward-1, Bhimavaram	1	1		1
		ITO, Ward-1, Palakol	1		1	1
		ITO, Ward-1, Tadepalligudem	1			0
		ITO, Ward-1, Tanuku	1			0
		ITO, Ward-2(1), Rajamahendravaram				
		ITO, Ward-1, Eluru	1	1		1
	Addl.CIT/JCIT, Range-2, Visakhapatnam	DCIT / ACIT, Circle-3(1), Visakhapatnam	6		3	3
		ITO, Ward-2(1), Visakhapatnam				
		ITO, Ward-2(5), Visakhapatnam				
		ITO, Ward-3(1), Visakhapatnam				
		ITO, Ward-3(3), Visakhapatnam				
		ITO, Ward-1, Vizianagaram	1			0
		ITO, Ward-1, Srikakulam	1	1		1
	Addl.CIT/JCIT, Kakinada Range	DCIT / ACIT, Circle-1, Kakinada	3	1	2	3
		ITO, Ward-1, Kakinada				
		ITO, Ward-1, Tuni	1		1	1
		ITO, Ward-1, Amalapuram	1		1	1
		ITO, Ward-1, Kakinada				
CIT (TDS), Vijavawada	ITO(HQRs)		3		1	1
	Addl.CIT/JCIT (TDS), Vijavawada	DCIT/ACIT TDS Circle-1, Vijavawada	3		1	1
		ITO(TDS), TDS Ward-1, Vijavawada				
		ITO(TDS), TDS Ward-1, Guntur	1			0
		ITO(TDS), TDS Ward-1, Tirupati	1			0
		ITO(TDS), TDS Ward-1, Kurnool	1		1	1
	Addl.CIT/JCIT (TDS), Visakhapatnam	DCIT/ACIT TDS Circle-1, Visakhapatnam	4		3	3
		ITO(TDS), TDS Ward-6(1), Visakhapatnam				
		ITO(TDS), TDS Ward-6(2), Visakhapatnam				
		ITO(TDS), TDS Ward - 1, Rajamahendravaram	1		1	1
		ITO(TDS), TDS Ward - 1, Eluru	1		1	1
	TRO(TDS) & ITO(Hqrs),		1			0
	ITO(HQRs), CCIT(ReFAC),		2		2	2
		ITO(HQRs), PRCIT (ReFAC)(AU)-1, Hyderabad	2	1	2	3
	Addl.CIT/JCIT (ReFAC) (AU) - 1(1),	DCIT/ACIT(ReFAC) (AU)-1(1)(1), Hyderabad	7		6	6
		ITO (ReFAC) (AU)-1(1)(2), Hyderabad				
		ITO (ReFAC) (AU)-1(1)(3), Hyderabad				
		ITO (ReFAC) (AU)-1(1)(4), Hyderabad				

Pr.CIT (ReFAC) (AU)-1, Hyderabad		ITO (ReFAC) (AU)-1(1)(5), Hyderabad				
		ITO (ReFAC) (AU)-1(1)(6), Hyderabad				
	Addl.CIT/JCIT (ReFAC) (AU) - 1(2),	DCIT/ACIT(ReFAC) (AU)- 1(2)(1), Hyderabad	7		6	6
		ITO (ReFAC) (AU)-1(2)(2), Hyderabad				
		ITO (ReFAC) (AU)-1(2)(3), Hyderabad				
		ITO (ReFAC) (AU)-1(2)(4), Hyderabad				
		ITO (ReFAC) (AU)-1(2)(5), Hyderabad				
		ITO (ReFAC) (AU)-1(2)(6), Hyderabad				
	Addl.CIT/JCIT (ReFAC) (AU) - 1(3),	DCIT/ACIT(ReFAC) (AU)- 1(3)(1), Hyderabad	7		6	6
		ITO (ReFAC) (AU)-1(3)(2), Hyderabad				
		ITO (ReFAC) (AU)-1(3)(3), Hyderabad				
		ITO (ReFAC) (AU)-1(3)(4), Hyderabad				
		ITO (ReFAC) (AU)-1(3)(5), Hyderabad				
		ITO (ReFAC) (AU)-1(3)(6), Hyderabad				
	Addl.CIT/JCIT (ReFAC) (AU) - 1(4),	DCIT/ACIT(ReFAC) (AU)- 1(4)(1), Hyderabad	7		4	4
		ITO (ReFAC) (AU)-1(4)(2), Hyderabad				
		ITO (ReFAC) (AU)-1(4)(3), Hyderabad				
		ITO (ReFAC) (AU)-1(4)(4), Hyderabad(VIJAYAWADA)				
		ITO (ReFAC) (AU)-1(4)(5), Hyderabad				
		ITO (ReFAC) (AU)-1(4)(6), Hyderabad(WARANGAL)			1	1
Pr.CIT (ReFAC) (AU)-2, Hyderabad	ITO(HQRs)PRCIT (ReFAC)(AU)-2, Hyderabad		2		1	1
	Addl.CIT/JCIT (ReFAC) (AU) - 2(1),	DCIT/ACIT(ReFAC) (AU)- 2(1)(1), Hyderabad	7		6	6
		ITO (ReFAC) (AU)-2(1)(2), Hyderabad				
		ITO (ReFAC) (AU)-2(1)(3), Hyderabad				
		ITO (ReFAC) (AU)-2(1)(4), Hyderabad				
		ITO (ReFAC) (AU)-2(1)(5), Hyderabad				
		ITO (ReFAC) (AU)-2(1)(6), Hyderabad				
	Addl.CIT/JCIT (ReFAC) (AU) - 2(2),	DCIT/ACIT(ReFAC) (AU)- 2(2)(1), Hyderabad	7		6	6
		ITO (ReFAC) (AU)-2(2)(2), Hyderabad				
		ITO (ReFAC) (AU)-2(2)(3), Hyderabad				
		ITO (ReFAC) (AU)-2(2)(4), Hyderabad				
		ITO (ReFAC) (AU)-2(2)(5), Hyderabad				
		ITO (ReFAC) (AU)-2(2)(6), Hyderabad				
	Addl.CIT/JCIT (ReFAC) (AU) - 2(3),	DCIT/ACIT(ReFAC) (AU)- 2(3)(1), Hyderabad	7		6	6
		ITO (ReFAC) (AU)-2(3)(2), Hyderabad				
		ITO (ReFAC) (AU)-2(3)(3), Hyderabad				
		ITO (ReFAC) (AU)-2(3)(4), Hyderabad				
		ITO (ReFAC) (AU)-2(3)(5), Hyderabad				
		ITO (ReFAC) (AU)-2(3)(6), Hyderabad				
	Addl.CIT/JCIT (ReFAC) (AU) - 2(4),	DCIT/ACIT(ReFAC) (AU)- 2(4)(1), Hyderabad	7		4	4
		ITO (ReFAC) (AU)-2(4)(2), Hyderabad				
		ITO (ReFAC) (AU)-2(4)(3), Hyderabad				
		ITO (ReFAC) (AU)-2(4)(4), Hyderabad				
		ITO (ReFAC) (AU)-2(4)(5), Hyderabad(NARSARAOPET)			1	1
		ITO (ReFAC) (AU)-2(4)(6), Hyderabad				

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)
VIJAYA
WADA

Pr.CIT
(ReFAC)(AU)-3,
Hyderabad

ITO(HQRs)PRCIT (ReFAC)(AU)-3, Hyderabad		2	1		1
Addl.CIT/JCIT (ReFAC) (AU) - 3(1), Hyderabad		7		4	4
	DCIT/ACIT(ReFAC) (AU)-3(1)(1), Hyderabad				
	ITO (ReFAC) (AU)-3(1)(2), Hyderabad(KARIMNAGAR)				
	ITO (ReFAC) (AU)-3(1)(3), Hyderabad(NIZAMABAD)				
	ITO (ReFAC) (AU)-3(1)(4), Hyderabad				
	ITO (ReFAC) (AU)-3(1)(5), Hyderabad				
	ITO (ReFAC) (AU)-3(1)(6), Hyderabad				
Addl.CIT/JCIT (ReFAC) (AU) - 3(2), Hyderabad		7		3	3
	DCIT/ACIT(ReFAC) (AU)-3(2)(1), Hyderabad				
	ITO (ReFAC) (AU)-3(2)(2), Hyderabad				
	ITO (ReFAC) (AU)-3(2)(3), Hyderabad				
	ITO (ReFAC) (AU)-3(2)(4), Hyderabad				
	ITO (ReFAC) (AU)-3(2)(5), Hyderabad				
	ITO (ReFAC) (AU)-3(2)(6), Hyderabad				
Addl.CIT/JCIT (ReFAC) (AU) - 3(3), Hyderabad		7		4	4
	DCIT/ACIT(ReFAC) (AU)-3(3)(1), Hyderabad				
	ITO (ReFAC) (AU)-3(3)(2), Hyderabad				
	ITO (ReFAC) (AU)-3(3)(3), Hyderabad				
	ITO (ReFAC) (AU)-3(3)(4), Hyderabad(KHAMMAM)				
	ITO (ReFAC) (AU)-3(3)(5), Hyderabad				
	ITO (ReFAC) (AU)-3(3)(6), Hyderabad				
Addl.CIT/JCIT (ReFAC) (AU) - 3(4), Hyderabad		7		5	5
	DCIT/ACIT(ReFAC) (AU)-3(4)(1), Hyderabad				
	ITO (ReFAC) (AU)-3(4)(2), Hyderabad				
	ITO (ReFAC) (AU)-3(4)(3), Hyderabad				
	ITO (ReFAC) (AU)-3(4)(4), Hyderabad				
	ITO (ReFAC) (AU)-3(4)(5), Hyderabad				
	ITO (ReFAC) (AU)-3(4)(6), Hyderabad				

PrCIT
ReFAC)(AU)-4,
Hyderabad

ITO(HQRs)PRCIT (ReFAC)(AU)-4, Hyderabad		2	1		1
Addl.CIT/JCIT (ReFAC) (AU) - 4(1), Hyderabad		7		4	4
	DCIT/ACIT(ReFAC) (AU)-4(1)(1), Hyderabad				
	ITO (ReFAC) (AU)-4(1)(2), Hyderabad(MAHABUBNAGAR)				
	ITO (ReFAC) (AU)-4(1)(3), Hyderabad				
	ITO (ReFAC) (AU)-4(1)(4), Hyderabad				
	ITO (ReFAC) (AU)-4(1)(5), Hyderabad				
	ITO (ReFAC) (AU)-4(1)(6), Hyderabad(ANANTAPUR)				
Addl.CIT/JCIT (ReFAC) (AU) - 4(2), Hyderabad		7		2	2
	DCIT/ACIT(ReFAC) (AU)-4(2)(1), Hyderabad				0
	ITO (ReFAC) (AU)-4(2)(2), Hyderabad(PRODDATUR)				0
	ITO (ReFAC) (AU)-4(2)(3), Hyderabad(VIJAYAWADA)			1	1
	ITO (ReFAC) (AU)-4(2)(4), Hyderabad(NANDYAL)				0
	ITO (ReFAC) (AU)-4(2)(5), Hyderabad(KADAPA)				0
	ITO (ReFAC) (AU)-4(2)(6), Hyderabad(NELLORE)				0
Addl.CIT/JCIT (ReFAC) (AU) - 4(3), Hyderabad		7		2	2

		DCIT/ACIT(ReFAC) (AU)-4(3)(1), Hyderabad				0
		ITO (ReFAC) (AU)-4(3)(2), Hyderabad(NELLORE)				0
		ITO (ReFAC) (AU)-4(3)(3), Hyderabad(NELLORE)			1	1
		ITO (ReFAC) (AU)-4(3)(4), Hyderabad(TIRUPATI)			1	1
		ITO (ReFAC) (AU)-4(3)(5), Hyderabad(CHITTOOR)				0
		ITO (ReFAC) (AU)-4(3)(6), Hyderabad				0
	Addl.CIT/JCIT (ReFAC) (AU) - 4(4), Hyderabad		7		2	2
		DCIT/ACIT(ReFAC) (AU)-4(4)(1), Hyderabad				0
		ITO (ReFAC) (AU)-4(4)(2), Hyderabad(ONGOLE)				0
		ITO (ReFAC) (AU)-4(4)(3), Hyderabad(GUNTUR)				0
		ITO (ReFAC) (AU)-4(4)(4), Hyderabad(BHIMAVARAM)				0
		ITO (ReFAC) (AU)-4(4)(5), Hyderabad(GUNTUR)				0
		ITO (ReFAC) (AU)-4(4)(6), Hyderabad(TANUKU)				0
Pr.CIT (ReFAC)(VU)-1, Hyderabad	ITO(HQRs)PRCIT (ReFAC)(VU)-1, Hyderabad		2	1	1	2
	Addl.CIT/JCIT (ReFAC) (VU) - 1(1), Hyderabad		8		3	3
		DCIT/ACIT(ReFAC) (VU)-1(1)(1), Hyderabad				
		ITO (ReFAC) (VU)-1(1)(2), Hyderabad				
		ITO (ReFAC) (VU)-1(1)(3), Hyderabad				
		ITO (ReFAC) (VU)-1(1)(4), Hyderabad				
		ITO (ReFAC) (VU)-1(1)(5), Hyderabad(Tirupati)			1	1
		ITO (ReFAC) (VU)-1(1)(6), Hyderabad(WARANGAL)				
	Addl.CIT/JCIT (ReFAC) (VU) - 1(2), Hyderabad		8		4	4
		DCIT/ACIT(ReFAC) (VU)-1(2)(1), Hyderabad				
		ITO (ReFAC) (VU)-1(2)(2), Hyderabad				
		ITO (ReFAC) (VU)-1(2)(3), Hyderabad				
		ITO (ReFAC) (VU)-1(2)(4), Hyderabad				
		ITO (ReFAC) (VU)-1(2)(5), Hyderabad(KHAMMAM)				
		ITO (ReFAC) (VU)-1(2)(6), Hyderabad				
	Addl.CIT/JCIT (ReFAC) (VU) - 1(3), Hyderabad(ANANTAPUR)		8		1	1
		DCIT/ACIT(ReFAC) (VU)-1(3)(1), Hyderabad				0
		ITO (ReFAC) (VU)-1(3)(2), Hyderabad(KARIMNAGAR)				0
		ITO (ReFAC) (VU)-1(3)(3), Hyderabad				0
		ITO (ReFAC) (VU)-1(3)(4), Hyderabad				0
		ITO (ReFAC) (VU)-1(3)(5), Hyderabad(NIZAMABAD)				0
		ITO (ReFAC) (VU)-1(3)(6), Hyderabad(VIJAYAWADA)				0
	ITO(HQRs)PRCIT (ReFAC)(RU)-1, Hyderabad		2	1	1	2
	Addl.CIT/JCIT (ReFAC) (RU) - 1(1), Hyderabad		6		5	5
		DCIT/ACIT(ReFAC) (RU)-1(1)(1),Hyderabad(KHAMMAM)				
		DCIT/ACIT(ReFAC) (RU)-1(1)(2), Hyderabad				
		ITO (ReFAC) (RU)-1(1)(3), Hyderabad				
		ITO (ReFAC) (RU)-1(1)(4), Hyderabad				
		ITO (ReFAC) (RU)-1(1)(5), Hyderabad				
	Addl.CIT/JCIT (ReFAC) (RU) - 1(2), Hyderabad		6		5	5
		DCIT/ACIT(ReFAC) (RU)-1(2)(1), Hyderabad				

Pr.CIT (ReFAC)(RU)-1, Hyderabad		DCIT/ACIT(ReFAC) (RU)- 1(2)(2), Hyderabad				
		ITO (ReFAC) (RU)-1(2)(3), Hyderabad				
		ITO (ReFAC) (RU)-1(2)(4), Hyderabad				
		ITO (ReFAC) (RU)-1(2)(5), Hyderabad				
	Addl.CIT/JCIT (ReFAC) (RU) - 1(3), Hyderabad		6		4	4
		DCIT/ACIT(ReFAC) (RU)- 1(3)(1), Hyderabad				
		DCIT/ACIT(ReFAC) (RU)- 1(3)(2), Hyderabad				
		ITO (ReFAC) (RU)-1(3)(3), Hyderabad				
		ITO (ReFAC) (RU)-1(3)(4), Hyderabad				
		ITO (ReFAC) (RU)-1(3)(5), Hyderabad				
Pr.CIT (ReFAC) (AU)-1, Visakhapatnam	ITO(HQRs), CCIT(ReFAC), Visakhapatnam		2	1	3	4
	ITO(HQRs)PRCIT (ReFAC)(AU)-1, vskp		2	1	1	2
	Addl.CIT/JCIT (ReFAC) (AU) - 1(1), Visakhapatnam		7		5	5
		DCIT/ACIT(ReFAC) (AU)- 1(1)(1),			1	1
		ITO (ReFAC) (AU)-1(1)(2), Visakhapatnam				
		ITO (ReFAC) (AU)-1(1)(3), Visakhapatnam				
		ITO (ReFAC) (AU)-1(1)(4), Visakhapatnam				
		ITO (ReFAC) (AU)-1(1)(5), Visakhapatnam				
		ITO (ReFAC) (AU)-1(1)(6), Visakhapatnam				
	Addl.CIT/JCIT (ReFAC) (AU) - 1(2), Visakhapatnam		7		5	5
		DCIT/ACIT(ReFAC) (AU)- 1(2)(1), Visakhapatnam				
		ITO (ReFAC) (AU)-1(2)(2), Visakhapatnam(VIZIANAGARAM				
		ITO (ReFAC) (AU)-1(2)(3), Visakhapatnam				
		ITO (ReFAC) (AU)-1(2)(4), Visakhapatnam				
		ITO (ReFAC) (AU)-1(2)(5), Visakhapatnam				
		ITO (ReFAC) (AU)-1(2)(6), Visakhapatnam(KAKINADA)				
	Addl.CIT/JCIT (ReFAC) (AU) - 1(3), Visakhapatnam		7		5	5
		DCIT/ACIT(ReFAC) (AU)- 1(3)(1), Visakhapatnam				
		ITO (ReFAC) (AU)-1(3)(2), Visakhapatnam(VIJAYAWADA)				
		ITO (ReFAC) (AU)-1(3)(3), Visakhapatnam(SRIKAKULAM)				
		ITO (ReFAC) (AU)-1(3)(4), Visakhapatnam				
		ITO (ReFAC) (AU)-1(3)(5), Visakhapatnam				
		ITO (ReFAC) (AU)-1(3)(6), Visakhapatnam(RAJAHMUNDRI			1	1
	Addl.CIT/JCIT (ReFAC) (AU) - 1(4), Visakhapatnam(VIJAYAWADA)		7		2	2
		DCIT/ACIT(ReFAC) (AU)- 1(4)(1), Visakhapatnam				
		ITO (ReFAC) (AU)-1(4)(2), Visakhapatnam(RAJAHMUNDRI			1	1
		ITO (ReFAC) (AU)-1(4)(3), Visakhapatnam(AMALAPURAM)			1	1
		ITO (ReFAC) (AU)-1(4)(4), Visakhapatnam(KAKINADA)			1	1
		ITO (ReFAC) (AU)-1(4)(5), Visakhapatnam(GUDIVADA)				0
		ITO (ReFAC) (AU)-1(4)(6), Visakhapatnam(VIJAYAWADA)				0
	ITO(HQRs)PRCIT (ReFAC)(VU)-1,		2			0
	Addl.CIT/JCIT (ReFAC) (VU) - 1(1), Guntur (KHAMMAM)		8			0
		DCIT/ACIT(ReFAC) (VU)- 1(1)(1), Guntur(VIJAYAWADA)				0
CCIT (ReFAC) , VISAK HAPAT NAM						

Pr.CIT (ReFAC)(VU)-1, Guntur		ITO (ReFAC) (VU)-1(1)(2), Guntur(KAKINADA)			1	1
		ITO (ReFAC) (VU)-1(1)(3), Guntur			1	1
		ITO (ReFAC) (VU)-1(1)(4), Guntur(VIJAYAWADA)				0
		ITO (ReFAC) (VU)-1(1)(5), Guntur				0
		ITO (ReFAC) (VU)-1(1)(6), Guntur(VISAKHAPATNAM)			1	1
		Addl.CIT/JCIT (ReFAC) (VU) - 1(2), Guntur(VIJAYAWADA)	8		1	1
		DCIT/ACIT(ReFAC) (VU)- 1(2)(1), Guntur(ANANTAPUR)				0
		ITO (ReFAC) (VU)-1(2)(2), Guntur(VISAKHAPATNAM)			1	1
		ITO (ReFAC) (VU)-1(2)(3), Guntur(VISAKHAPATNAM)			1	1
		ITO (ReFAC) (VU)-1(2)(4), Guntur			1	1
		ITO (ReFAC) (VU)-1(2)(5), Guntur			1	1
		ITO (ReFAC) (VU)-1(2)(6), Guntur(VIJAYAWADA)				0
		Addl.CIT/JCIT (ReFAC) (VU) - 1(3), Guntur(NIZAMABAD)	8		1	1
		DCIT/ACIT(ReFAC) (VU)- 1(3)(1), Guntur(VIJAYAWADA)				0
		ITO (ReFAC) (VU)-1(3)(2), Guntur(VIJAYAWADA)				0
		ITO (ReFAC) (VU)-1(3)(3), Guntur(KURNOOL)			1	1
		ITO (ReFAC) (VU)-1(3)(4), Guntur(VISAKHAPATNAM)			1	1
		ITO (ReFAC) (VU)-1(3)(5), Guntur(VIJAYAWADA)				0
		ITO (ReFAC) (VU)-1(3)(6), Guntur(VISAKHAPATNAM)			1	1
		Addl.CIT(Hqrs), DGIT, Hyderabad	3	1		1
		DCIT(Hqrs), DGIT, Hyderabad				0
		ITO(Hqrs), Pr. CIT(Central), Hyderabad	2	1		1
		Addl.CIT/JCIT (Central) Range-1,	6		4	4
		DCIT/ACIT, Central Circle-1(1), Hyderabad				
		DCIT/ACIT, Central Circle-1(2), Hyderabad				
		DCIT/ACIT, Central Circle-1(3), Hyderabad				
		DCIT/ACIT, Central Circle-1(4), Hyderabad				
		Addl.CIT/JCIT (Central) Range-2,	6		6	6
		DCIT/ACIT, Central Circle-2(1), Hyderabad				
		DCIT/ACIT, Central Circle-2(2), Hyderabad				
		DCIT/ACIT, Central Circle-2(3), Hyderabad				
		DCIT/ACIT, Central Circle-2(4), Hyderabad				
		Addl.CIT/JCIT (Central) Range-3,	6		6	6
		DCIT/ACIT, Central Circle-3(1), Hyderabad				
		DCIT/ACIT, Central Circle-3(2), Hyderabad				
		DCIT/ACIT, Central Circle-3(3), Hyderabad				
		DCIT/ACIT, Central Circle-3(4), Hyderabad				
		TRO(Central), Hyderabad	1			0
Pr. CIT (Central), Hyderabad		ITO(Hqrs), Pr.CIT(Central), Visakhapatnam	2	2		2
		Addl.CIT/JCIT (Central) Range,	3		2	2
		DCIT/ACIT, Central Circle-1, Visakhapatnam				
		DCIT/ACIT, Central Circle-2, Visakhapatnam				
		DCIT/ACIT, Central Circle-1, Rajamahendravaram	1		1	1
		DCIT/ACIT, Central Circle-2, Rajamahendravaram	1			0
		Addl.CIT/JCIT (Central) Range,	3		1	1
		DCIT/ACIT, Central Circle-2, Guntur				
		DCIT/ACIT, Central Circle, Vijavawada	1		1	1
		DCIT/ACIT, Central Circle, Tirupati	1		1	1
		TRO(Central), Visakhapatnam	1			0

DGIT(I
nv.)
HYDER
ABAD

Pr.DIT (Inv.), Hyderabad	ITO(Hqrs), Pr. DIT(Inv), Hyderabad		2	1		1
	Addl.DIT/JDIT (Inv.), Unit-I, Hyderabad	DDIT/ADIT(Inv.), Unit-I(1), Hyderabad	5		4	4
		DDIT/ADIT(Inv.), Unit-I(2), Hyderabad				
		DDIT/ADIT(Inv.), Unit-I(3), Hyderabad				
		DDIT/ADIT(Inv.), Unit-I(4), Hyderabad				
		ITO(INV), Unit-1, Hyderabad				
	Addl.DIT/JDIT (Inv.), Unit-II, Hyderabad	DDIT/ADIT(Inv.), Unit-II(1), Hyderabad	5		4	4
		DDIT/ADIT(Inv.), Unit-II(2), Hyderabad				
		DDIT/ADIT(Inv.), Unit-II(3), Hyderabad				
		DDIT/ADIT(Inv.), Unit-II(4), Hyderabad				
		ITO(INV), Unit-2, Hyderabad				
	Addl.DIT/JDIT (Inv.), Unit-III,	DDIT/ADIT(Inv.), Unit-III(1), Visakhapatnam.	5		1	1
		DDIT/ADIT(Inv.), Unit-III(2), Visakhapatnam.				
		DDIT/ADIT(Inv.), Unit-III(3), Visakhapatnam.				
		ITO(INV), Unit-3, Visakhapatnam				
		DDIT/ADIT(Inv.), Unit-III(4), Rajamahendravaram	1			0
	Addl.DIT/JDIT (Inv.), Unit-IV, Vijayawada	DDIT/ADIT(Inv.), Unit-IV(1), Vijayawada	3		1	1
		DDIT/ADIT(Inv.), Unit-IV(2), Vijayawada				
		ITO(INV), Unit-4, Vijayawada				
		DDIT/ADIT(Inv.), Unit-IV(3), Guntur	1			0
		DDIT/ADIT(Inv.), Unit-IV(4), Tirupati	1			0
	Addl.DIT/JDIT (BPU), Hyderabad	DCIT/ACIT(BPU), Hyderabad	3		3	3
		ITO(BPU), Hyderabad				0
	Addl.DIT, Foreign Assets Investigation,		2		2	2
						0
DGIT(I &CI), New Delhi	DIT(I&CI), Hyderabad	ITO(HQRs)	2	1		1
	Addl.DIT/JDIT (I&CI), Hyderabad	DDIT/ADIT(I&CI), Hyderabad	3		2	2
		DDIT/ADIT(I &CI), Vijayawada	1			0
		ITO(I&CI), Hyderabad				0
		ITO(I&CI), Hyderabad				0
		ITO(I &CI), Guntur	1		1	1
		ITO(I &CI), Tiruapti	1			0
		ITO(i &CI), Vizag	1		1	1
						0
PrCCIT(Exemp), New Delhi	CIT(Exemptions , Hyderabad	ITO(HQRs)	2	1		1
	Addl.CIT/JCIT Exemption Range,	DCIT/ACIT (Exemp)-1, Hyderabad	4		3	3
		ITO(Exem)-1, Hyderabad				
		ITO(Exem)-2, Hyderabad				
		ITO(Exem)-3, Hyderabad				
		ITO(Exem)-4, Hyderabad				
	Addl.CIT/JCIT Exemption Range,	DCIT/ACIT (Exemp)-1, Vijayawada	3		1	1
		ITO(Exemp), Visakhapatnam	1		1	1
		ITO(Exemp), Rajamahendravaram	1		1	1
		ITO(Exemp), Guntur	1		1	1

			ITO(Exemp), Tirupati	1		1	1
		TRO(Exemptions)		1			0
Appeals	CIT(AU)-1, Guntur			1			0
	CIT(AU)-2, Guntur			1		1	1
	CIT(AU)-1, Hyderabad			1	1		1
	CIT(AU)-2, Hyderabad			1		1	1
	CIT(AU)-3, Hyderabad			1		1	1
	CIT(AU)-4, Hyderabad			1	1		1
	CIT(AU)-5, Hyderabad			1			0
	CIT(AU)-6, Hyderabad			1		1	1
	CIT(AU)-7, Hyderabad			1	1		1
	CIT(AU)-8, Hyderabad			1		1	1
	CIT(AU)-9, Hyderabad			1	1		1
	CIT(A)-10, Hyderabad			1	1		1
	CIT(A)-11, Hyderabad			1			0
	CIT(A)-12, Hyderabad			1			0
	CIT(AU), Kurnool			1		1	1
	CIT(AU), Rajahmundry			1		1	1
	CIT(AU), Tirupati			1		1	1
	CIT(AU), Vijayawada			1			0
	CIT(AU)-1, Visakhapatnam			1	1		1
	CIT(AU)-2, Visakhapatnam			1			0
	CIT(A)-3, Visakhapatnam			1		1	1
							0
ITAT	CIT(DR)(ITAT) - 1, Hyderabad	ITO(HQRs)		2		2	2
	CIT(DR)(ITAT) - 2 Hyderabad	ITO(HQRs)		2			0
		SR AR-I (A Bench), Hyderabad		0			0
		SR AR-II (A Bench), Hyderabad		0			0
		SR AR-I (B Bench), Hyderabad		0			0
		SR AR-II (B Bench), Hyderabad		0			0
	CIT(DR)(ITAT), VISAKHAPATN	ITO(HQRs)		2		2	2
		SR AR, Visakhapatnam		0			0
							0
							0
CCIT(In Taxn), South Zone, Bangalore	CIT(IT & TP), Hyderabad			2			0
		Addl.CIT/JCIT(IT), Hyderabad	DCIT/ACIT(IT)-1, Hyderabad	4	1		1
			DCIT/ACIT(IT)-2, Hyderabad				
			ITO(IT)-1, Hyderabad				
			ITO(IT)-2 Hyderabad				
		Addl.CIT/JCIT(IT), Vijayawada	ITO(IT), Vijayawada	2			0
			DCIT/ACIT(IT), Visakhapatnam	2		2	2
			ITO(IT), Visakhapatnam				0
			ITO(IT), Nellore	1			0
			ITO(IT), Kakinada	1	1		1
							0

		Addl.CIT/JCIT(TP), Hyderabad	DCIT/ACIT(TPO)-1, Hyderabad	3	1	2	3
			DCIT/ACIT(TPO)-2, Hyderabad				0
			DCIT/ACIT(TPO)-3, Hyderabad				0
		TRO(IT&TP)		0			0
Pr.CCIT,	OTHER OFFICES			32	7	6	13
PR, Tirupa	ITO(PR), Tirupati			1			0
MSTU	MSTU HYDERABAD			1			0
	MSTU, Visakhapatnam			1		1	1
							0
VALUA TION	VALUATION CELL, HYD						0
	VALUATION CELL, VIA						0
	VALUATION CELL, VSKP						0
							0
	HCC, VIJAYAWADA			0			0
	APA			1			0
	SPECIAL RANGE,			1			0
	SPECIAL RANGE,GUNTU			1			0
	SPECIAL RANGE, VIZAG			1			0
				586			

THE GAZETTE OF INDIA: EXTRAORDINARY

[Part II - Sec. 3(i)]

MINISTRY OF FINANCE
(Department of Revenue)
(CENTRAL BOARD OF DIRECT TAXES)
NOTIFICATION

New Delhi, the 17th January, 2011

(S.R. 30(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Income-tax Department (Group 'D') Recruitment Rules, 2003, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Multi Tasking Staff in the Income-tax Department, namely:—

1. **Short title and commencement.**—(1) These rules may be called the Income-tax Department (Multi Tasking Staff) Recruitment Rules, 2010.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Number of posts, classification and the pay band, grade pay or pay scale.**—The number of the said post, its classification and the pay band, grade pay or pay scale attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. **Method of recruitment, age-limit and educational qualifications, etc.**—The method of recruitment, age-limit, educational qualifications and other matters connected therewith shall be as specified in columns (5) to (14) of the aforesaid Schedule.

4. **Initial constitution.**—The persons holding the corresponding posts specified in column (1) of the Schedule annexed to these rules, on regular basis, immediately before the commencement of these rules, and holding matriculation qualification or is a non-matriculate who is found fit to be placed in PB-1 with grade pay of Rs. 1800, shall be deemed to have been appointed under these rules and the services rendered by them shall be counted for the purpose of period of probation, qualifying service for promotion, confirmation and pension.

5. **Disqualification.**—No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any persons from the operation of this rule.

6. **Power to relax.**—Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Saving.**—Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, the Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of post	Number of post	Classification	Pay Band and Grade Pay or Pay Scale	Whether selection or non-selection post	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972	Age-limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Multi Tasking Staff	7456* (2010) *Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Pay Band-1, (Rs. 5200-20200) with Grade Pay of Rs. 1800	Not applicable	Not applicable	Between 18 and 25 years of age Note: The crucial date for determining the age-limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed

[भाग II-खण्ड 3(1)]

भारत का राजपत्र : असाधारण

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(7)

for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahual and Spiti District and Pangri Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands (or Lakshadweep).

Educational and other qualifications required for direct recruits

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees

Period of probation, if any

(8)

(9)

(10)

Essential: Matriculation or equivalent pass.

Not applicable

Two Years

Nature of duties : Duties shall include one or more of the following, to be assigned from time to time :—

- Physical maintenance of records of the office.
- General cleanliness and upkeep of the office.
- Carrying of file and other papers within the building.
- Photocopying, sending of fax, etc.
- Other non-clerical work in the section or unit.
- Assisting in routine office work like diary, dispatch etc. including work on computer.
- Delivering of dak or notices outside the building.
- Watch and ward duties.
- Opening and closing of rooms.
- Cleaning of rooms.
- Dusting of furniture etc.
- Cleaning of building, fixtures, etc.
- Driving of vehicles, if in possession of valid driving licence.
- Upkeep of parks, lawns, potted plants, etc.
- Any other work assigned by the superior authority.

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THE GAZETTE OF INDIA: EXTRAORDINARY

[PART II: Sub. 3(i)]

(8)

Note: The above list of duties is only illustrative and not exhaustive.

Method of recruitment: Whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods

In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption to be made

(11)

By direct recruitment

(12)

Not applicable

If a Departmental Promotion Committee exists what is its composition

Circumstances in which Union Public Service Commission is to be consulted in making recruitment

(13)

Group 'C' Departmental Promotion Committee (for considering confirmation) consisting of:—

(14)

Not applicable

- (a) Additional or Joint Commissioner of Income-tax (Headquarters) —Chairperson
- (b) Deputy Commissioner of Income-tax (Headquarters) where there is no Deputy Commissioner of Income-tax (Headquarters), the senior-most Deputy Commissioner of Income-tax at the station — Member
- (c) Local Deputy Commissioner of Customs and Central Excise —Member
- (d) One Scheduled Caste or Scheduled Tribe Officer not below the rank of Deputy Commissioner of Income-tax or Liaison Officer, unless one of the members at (a) to (c) belongs to Scheduled Caste or Scheduled Tribe. —Member

[F.No.A-12018/3/2010-Ad.VII]

P. NARAYANAN, Director (Ad. VII)