



**Office of the Commissioner of Income tax
(Admn & Computer Operations)
IIIrd Floor, IT Towers, AC Guards,
Hyderabad 500 004.**

F. No. CIT(Admin & CO)/HRD/2015-16

Dated: 17/11/2015

To

The Chief Commissioner of Income Tax, Visakhapatnam *and Vijayawada.*
The Pr. Commissioner of Income Tax-1,2,4,7, Hyderabad
The Commissioner of Income Tax - Tirupati, Kurnool, Rajahmundry, Vijayawada,
Visakhapatnam-2
The Commissioner of Income Tax (Appeals)-1,4,8,9, Hyderabad
The Commissioner of Income Tax (Appeals), Guntur-1,2, Tirupati, Kurnool,
Rajahmundry, Visakhapatnam-1,2,3
The Commissioner of Income Tax (TDS), Vijayawada
The Commissioner of Income Tax(DR)(ITAT), Hyderabad-2 & Visakhapatnam

Sir/Madam,

Sub: Establishment - IT Department - Andhra Pradesh & Telangana,
Hyderabad - Hierarchy building and roll out of HRMS - reg
Ref: 1) This office letter F.No. Pr.CCIT/Estt/33/2015 dated 31.10.2015.
2) DGIT(HRD)'s letter F.No.HRD/PM/410/2/2010-11/Pt-1/6412
Dt.10th Nov, 2014.

With reference to the above, it was requested to fill and send back the template in excel format for creation of hierarchy and roll out of HRMS. The template in excel sheet format have been sent to the name based e-mails ids available to the concerned Pr.CsIT/CsIT in AP & Telanagana region. A copy of the same may also be downloaded from <http://Incometaxhyderabad.org> under **Download** in **Establishment Menu**. The excel file duly filled in with your data is yet to be received from your office. The DGIT(HRD) has sent a reminder vide letter under reference 2 above and directed to upload the above data by **16.11.2015**.

2. Hence, it is once again requested to fill and send the excel sheet to email id: citco.hyderabad@incometax.gov.in and hard copy to the o/o the CIT(Admin & CO), Hyderabad.

Yours faithfully,

(M. RAVINDRA SAI)

Commissioner of Income Tax (Admin & CO),
Hyderabad