



Office of the Pr. Chief Commissioner of Income Tax
Andhra Pradesh & Telangana
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Tel No. 040 23425475, Fax: 23241427/23240403

F.No. Pr.CCIT/Estt./CCD/2020-21

Date:05-01-2021

To

All HODs of,
Andhra Pradesh and Telangana region,

Sir/Madam,

Sub :- Scanning and Uploading of Service Books in the cadre of Group A,
Group B and Group C officers and officials on PIS Module of HRMS
-Uploading of leave balance on Leave Management Module -Calling
for report - Regarding.
Ref:- 1. Pr. CCIT, A.P. & TS, Hyderabad in F. No. Pr. CCIT/Circular/
2020- 21 dated 24.07.2020.

Kind reference is invited to the above.

2. It is communicated to the HOO/AO/DDOs to complete the task of Scanning and uploading of written pages of Service Books along with their enclosures in respect of Group "A" Cadre, Group B cadre & Group C cadre in their office. Updation of leave and Leave Balance may also be uploaded in Leave Management Module in the HRMS, ITBA Portal. In this regard, information is sought by this office as per Annexure-I enclosed to this letter on or before 26.02.2021 positively.

3 The AO/DDOs are required to follow the provisions of SR199 and SR 202 related to nature of entries in Service Books and Periodical Inspection of Service Books by the Govt. Servant to avoid delay at the last hour.

4 Further, It is informed that for Issue of service verification certificate on completion of qualifying service above 18 years, after 30 years and also 5 years before retirement of an employee may be done at DDO level as per the provision required in Form 24 (under Rule 32 of the CCS(Pension) Rules, 1972) and then forwarded to the Office of the Zonal Accounts Office, CBDT, Hyderabad or PAOs concerned for concurrence. (Copy of Form 24 enclosed).

The above instructions are to be followed scrupulously. The work may be supervised by HODs and a Compliance Report is to be sent by 05/03/2021.

This is issued with the approval of the Pr. Chief Commissioner of Income Tax, A.P. & Telangana, Hyderabad.

Yours faithfully,

(PEEYUSH SONKAR)
Commissioner of Income Tax
(H.Qrs)(Admn. & TPS),
A.P. & Telangana , Hyderabad.

Encl.: Form 24

Copy to : All HOOs/DDOs.

FORM 24

[See rule 32]

Form of certificate of verification of service for pension

No

Government of India
Ministry of
Department/Office

Dated the ,

Certificate

It is certified, in consultation with the Accounts Officer, that Shri/Smt./Km. of years months, days as on (date), as per details given below. The service has been verified on the basis of his service documents and in accordance with the rules regarding qualifying service in force at present. The verification of service under sub-rules (1) and (2) of rule 32 of the Central Civil Services (Pension) Rules, 1972, shall be treated as final and shall not be re-opened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension.

DETAILS OF QUALIFYING SERVICE

S. No.	Name of Ministry/Department/Office	From	To	Length of qualifying service
1.				
2.				
3.				

To
Shri.....
(Name & Designation)"

Signature & Stamp of Head of Office

Office Superintendents in AP & Telangana Region.

ANNEXURE-I.

SL.NO	Name of the Official (S/Sri./Smt./Ms)	Designation	Name of the office in which working	Date of Birth	Date of joining Government Service**	Completed years of service	Whether Service Register Scanned & Uploaded in HRMS Portal?	Remarks, if any
1	BHEEMA RAO KORUKONDA	OS	ADCIT, RAJAHMUNDRI	01/08/1968				
2	KAVILLA VENU GOPAL	OS	ADCIT, RAJAHMUNDRI	27/08/1978				
3	SATYANARAYANA P V	OS	ADCIT, RAJAHMUNDRI	09/03/1969				
4	VENKATA RAVI KUMAR AKULA	OS	ADCIT, RAJAHMUNDRI	15/02/1980				
5	CHELIKANI PADMAVATHI	OS	ADCIT(AUDIT), HYDERABAD	09/06/1969				
6	ARUN KUMAR	OS	ADCIT(CENTRAL RNG)-1, HYDERABAD	10/12/1981				
7	MUCHATI SREEDHAR RAO	OS	ADCIT(CENTRAL RNG)-1, HYDERABAD	09/02/1975				
8	SYED AKBAR	OS	ADCIT(CENTRAL RNG)-1, HYDERABAD	10/01/1979				
9	CHINNA RAO GUNTUPALLI	OS	ADCIT(EXEMPTIONS), HYDERABAD	16/11/1965				
10	HARINATH BABU V	OS	ADCIT(EXEMPTIONS), HYDERABAD	05/06/1969				

11	VENKATA NARASIMHA MURTHY	OS	ADCIT(EXEMPTIONS), HYDERABAD	27/09/1969				
12	SURESH KUMAR VADDADI	OS	ADCIT(EXEMPTIONS), VIJAYAWADA	11/03/1970				
13	SANTOSH KUMAR	OS	ADCIT(I&CI), HYDERABAD	04/05/1978				
14	VENKATA SUBBA RAO CH	OS	ADCIT(I&CI), HYDERABAD	13/07/1975				
15	CHANDRA SEKHAR G	OS	ADCIT(IT), HYDERABAD	15/08/1970				
16	VENKATA USHA RANI NITTALA	OS	ADCIT(JUDICIAL), HYDERABAD	24/07/1968				
17	KALYAN BHASURU	OS	ADCIT(ReAC)(AU)-1(1), VISAKHAPATNAM	30/08/1976				
18	PRAKASH RAO AVVS	OS	ADCIT(ReAC)(AU)-1(1), VISAKHAPATNAM	04/07/1996				
19	PRIYA RANJAN	OS	ADCIT(ReAC)(AU)-1(2), VISAKHAPATNAM	15/09/1981				
20	A ARCHANA	OS	ADCIT(ReAC)(AU)-1(3), VISAKHAPATNAM	09/07/1976				
21	SIVA SARMA T S K	OS	ADCIT(ReAC)(AU)-1(4), VISAKHAPATNAM	11/08/1966				
22	VENKATESWARA RAO PULI	OS	ADCIT(ReAC)(AU)-1(4), VISAKHAPATNAM	10/08/1966				
23	PRAKASH CHANDRA MUDULI	OS	ADCIT(ReAC)(AU)-3(1), HYDERABAD	26/05/1981				
24	LAKSHMEE PANDIT	OS	ADCIT(ReAC)(AU)-3(2), HYDERABAD	09/01/1977				

25	SRINIVAS M	OS	ADCIT(ReAC)(AU)-3(3), HYDERABAD	05/02/1973				
26	LILADHAR PRASAD	OS	ADCIT(ReAC)(AU)-3(4), HYDERABAD	05/03/1982				
27	KANAKA DURGA RACHAKONDA	OS	ADCIT(ReAC)(AU)-4(1), HYDERABAD	15/08/1979				
28	KISHORE G	OS	ADCIT(ReAC)(AU)-4(2), HYDERABAD	13/03/1981				
29	LAKSHMI KANTH BIJANKAR	OS	ADCIT(ReAC)(AU)-4(3), HYDERABAD	19/03/1982				
30	SRI LAKSHMI BULUSU	OS	ADCIT(ReAC)(AU)-4(4), HYDERABAD	25/06/1973				
31	VENKATESHAM M	OS	ADCIT(ReAC)(RU)-1(1), HYDERABAD	12/12/1972				
32	SAI LAXMAN JAVAJI ANNAM	OS	ADCIT(ReAC)(RU)-1(2), HYDERABAD	16/08/1981				
33	ARUN KUMAR GANUGA	OS	ADCIT(ReAC)(VU)-1(1), GUNTUR	04/07/1987				
34	NARSING RAO CHINNI	OS	ADCIT(ReAC)(VU)-1(1), HYDERABAD	30/08/1962				
35	NARSING RAO K	OS	ADCIT(ReAC)(VU)-1(2), HYDERABAD	10/07/1963				
36	PRAVEEN KUMAR BORRA	OS	ADCIT(ReAC)(VU)-1(3), HYDERABAD	05/08/1980				
37	BISHWABASU KHAMARI	OS	ADCIT(TP), HYDERABAD	30/06/1981				
38	SRI HARSHA D	OS	ADCIT, CENRAL RNG, VISAKHAPATNAM	23/03/1983				

39	SRINIVASA RAO M	OS	ADCIT, CENTRAL RNG, VISAKHAPATNAM	15/06/1969				
40	RAMA KRISHNA KONA	OS	ADCIT, CENTRAL RANGE, GUNTUR	04/01/1971				
41	K SATYANARAYANA MURTHY	OS	ADCIT, KAKINADA	10/08/1972				
42	NALLALA VEERA BABU	OS	ADCIT, KAKINADA	23/05/1992				
43	NARASIMHAM S S L	OS	ADCIT, KAKINADA	29/08/1970				
44	SHYAM SUNDAR RAO NANDIGAMA	OS	ADCIT, KAKINADA	03/04/1966				
45	LAXMI NARAYANA KOTHAKONDA	OS	ADCIT, KARIMNAGAR	07/08/1962				
46	RAMESH LAMBADE	OS	ADCIT, KURNOOL	13/12/1978				
47	SRINIVASULU YEKABOTE	OS	ADCIT, KURNOOL	04/06/1979				
48	VENKATA LAKSHMI CH	OS	ADCIT, KURNOOL	11/02/1967				
49	HARI KRISHNA B	OS	ADCIT, NELLORE	01/07/1980				
50	RAVINDRA KUMAR PYNAM	OS	ADCIT, NELLORE	15/06/1967				
51	SHAIK KARIMULLA	OS	ADCIT, NELLORE	13/07/1966				
52	RAGHAVVA RAO GANDIKOTA	OS	ADCIT, RNG-1, GUNTUR	16/04/1965				

53	P V S RAJASEKHAR	OS	ADCIT, RNG-1, HYDERABAD	02/09/1983				
54	ANANTHA LAKSHMI J	OS	ADCIT, RNG-1, VIJAYAWADA	13/08/1975				
55	KRISHNA PRASAD V	OS	ADCIT, RNG-1, VIJAYAWADA	30/10/1972				
56	RAMANA G	OS	ADCIT, RNG-1, VISAKHAPATNAM	15/05/1967				
57	MANOHAR E	OS	ADCIT, RNG-13(SALARY), HYDERABAD	13/02/1966				
58	SINGARAJU SAILAJA	OS	ADCIT, RNG-2, GUNTUR	25/12/1991				
59	VENKATA SIVA RAO IKKURTHI	OS	ADCIT, RNG-2, GUNTUR	15/03/1972				
60	HAIDER ALI	OS	ADCIT, RNG-2, HYDERABAD	01/09/1985				
61	MUKESH KUMAR SINGH	OS	ADCIT, RNG-2, HYDERABAD	15/08/1980				
62	RAVI KUMAR	OS	ADCIT, RNG-2, HYDERABAD	15/01/1984				
63	RAMA KRISHNA T	OS	ADCIT, RNG-2, VIJAYAWADA	20/02/1970				
64	SRINIVASA RAO G	OS	ADCIT, RNG-2, VIJAYAWADA	10/04/1969				
65	PRASADARAO KONATHALA	OS	ADCIT, RNG-2, VISAKHAPATNAM	06/12/1977				
66	SURESH S	OS	ADCIT, RNG-2, VISAKHAPATNAM	01/07/1967				

67	AMIT KUMAR DUBEY	OS	ADCIT, RNG-3, HYDERABAD	10/06/1982				
68	BHANU PRASAD REDDY	OS	ADCIT, RNG-3, HYDERABAD	04/04/1984				
69	SATYANARAYANA B V S	OS	ADCIT, RNG-5, HYDERABAD	28/07/1964				
70	MUSAVEER M A	OS	ADCIT, RNG-6, HYDERABAD	06/01/1979				
71	MADHAVI T	OS	ADCIT, RNG-8, HYDERABAD	13/04/1976				
72	SUDHEER REDDY G	OS	ADCIT, RNG-8, HYDERABAD	01/02/1970				
73	RAMESHWAR HAMILPUR	OS	ADCIT, RNG-9 HYDERABAD	15/06/1974				
74	YADALAH VADDAGANI	OS	ADCIT, RNG-9 HYDERABAD	10/10/1964				
75	DURGA PRASAD GUNDARAPU	OS	ADCIT, TDS RANGE, VIJAYAWADA	27/04/1975				
76	KIRAN KUMAR GUPTA	OS	ADCIT, TDS RNG, VISAKHAPATNAM	15/06/1979				
77	RAJENDRA PRASAD DARAPU	OS	ADCIT, TDS RNG, VISAKHAPATNAM	18/06/1987				
78	KAMAL KISHORE	OS	ADCIT, TDS RNG-1, HYDERABAD	21/01/1977				
79	RAJA NARSIMHA PALLAKONDA	OS	ADCIT, TDS RNG-1, HYDERABAD	11/06/1975				
80	VENKATA LAKSHMI V	OS	ADCIT, TDS RNG-1, HYDERABAD	15/05/1980				

81	JUGAL KISHOR PRADHAN	OS	ADCIT, TDS RNC-2, HYDERABAD	15/07/1982				
82	VENKATA SURYAPHANI KAPPAGANTU	OS	ADCIT, TDS RNC-2, HYDERABAD	22/08/1981				
83	DILLI AVULA	OS	ADCIT, TIRUPATI	13/06/1980				
84	MADHU SUDHANA RAO N	OS	ADDIT (INV), VIJAYWADA	01/08/1978				
85	SUBHAKARA RAO MANGAM	OS	ADDIT (INV), VIJAYAWADA	08/05/1969				
86	NARASIMHA RAO P V N L	OS	CCIT(ReAC), VIJAYAWADA	09/08/1967				
87	SATYANARAYANA KOLA	OS	CCIT(ReAC), VIJAYAWADA	04/08/1979				
88	DEEPAK KUMAR	OS	CCIT(ReAC), VISAKHAPATNAM	07/12/1983				
89	KAILASH CHANDRA SAHU	OS	CCIT(ReAC), VISAKHAPATNAM	06/01/1977				
90	VIJAYALAKSHMI A B	OS	CCIT(ReAC), VISAKHAPATNAM	29/01/1976				
91	MIR ATAUDDIN	OS	CIT (DR)-II, ITAT, B BENCH, HYDERABAD	05/06/1969				
92	KUMARA SWAMY KV	OS	CIT (TDS), VIJAYAWADA	20/11/1973				
93	NARASIMHA MURTHY PEESAPATI	OS	CIT(A)-1, HYDERABAD	24/03/1962				
94	KRISHNA MURTHY PSR	OS	CIT(AUDIT), HYDERABAD	07/01/1974				

95	KRISHNAVENI CHIRALA	OS	CIT(AUDIT), HYDERABAD	15/07/1975				
96	SRINIVASA RAO V	OS	CIT(DR), ITAT, VISAKHAPATNAM	19/11/1974				
97	KRISHNA GADDAM	OS	CIT(EXEMPTIONS), HYDERABAD	05/04/1973				
98	SATYA VEERA BHADRA RAO M V	OS	CIT(IT & TP), HYDERABAD	24/07/1974				
99	MURALIDHAR NEELABOYINA	OS	CIT(TDS), HYDERABAD	31/08/1963				
100	SANJEEV KUMAR	OS	CIT(TDS), HYDERABAD	15/02/1978				
101	KALI KUMAR SAHU	OS	DCIT(IT), VISAKHAPATNAM	08/07/1982				
102	KRISHNA CHAITANYA DASARI	OS	DDIT (INV), GUNTUR	05/03/1978				
103	ELIA V	OS	DGIT (INV), HYDERABAD	03/08/1977				
104	S V SAI SUBBA RAO	OS	DGIT (INV), HYDERABAD	16/05/1974				
105	RAMESH KUMAR KONDALA	OS	DIT(I&C), HYDERABAD	20/10/1971				
106	D LINGAIAH	OS	IT OFFICE, KADAPA	10/06/1986				
107	VENKATESWARA RAO THOTA	OS	IT OFFICE, ONGOLE	07/12/1973				
108	SARADA BAI S K	OS	IT OFFICE, ANANTPUR	01/07/1964				

109	BRAHMANANDA KUMAR V	OS	IT OFFICE, BHIMAVARAM	15/08/1974				
110	PARAMESWARA RAO YEKKALA	OS	IT OFFICE, ELURU	17/06/1977				
111	SHAIK RAFEE AHAMED	OS	IT OFFICE, GUDUR	01/07/1964				
112	SWARNA LATHA VUPPU	OS	IT OFFICE, HINDUPUR	01/09/1986				
113	MADHUSUDHANA REDDY KONDA	OS	IT OFFICE, MADANAPALLE	01/06/1966				
114	CHALLA SRINIVAS REDDY	OS	IT OFFICE, MANCHERIAL	28/08/1988				
115	KAMJULA VENKATA RAGHAVA REDDY	OS	IT OFFICE, ONGOLE	01/07/1965				
116	SK K SHAW KHADAR	OS	IT OFFICE, PALAKOL	28/08/1979				
117	SRINIVAS SIRIMULLA	OS	IT OFFICE, SIDDIPET	26/07/1988				
118	TARA RAMANADHAM	OS	IT OFFICE, TADEPALLIGUDEM	04/06/1982				
119	B V SUBRAHMANYAM MADDU	OS	IT OFFICE, TANUKU	16/08/1985				
120	MANIBABU CHELLURI	OS	IT OFFICE, TUNI	04/06/1978				
121	PALLAVI PAMPANA	OS	IT OFFICE, VIZIANAGARAM	01/10/1978				
122	SRIKANTI ACHARYA	OS	IT OFFICE, VIZIANAGARAM	24/03/1983				

123	LAXMINARAYANA SIDDA	OS	IT OFFICE, WARANGAL	09/03/1961				
124	DURGA PRASAD GORU	OS	ITO (INTL.TAXN), KAKINADA	18/06/1980				
125	RAKESH V	OS	ITO (INTL.TAXN), NELLORE	01/07/1971				
126	SATYENDRA MANOHAR	OS	ITO (MSTU), VISAKHAPATNAM	21/01/1982				
127	NADIMINTI SRIDHAR KARTHIK	OS	ITO(I&CI), VISAKHAPATNAM	07/02/1990				
128	RAMESH MANGISETTY	OS	ITO(TDS), KURNOOL	01/06/1971				
129	BOTTA UMA MAHESWAR	OS	PRCCIT, AP&TS, HYDERABAD	15/06/1977				
130	DANISH QUAMAR	OS	PRCCIT, AP&TS, HYDERABAD	10/01/1987				
131	DEEPAK LAL JEEVAN	OS	PRCCIT, AP&TS, HYDERABAD	04/12/1978				
132	DONTHULA DEVENDER	OS	PRCCIT, AP&TS, HYDERABAD	10/05/1985				
133	KISHORE BABU G	OS	PRCCIT, AP&TS, HYDERABAD	23/10/1981				
134	MOHD IMTIYAZ ALI	OS	PRCCIT, AP&TS, HYDERABAD	17/08/1984				
135	MUKESH CHAVVA	OS	PRCCIT, AP&TS, HYDERABAD	14/12/1978				
136	PUNJALA CHANDRA DEVRAJ	OS	PRCCIT, AP&TS, HYDERABAD	14/06/1976				

137	RAMANAKUMARI NAYAKUDU	OS	PRCCIT, AP&TS, HYDERABAD	31/05/1980				
138	RUDRA V BHADRA RAO GORU	OS	PRCCIT, AP&TS, HYDERABAD	18/07/1983				
139	SHAIK ABDUL MAJEED	OS	PRCCIT, AP&TS, HYDERABAD	16/03/1978				
140	SIVA NARAYANA GOVIND A	OS	PRCCIT, AP&TS, HYDERABAD	18/07/1978				
141	SRINIVAS RAO K M	OS	PRCCIT, AP&TS, HYDERABAD	17/03/1970				
142	SUBROTO BISWAS	OS	PRCCIT, AP&TS, HYDERABAD	12/01/1970				
143	SUNIL KUMAR	OS	PRCCIT, AP&TS, HYDERABAD	10/08/1984				
144	SUNKARA SAI JAYANTH	OS	PRCCIT, AP&TS, HYDERABAD	22/04/1987				
145	VADDIKASULU PANAMATA	OS	PRCCIT, AP&TS, HYDERABAD	06/06/1982				
146	KRISHNA MOHAN KUKUNURU	OS	PRCIT(CENTRAL), HYDERABAD	14/06/1974				
147	CHAKRADHARA RAO J	OS	PRCIT(CENTRAL), VISAKHAPATNAM	09/08/1970				
148	MANAS RANJAN SAHU	OS	PRCIT(CENTRAL), VISAKHAPATNAM	06/04/1982				
149	CHANDRA MOULI SALA	OS	PRCIT(ReAc)(AU)-1, HYDERABAD	08/08/1980				
150	MADHUSUDHANA RAO VURITI	OS	PRCIT(ReAc)(AU)-1, VISAKHAPATNAM	10/01/1961				

151	NARENDRA BABU DASARI	OS	PRCIT(ReAC)(AU)-2, HYDERABAD	10/08/1981				
152	PANKAJ KUMAR	OS	PRCIT(ReAC)(AU)-3, HYDERABAD	06/02/1980				
153	VIJAYA SUNITHA PATRICK	OS	PRCIT(ReAC)(AU)-4, HYDERABAD	06/10/1969				
154	MALLIKARJUN H	OS	PRCIT(ReAC)(RU)-1, HYDERABAD	19/02/1979				
155	SUVARNALATHA GALI	OS	PRCIT(ReAC)(VU)-1, GUNTUR	01/02/1974				
156	SUDHAKAR REDDY S	OS	PRCIT(ReAC)(VU)-1, HYDERABAD	26/07/1971				
157	RAJA SEKHAR GOWD ALASYAM	OS	PRCIT, TIRUPATI	10/06/1979				
158	SUDHA RANI K	OS	PRCIT, VIJAYAWADA	30/08/1974				
159	AASHISH CHANDER SINGH THAKUR	OS	PRCIT-1, HYDERABAD	12/11/1984				
160	ALOK KUMAR	OS	PRCIT-1, HYDERABAD	01/03/1980				
161	DEVULAPALLI SOBHANA RAO	OS	PRCIT-1, HYDERABAD	08/03/1978				
162	MOHAN TALLA	OS	PRCIT-1, VISAKHAPATNAM	17/05/1983				
163	RAMESH NAIDU N V S A	OS	PRCIT-1, VISAKHAPATNAM	01/06/1978				
164	NARAYANA RAO LENKA	OS	PRCIT-2, HYDERABAD	16/07/1965				

165	P CHANDRA MOHAN	OS	PRCIT-2, HYDERABAD	03/11/1972				
166	PRASANTA KUMAR GRAHACHARYA	OS	PRCIT-2, HYDERABAD	05/09/1977				
167	MANOJ KUMAR	OS	PRCIT-4, HYDERABAD	05/10/1980				
168	MITHILESH KUMAR	OS	PRCIT-4, HYDERABAD	15/12/1978				
169	PANKAJ KUMAR JHA	OS	PRCIT-4, HYDERABAD	11/07/1978				
170	ANJANEYULU C	OS	PRDIT(INV), HYDERABAD	27/04/1972				
171	KRISHNA NAGARAJU TADAM	OS	PRDIT(INV), HYDERABAD	10/12/1979				
172	MOHAMMED ABDUL MAJID	OS	SR AR-II, A BENCH, HYDERABAD	06/05/1963				

****Note: Date of joining in Government Service/ IT Department of the officers/ officials may be verified from the service books maintained in your office and accordingly information may be submitted.**