



Office of the
Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
10th Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004

F. No. Pr.CCIT/4(3)/Estt/2020-21

Date: 28/10/2020

Sub: Establishment – I.T. Department, Hyderabad – Transfers and Postings
of Addl. / Joint Commissioners of Income Tax – orders – issue of –
regarding.

ORDER NO. 41:

The transfers and postings of the following Addl. / Joint Commissioners of Income Tax
are hereby ordered with immediate effect and until further orders.

S.NO	CIVIL CODE	NAME OF THE OFFICER SRI/SMT/MRS.	PRESENT POST	TRANSFERRED TO
1	03052A	MERIGA SATISH	ADDL. CIT, O/O.PR. CCIT, AP & TS HYDERABAD	ADDL.CIT (HQRS)(ADMN. & VIG.), O/O PR.CCIT, HYDERABAD
2	09023	NEEJU GUPTA	JCIT (INFRA, COORD. & CO), O/O. PR.CCIT, HYDERABAD	JCIT (HQRS) (TECHNICAL), O/o. PR.CCIT, HYDERABAD
3	08088	MARRAPU NAVEEN	UOT TO AP & TELANGANA	JCIT (INFRA, COORD. & CO), O/o PR.CCIT, HYDERABAD
4	10139	K N SURESH BABU	JCIT (OSD), O/O.PR. CCIT, AP & TS HYDERABAD	JCIT (AUDIT), HYDERABAD
5	01026	M N MURTHY NAIK	ADDL. CIT (ReAC) (AU)-3(1), HYDERABAD	ADDL.CIT, RANGE-1, HYDERABAD
6	05602A	DJ PRABHAKAR ANAND	ADDL.CIT, KARIMNAGAR RANGE, KARIMNAGAR	ADDL.CIT, RANGE-2, HYDERABAD
7	10074	KANIKA AGGARWAL	JCIT (OSD), O/O.PR. CCIT, AP & TS HYDERABAD	JCIT, RANGE-5, HYDERABAD
8	10559	N SRIKANTH	JCIT (OSD), O/O.PR. CCIT, AP & TS HYDERABAD	JCIT, RANGE-6, HYDERABAD
9	10087	SUBRAHMANYAM TOTA	JCIT (OSD), O/O.PR. CCIT, AP & TS HYDERABAD	JCIT, RANGE-8, HYDERABAD
10	10130	A VENKATA RAO	JCIT (OSD), O/O.PR. CCIT, AP & TS HYDERABAD	JCIT, RANGE-9, HYDERABAD

11	05079	SRIDHAR E	UOT TO AP & TELANGANA	ADDL.CIT, TDS RANGE-1, HYDERABAD
12	10110	SANDEEP KUMAR MEHTA	JCIT (OSD), O/o.PR. CCIT, AP & TS HYDERABAD	JCIT, TDS RANGE-2, HYDERABAD
13	05004	SARISH KUMAR IRUKULLA	ADDL.CIT (HQRS)(ADMN. & VIG.), O/O. PR.CCIT, HYDERABAD	ADDL.CIT (EXEMPTIONS), HYDERABAD
14	08566	V M MAHIDHAR	UOT TO AP & TELANGANA	JDIT (I&CI), HYDERABAD
15	10062	SUNIL KUMAR PANDEY	JCIT (OSD), O/O.PR. CCIT, AP & TS HYDERABAD	SR.AR-1, ITAT, A-BENCH, HYDERABAD
16	10134	VENKANNA TEJAVATH	UOT TO AP & TELANGANA	SR.AR-1, ITAT, B-BENCH, HYDERABAD
17	08578	BALINA SURESH BABU	UOT TO AP & TELANGANA	JCIT, RANGE-1, VIJAYAWADA
18	10053	DEVIREDDY SWAPNA	UOT TO AP & TELANGANA	JCIT, TIRUPATI RANGE, TIRUPATI
19	06568	R M MUJUMDAR	UOT TO AP & TELANGANA	ADDL.CIT, TDS RANGE, VIJAYAWADA
20	04046	B SATYANARAYANA RAJU	ADDL. CIT (ReAC) (AU)-1(2), VISAKHAPATNAM	ADDL.CIT, TDS RANGE, VISAKHAPATNAM
21	03046	SUNKU SRINIVASU	ADDL.CIT, RANGE-9 HYDERABAD	ADDL. CIT (ReAC) (AU)-3(1), HYDERABAD
22	02007	AMISHA S GUPT	ADDL.CIT(TDS), TDS RANGE-1 HYDERABAD	ADDL. CIT (ReAC) (AU)-2(1), HYDERABAD
23	02042	BATTULA BALA KRISHNA	UOT TO AP & TELANGANA	ADDL. CIT (ReAC) (VU)-1(1), HYDERABAD
24	03018	L.V. BHASKARA REDDY	UOT TO AP & TELANGANA	ADDL. CIT (ReAC) (AU)-1(3), HYDERABAD
25	07577	N GOPI KRISHNA	UOT TO AP & TELANGANA	ADDL. CIT (ReAC) (AU)-1(3), VISAKHAPATNAM
26	07619	A SITARAMA RAO	UOT TO AP & TELANGANA	ADDL. CIT (ReAC) (AU)-3(2), HYDERABAD
27	08044	SRINIVASARAO VANA	UOT TO AP & TELANGANA	JCIT (ReAC) (AU)-1(1), VISAKHAPATNAM
28	08081	PAVITRAN KUMAR J	UOT TO AP & TELANGANA	JCIT (ReAC) (RU)-1(1), HYDERABAD
29	10547	ANIS KHAN	UOT TO AP & TELANGANA	JCIT (ReAC) (VU)-1(3), HYDERABAD STATIONED AT ANANTAPUR
30	06513	Y SESHA SRINIVAS	ADDL. CIT, O/O.PR. CCIT, AP & TS HYDERABAD	ADDL. CIT (ReAC) (VU)-1(2), GUNTUR, STATIONED AT VIJAYAWADA

B. Srinivas
28/10/2020

2. The following additional charge arrangements are made with immediate effect:

S. No	Civil Code	Name of the Officer Sri/Smt/Ms	Substantial Charge	Additional Charge
1	05004	SARISH KUMAR IRUKULLA	ADDL.CIT (EXEMPTIONS), HYDERABAD	ADDL.CIT (EXEMPTIONS), VIJAYAWADA
2	08088	MARRAPU NAVEEN	JCIT (INFRA, COORD. &CO), O/o PR.CCIT, HYDERABAD	JCIT(JUDICIAL), HYDERABAD
3	08578	BALINA SURESH BABU	JCIT, RANGE-1, VIJAYAWADA	JCIT, RANGE-2, VIJAYAWADA
4	10053	DEVIREDDY SWAPNA	JCIT, TIRUPATI RANGE, TIRUPATI	JCIT, NELLORE RANGE, NELLORE
5	05602A	DJ PRABHAKAR ANAND	ADDL. CIT, RANGE-2, HYDERABAD	ADDL.CIT, KARIMNAGAR RANGE, KARIMNAGAR
6	05103	BANDI RAMAKRISHNA	ADDL. CIT, RANGE-1 VISAKHAPATNAM	ADDL.CIT RAJAMAHENDRAVARAM RANGE, RAJAMAHENDRAVARAM
7	04034	SUMAN MALIK	ADDL.CIT, RANGE-2 VISAKHAPATNAM	ADDL.CIT, KAKINADA RANGE, KAKINADA
8	10134	VENKANNA TEJAVATH	SR.AR-1, ITAT, B-BENCH, HYDERABAD	SR.AR-2, ITAT, B-BENCH, HYDERABAD
9	10062	SUNIL KUMAR PANDEY	SR.AR-1, ITAT, A-BENCH, HYDERABAD	SR.AR-2, ITAT, A-BENCH, HYDERABAD
10	10130	A VENKATA RAO	JCIT, RANGE-9, HYDERABAD	JCIT, RANGE-13, HYDERABAD
11	09129	PADMA MATTA	JCIT(ReAC)(AU)-2(4) HYDERABAD	JCIT(ReAC)(AU)-2(3) HYDERABAD
12	04103	KIRAN KATTA	ADDL. CIT (ReAC) (AU)-4(2), HYDERABAD	ADDL. CIT (ReAC) (AU)-4(1), HYDERABAD
13	03055	ESTHER NINGHAUVUNG HANGHAL	ADDL. CIT (ReAC) (AU) 4(3), HYDERABAD	ADDL. CIT (ReAC) (AU) 4(4), HYDERABAD
14	03046	SUNKU SRINIVASU	ADDL. CIT (ReAC) (AU)-3(1), HYDERABAD	ADDL. CIT (ReAC) (AU)-3(3), HYDERABAD
15	02042	BATTULA BALA KRISHNA	ADDL. CIT (ReAC) (VU)-1(1), HYDERABAD	ADDL. CIT (ReAC) (VU)-1(2), HYDERABAD
16	03018	L.V. BHASKARA REDDY	ADDL. CIT (ReAC) (AU)-1(3), HYDERABAD	ADDL. CIT (ReAC) (AU)-1(4), HYDERABAD
17	07577	N GOPI KRISHNA	ADDL. CIT (ReAC) (AU)-1(3), VISAKHAPATNAM	ADDL. CIT (ReAC) (AU)-1(4), VISAKHAPATNAM
18	08044	SRINIVASARAO VANA	JCIT (ReAC) (AU)-1(1), VISAKHAPATNAM	JCIT (ReAC) (AU)-1(2), VISAKHAPATNAM
19	08081	PAVITRAN KUMAR J	JCIT (ReAC) (RU)-1(1), HYDERABAD	JCIT (ReAC) (RU)-1(3), HYDERABAD
20	10547	ANIS KHAN	JCIT (ReAC) (VU)-1(3), HYDERABAD STATIONED AT ANANTAPUR	JCIT (ReAC) (VU)-1(3), GUNTUR

21	06513	Y SSHA SRINIVAS	ADDL. CIT (ReAC) (VU)-1(2), GUNTUR, STATIONED AT VIJAYAWADA	ADDL. CIT (ReAC) (VU)-1(1), GUNTUR
----	-------	-----------------	---	---------------------------------------

3. The above referred order is being passed in accordance with the recommendations of the Local Placement Committee.
4. The Pr.CsIT/CsIT/Pr.DsIT/DsIT in consultation with their respective Pr.CCIT/CCIT/DGIT, based on the territorial and functional requirements, may make additional charge arrangements within their jurisdiction, under intimation to this office.
5. All the above mentioned officers should be relieved by **04-11-2020** positively. The CCsIT, Pr.CsIT/Pr.DsIT concerned are requested to ensure that the officers under order of transfer submit their self appraisal and/or report/review of APARs for the year 2019-20/part APAR for the current year before handing over the charge. The compliance report regarding relieving/joining of the above officers may be forwarded to the O/o.Pr.CCIT, Hyderabad by **10-11-2020** positively.
6. Officers whose names are mentioned in this order are required to submit the pendency of significant actions (as per template attached) and ensuring hand over of seized/impounded documents to the relevant Residuary Range Head for their erstwhile Range before they relinquish their earlier charges.
7. The officer under orders of transfer shall not be granted Earned Leave by the Competent Authority under whom they are presently working. Leave applications, if any, may be forwarded to the new place of posting for necessary action.
8. This is issued with the approval of Pr.CCIT, AP & TS, Hyderabad.
9. Hindi version follows.

Sd/-
(PEEYUSH SONKAR)
Commissioner of Income Tax (Admn. & TPS),
Hyderabad.

Copy to:

1. The Officers concerned.
2. The DGIT(Inv.), Hyderabad and all the CCsIT in AP & Telangana Region.
3. All the Pr.CsIT/CsIT/Pr.DsIT/DsIT in AP & Telangana Region.
4. The AD(OL), Hyderabad for preparation of Hindi version.
5. The Secretary, IRS Officers Association.
6. The Secretary, ITGOA, AP & TS Unit.
7. The Secretary, ITEF, Hyderabad.
8. The ZAO, CBDT, Hyderabad/Visakhapatnam.
9. The Stock file/Personal file/Data Base File.
10. All the Sections in Pr.CCIT's Office in Hyderabad.

B. Srinivasa Rao
20/10/2020

(B. SRINIVASA RAO)
Dy. Commissioner of Income Tax
(Hqrs)(Admn),
O/o Pr. CCIT, AP & TS, Hyderabad.

Template for Handing Over Note

The Addl. CsIT / JCsIT should prepare a **detailed Handing-Over Note** containing all the time-barring actions in the following areas of work whichever are applicable:

- (i) Scrutiny Assessments of all categories with date on which the assessment is getting barred by limitation(Time-barring date)
- (ii) Penalties of all categories
- (iii) Retention of books/documents
- (iv) Various Registers maintained in the respective Circle/Ward with status of updation
- (v) Survey Folders and status of submission of preliminary and final survey reports to higher authorities
- (vi) Dossier reports/folders
- (vii) RAP/IAP objections including status of remedial action
- (viii) Status of pending Scrutiny Reports on CIT(A)/ITAT/High Court orders
- (ix) Status of pending rectification applications and consequential orders
- (x) Status of pending grievances in E-nivaran and CPGRAMS
- (xi) Status of Action Plan Targets in respect of various areas of work as per Central Action Plan
- (xii) Report called for by the Pr.CCIT(vide letter dated 7.7.2020) with regard to Cases identified for Vivad-Se-Viswas Scheme.
- (xiii) Information received from various Directorates of the department and Other Offices including status of action taken/to be taken on such information.
- (xiv) Any other matter pending in the respective Circle/Ward which needs to be brought to the notice of the incumbent officer.
- (xv) Details of prosecution cases – Launched, proposals pending & compounding.
- (xvi) Number of pending cases U/s.263, 264
- (xvii) TRC's pending with TRO
- (xviii) Disciplinary cases pending & Court cases pending.

B. Chinnappa
28/10/2020