



**Office of the Pr. Chief Commissioner of Income Tax  
Andhra Pradesh & Telangana**  
10<sup>th</sup> Floor, Income Tax Towers, AC Guards, Hyderabad-500 004  
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F. No. Pr. CCIT/Estt./CCD/2020-21

Date:09 -03-2021

To  
All HODs of,  
Andhra Pradesh and Telengana Region,

Sir/Madam,

Sub: Scanning and Uploading of Service Books in the cadre of Group A cadre , Group B Cadre and Group C Cadre on PIS Module of HRMS & Uploading of leave balance on Leave Management Module- Calling for report- Regarding.

Ref:- Letter of the Pr. CCIT, A.P., &TS, Hyderabad in F.No. Pr. CCIT/Estt /CCD/2020-21 dated 05.01.2021.

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Kind reference is invited to the above.

It is communicated that a report regarding 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 and Updation of leave and Leave Balance in Leave Management Module in the HRMS, ITBA Portal as per Annexure-I was sought by this office on or before 26.02.2021. In this regard, it is observed that only few offices have submitted the said report till date.

Further, this office had also sought an overall compliance report on the above subject which is due to be submitted by 05.03.2021. In this regard, no compliance reports have been received in this office till date. It is therefore, directed all HOOs/AOs/DDOs to furnish a report as per Annexure -I and submit compliance report **on or before 09.04.2021.**

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

Yours Faithfully,

**(PEEYUSH SONKAR)**  
**COMMISSIONER OF INCOME TAX)**  
**(H.Qrs)(Admn. & TPS)**  
**A.P. & Telengana, Hyderabad**