

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

F. No. Pr. CCIT/Estt/Sr.PS/PS/Trans/2021

Date: 08/09/2021

**Sub: Establishment – I.T. Department, Hyderabad – Transfers and postings of  
 SR PS / PS – orders – Issue of – Regarding.**

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**ORDER NO. 11 OF 2021**

The transfers and postings of the following Senior Private Secretaries / Private Secretaries are hereby ordered with immediate effect and until further orders.

SL. NO.	NAME OF THE OFFICER S/Sri/Smt. .	RANK	TRANSFERRED FROM THE O/O.	TRANSFERRED TO THE O/O.
<b>INTERSTATION TRANSFERS</b>				
1.	VENKATA DURGA PRASAD KOUSIKA	PS	PR.CIT-2, HYDERABAD	PR.CIT(ReFAC)(VU)-1, GUNTUR
2	VEENA S SODADASI	PS	CIT(APPEAL)-10, HYDERABAD	CIT(APPEAL UNIT), KURNOOL
3	SIVA PRASAD SANGANI	PS	CIT(APPEAL)-3, VISAKHAPATNAM	PR.CIT, TIRUPATI
4	RAJA SEKHAR UPPULURU	SR PS	PR. CIT(ReAC)(AU)-1, VISAKHAPATNAM	CIT(TDS), VIJAYAWADA
<b>LOCAL TRANSFERS - HYDERABAD</b>				
5	UMA MAHESWARA RAO M	PS (OSD)	CIT(DR), ITAT-2, HYDERABAD	PR.CCIT, AP & TS, HYDERABAD
6	SUDHA YOGENDRA	SR PS	PR.DIT(INV.), HYDERABAD	CCIT, HYDERABAD
7	SITA LAXMI BAHADURSHA	SR PS	CCIT, HYDERABAD	PR.CIT(ReAC)(AU)-2, HYDERABAD
8	NAGARJUN K	PS	DIT(IT & TP), HYDERABAD	PR.CIT(REFAC)(AU)-4, HYDERABAD
9	SAILATHA P	PS	CIT(APPEAL UNIT)-8, HYDERABAD	PR.DIT(INV.), HYDERABAD
10	ARUNA JILLEPALLI	SR. PS	CIT(APPEAL UNIT)-5, HYDERABAD	PR.CIT-2, HYDERABAD
11	SHAIK MD. RAFATULLA	PS	CIT(APPEAL UNIT)-3, HYDERABAD	DIT(EXEMPTIONS), HYDERABAD



12	JAYALAKSHMI P A	PS	DIT(EXEMPTIONS), HYDERABAD	CIT(AUDIT), HYDERABAD
13	GEETHA KOTTAPALLI	PS	CIT(APPEAL UNIT)-2, HYDERABAD	DIT(IT&TP), HYDERABAD
14	SUNITHA DILARY	SR PS	PR.CIT(ReAC)(AU)-4, HYDERABAD	CIT(DR), ITAT-2, HYDERABAD
<b>LOCAL TRANSFER - VIJAYAWADA</b>				
15	SIVA SANKAR GUDE	PS	PR.CIT, VIJAYAWADA	CCIT(ReFAC), VIJAYAWADA
16	PRASANNA VANI VAKKALAGADDA	SR PS	CCIT(ReFAC), VIJAYAWADA	PR.CIT, VIJAYAWADA
<b>LOCAL TRANSFER - VISAKHAPATNAM</b>				
17	RAMESH NARINA	PS	CIT(APPEAL UNIT)-1, VISAKHAPATNAM	PR. CIT(ReFAC)(AU)-1, VISAKHAPATNAM

In addition to the substantive charge, the following additional charge arrangements have been made.

<b>ADDITIONAL CHARGE ARRANGEMENT</b>				
SL. NO.	NAME OF THE OFFICER S/Sri/Smt. .	RANK	SUBSTANTIVE CHARGE	ADDITIONAL CHARGE
1	VENKATESWARA RAO A	SR PS	CIT(APPEAL UNIT)-1, GUNTUR	CIT(APPEAL UNIT)-2, GUNTUR
2	SUNITHA DILARY	SR PS	CIT(DR), ITAT-2, HYDERABAD	CIT(DR), ITAT-1, HYDERABAD
3	JAYALAKSHMI P A	PS	CIT(AUDIT), HYDERABAD	CIT(JUDICIAL), HYDERABAD
4	ARUNA JILLEPALLI	SR.PS	PR.CIT-2, HYDERABAD	CIT(APPEAL UNIT)-2, HYDERABAD
5	MANIKYA LAKSHMI G.	PS	PR.CIT(ReFAC)(AU)-3, HYDERABAD	CIT(APPEAL UNIT)-3, HYDERABAD
6	SREENIVAS SERUKU	SR.PS	PR.CIT-4, HYDERABAD	CIT(APPEAL UNIT)-4, HYDERABAD
7	SANTOSHAMMA E.	SR.PS	PR.CIT(ReFAC)(AU)-1, HYDERABAD	CIT(APPEAL UNIT)-5, HYDERABAD
8	VEERANJANEYULU YAKKALA	SR.PS	CIT(APPEAL UNIT)-6, HYDERABAD	CIT(APPEAL UNIT)-8, HYDERABAD



9	VIJAYA LAKSHMI C.	PS	CIT(APPEAL UNIT)-9, HYDERABAD	CIT(APPEAL)-10, HYDERABAD
10	SANGEETHA LAKSHMI	PS	CIT(APPEAL)-12, HYDERABAD	CIT(APPEAL)-11, HYDERABAD
11	SIVA PRASAD SANGANI	PS	PR.CIT, TIRUPATI	CIT(APPEAL UNIT), TIRUPATI
12	PRASANNA VANI VAKKALAGADDA	SR.PS	PR.CIT, VIJAYAWADA	CIT(APPEAL UNIT), VIJAYAWADA
13	KALPANA PERIYALA	PS	PR.CIT(CENTRAL), VISAKHAPATNAM	CIT(APPEAL)-3 VISAKHAPATNAM

2. All the Heads of Office are required to relieve the Officers under orders of transfer positively by **17/09/2021**.

3. In case, any officer is being proposed to be retained beyond the above mentioned date, the Head of Office shall take prior written approval from the Pr.CCIT, AP & Telengana, Hyderabad.

4. The Officers 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.

5. The Heads of Offices are directed to send separate compliance report on relieving and joining of officers from/to their offices latest by **20/09/2021**, for updating the data in records. The Head of Office should certify in the compliance report that proper handing over note has been given to the successor at the time of relieving of Officer. It is also to be noted for the APARs of the officials reporting to the officers concerned are completed and duly forwarded.

6. Officers may file their representations, if any, only after joining in their new postings allotted to them and representation filed from the old postings will not be considered.

**7. As per clause V of Transfer Policy for Group 'B' (Gazetted) Officers of Income Tax Department, Unless the transfer order is cancelled either suo-moto or on representation, before the due date of relieving the transferee shall be considered as deemed relieved on the due date given in the transfer order. It is clarified that representation made against the transfer shall not confer any right whatsoever on the officer to continue at the previous post in defiance of the transfer order. In view of this, if any of the Officer is not relieved by due date, he shall be deemed relieved by next working day.**

8. All representation received, stands disposed off.

9. This order is issued with the prior approval of the Pr.CCIT, AP&TS, HYDERABAD.

10. Hindi version follows.

Sd/-  
**(PEEYUSH SONKAR)**  
Commissioner of Income Tax(Admn. & TPS),  
Andhra Pradesh & Telengana.

**Copy to:**

1. The Officers concerned.
2. The CCsIT, ReFAC/Hyderabad/ Vijayawada / Visakhapatnam and DGIT(Inv.), Hyd.
3. All the Pr.CsIT/CsIT/Pr.DsIT/DsIT/ReFAC in AP & Telengana Region.
4. All the Heads of Offices in A.P. & Telengana Region.
5. The AD(OL), Hyderabad for preparation of Hindi version.
6. The Secretary – IRS Officers Association/ITGOA, AP & TS Unit/ITSEWA, ITOBC Association, Hyderabad.
7. The ZAO, CBDT, Hyderabad,
8. The Stock file/Personal file/Data Base File.
9. All the Sections in Pr.CCIT's Office in Hyderabad.

*B. Srinivasa Rao* 8/19/21

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