



Office of the Pr. Chief Commissioner of Income Tax ,
Andhra Pradesh & Telangana, Hyderabad,
10th Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004.
Tel. No. 040 – 23425474 , 23241427 Fax:040 23240403

F. No. Pr.CCAP/9(21)/Estt./2015-16

Date: 29.01.2016

MEMORANDUM

Sub: Establishment – I T Department, A.P., Hyderabad – Promotion to the cadre of Notice Server – Willingness for the Vacancy Year 2015-16 – Calling for – Reg.

* * *

New Recruitment Rules for Notice Server had been notified on 18/12/2015. In connection with filling up the posts of Notice Server pertaining to the vacancy year 2015-16, the Heads of Offices are requested to obtain willingness or otherwise and send information in the proforma enclosed herewith from MTS in Pay Band-I Rs.5200-Rs.20200 plus Grade Pay of Rs.1800 with 5 years regular service.

2. It is requested that the information called for may be furnished to this office **DIRECTLY** by 12.02.2016, positively. If there are no willing eligible candidates, a 'NIL' report may be sent.

Encl: As above.

H. Naveen
(M. NAVEEN)

Deputy Commissioner of Income Tax,
(H.Qrs.)(Admn.), Hyderabad

To
All the Head of Offices in A.P & Telangana Region

Copy to:

1. All the Sections in O/o.Pr.CC/IT, AP & Telangana & O/o.CCIT, Hyderabad at Hyderabad.
2. The ITEF(Upgraded Gr.'C'), Hyderabad

PROFORMA

(Willingness or Otherwise for promotion to the cadre of Notice Server)

1.	Name of the official and office in which working	:	
2.	Date of Birth	:	
3.	Category(SC/ST/PH) (Please specify the category in case PH)	:	
4.	Cadre and date of joining in the entry grade in IT Department	:	
5.	Date of joining/upgradation as MTS	:	
6.	Whether the official is WILLING to be promoted as Notice Server <u>(Willingness or otherwise obtained from the official in writing is to be enclosed)</u>	:	

This is to certify that the above information has been verified with reference to the Service Register of the official and found to be correct.

Date:

(SIGNATURE OF HEAD OF OFFICE)

NAME:

DESIGNATION:

OFFICE: