



प्रधान मुख्य आयकर आयुक्त कार्यालय,
आन्ध्रप्रदेश एवं तेलंगाना, हैदराबाद.

**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX
ANDHRA PRADESH & TELANGANA, HYDERABAD**

10वीं मंजिल, 'सी' ब्लॉक, आयकरशिखर, ए.सी. गार्ड्स, हैदराबाद-500 004

10th Floor, 'C' Block, IT Towers, AC Guards, Hyderabad-500 004

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F.No. Pr. CCAP/1(18)(a)/TA/Estt./2022-23

Date:17.02.2023.

MEMORANDUM

Sub: Establishment - I.T. Department, Andhra Pradesh & Telangana, Hyderabad-
Appointment of Tax Assistants (TA) - Allotment of candidates - Reg.

The following candidates sponsored by the Staff Selection Commission for appointment as **Tax Assistant (TA)** in the Income Tax Department, Andhra Pradesh & Telangana Region in the Pay Band/ Scale of Level-4 of 7th Pay Commission Pay Matrix (Pre revised scale PB-I, Rs. 5200/- - 20200/- and Grade Pay of Rs. 2400/-) under the Direct Recruitment Quota, are allotted to the below mentioned appointing authorities (col.3) for being posted to the office mentioned(col.4) against their names:

S.No	NAME OF THE CANDIDATE (Shri/Smt/kum)	APPOINTING AUTHORITY TO WHOM ALLOTTED	OFFICE TO WHICH POSTED
(1)	(2)	(3)	(4)
1	CHITYALA ROHITH S/O CHITYALA VEERAAH H NO 1-190, , LAKKARAM, , UTNOOR, ADILABAD, ADILABAD, TELANGANA, 504311 8309738695, ROHITH.CHITYALA190@GMAIL.COM	ADDL.CIT, KARIMNAGAR	ITO, WARD-1, ADILABAD
2	KOSINEPALLI SAIRAM REDDY S/O K CHAKRAPANI REDDY 17-938, , VENUGOPAL NAGAR, ANANTHAPUR, ANANTHAPUR, ANDHRA PRADESH, 515001 7995844922 sairam2291@gmail.com	ADDL.CIT, KURNOOL	ITO, WARD-1, ADONI
3	BURLA DEVA RAJ S/O BURLA SRINIVASA RAO HNO 1-116, , NEAR CENTRE , , GAVINIVARIPALEM POST, CHIRALA, PRAKASHAM, ANDHRA PRADESH, 523166 9700132332, RAJU332BURLA@GMAIL.COM	ADDL.CIT, RANGE-2, GUNTUR	ITO, WARD-1, BAPATLA
4	MUMMADI RAVITEJA REDDY S/O MUMMADI BHASKAR REDDY 1/42, SIVALAPALLE, CHENNUR, KADAPA, YSR KADAPA, ANDHRA PRADESH, 516162 9962255453 RAVITEJAREDMUMMADI43@GMAIL.COM	ADDL.CIT, TIRUPATI	ITO, WARD-1, CHITTOOR

5	MANJUNATH GURRAM S/O G MALLIKARJUNA D NO. 6/42, KESHAV NAGAR, DHARMAVARAM, ANANTAPUR, ANANTAPUR, ANDHRA PRADESH, 515671 9072516190 MANJUNATH1GURRAM@GMAIL.COM	ADDL.CIT, KURNOOL	ITO, WARD-1, GUNTAKAL
6	PATIBANDA SRIVENKATA SAI SARAVAN S/O P A SURESH 5-3-16, BRODIPET 2/2 GUNTUR, , GUNTUR, GUNTUR, ANDHRA PRADESH, ANDHRA PRADESH, 522002 9505936035, saravanpatibanda243@gmail.com	ADDL.CIT(CENTRAL), GUNTUR	ADDL.CIT(CENTRAL), GUNTUR
7	VANAPALLI AKHIL S/O VANAPALLI NAGENDRA RAO 26-4/1-6, KRISHNAMURTHY STREET, GANDHINAGAR, VIJAYAWADA, KRISHNA DIST, ANDHRA PRADESH, 520003 8500668676 akhilvanapalli77@gmail.com	ADDL.CIT, RANGE-1, GUNTUR	ADDL.CIT, RANGE-1, GUNTUR
8	CHALAMALASETTI LAKSHMI PRASANNA D/O CHALAMALASETTI RAMA KRISHNA D No.1-57, MAIN ROAD CHINNAPURAM, MACHILIPATNAM, KRISHNA, KRISHNA, ANDHRA PRADESH, 521001 9398575168, PRASANNAK403@GMAIL.COM	ADDL.CIT, RANGE-2, GUNTUR	ADDL.CIT, RANGE-2, GUNTUR
9	DOOLIGANTI SADHANA REDDY D/O VENKATARAMANA REDDY 8-6-386/1/B, , BHARADWAJA STREET, ALAKAPURI COLONY, KARIMNAGAR, TELANGANA, TELANGANA, 505001 7780129012/9491245866 sadhana.dooliganti96@gmail.com	ADDL.CIT(EXEMPTIONS), HYDERABAD	ADDL.CIT(EXEMPTIONS) HYDERABAD
10	SMITA DEVI D/O RAMESH CHANDRA GUPTA CHAUK KORA, JAHANABAD, FATEHPUR, FATEHPUR, UTTAR PRADESH, 212659 9264957283, swatigupta05081995@gmail.com	ADDL.CIT(IT), HYDERABAD	ADDL.CIT(IT), HYDERABAD
11	DEVENDRA PHANI KUMAR S/O M V RAGHAVULU D NO 7-1-414/39/P2, VAJRASAI APARTMENTS, , SREENIVASA COLONY , EAST AMEERPET, SR NAGAR, HYDERABAD, TELANGANA, 500038 9494646668, DEVENDRAPK26@GMAIL.COM	ADDL.CIT(JUDICIAL), HYDERABAD	ADDL.CIT(JUDICIAL), HYDERABAD
12	SUPRITI PANIGRAHI D/O SURENDRA NATH PANIGRAHI RAM NAGAR, 3RD LANE, LANJIPALLI, BRAHMAPUR, , GANJAM, GANJAM, ODISHA, ODISHA, 760008 8093781112, sasneha1999@gmail.com	ADDL.CIT(TDS), TDS RANGE-1, HYDERABAD	ADDL.CIT(TDS), TDS RANGE-1, HYDERABAD
13	PRATIK JADHAV S/O SAHEBRAO H/N 5-2-5, MILLCORNER, , KOTWALPURA, AURANGABAD, AURANGABAD, MAHARASHTRA, 431001 8788428601 patric.jadhav@gmail.com	ADDL.CIT(TP), HYDERABAD	ADDL.CIT(TP), HYDERABAD
14	MANOJ KUMAR SAHU S/O DHOBA SAHU VILL/PO: KHAMPUR, , THE: BALISANKARA, SUNDARGARH, ODISHA, 770015 8168645520/8249298388 SUJRIKMAN91221@GMAIL.COM	ADDL.CIT, RANGE-2, HYDERABAD	ADDL.CIT, RANGE-2, HYDERABAD

15	SACHIN SINGH SIKARWAR S/O VISHWANATH SINGH SIKARWAR VILLAGE KHITORA , TEHSIL JOURA, MORENA DISTRICT, MORENA, MADHYA PRADESH, MADHYA PRADESH, 476219 7697537072, sachinsingh7835@gmail.com	ADDL.CIT, RANGE-3, HYDERABAD	ADDL.CIT, RANGE-3, HYDERABAD
16	HIMANSHU SHARMA S/O AKHAY RAM SHARMA 18, NEW ARAVALI COLONY, VIVEKANAND NAGAR, SECTOR NO 4, , ALWAR, ALWAR, RAJASTHAN, RAJASTHAN, 301001 7239930868, himanshusharmahs974@gmail.com	ADDL.CIT, RANGE-5, HYDERABAD	ADDL.CIT, RANGE-5, HYDERABAD
17	PRACHI GAUTAM D/O OM PRAKASH D-171/ KUNWAR SINGH NAGAR, , NANGLOI, WEST DELHI, NEW DELHI, NEW DELHI, 110041 8800830850 prachigautam95@gmail.com	ADDL.CIT, RANGE-6, HYDERABAD	ADDL.CIT, RANGE-6, HYDERABAD
18	IRFAN AHMED KHAN S/O RIAZ AHMED KHAN PLOT NO 289 , , JAGANANTHPURI, , BORING ROAD, JHOTWARA, JAIPUR, RAJASTHAN, RAJASTHAN, 302012 9515734998 irfankhan1988@gmail.com	ADDL.CIT, RANGE-8, HYDERABAD	ADDL.CIT, RANGE-8, HYDERABAD
19	MEGHAVATH SANTOSH S/O MEGHAVATH CHANDU 3-4-63/15C, , ARAVIND NAGAR, , BESIDE GANDHI STATUE, RAMANTHAPUR, HYDERABAD, TELANGANA, 500013 9700148114, MSANTOSH6636@OUTLOOK.COM	ADDL.CIT, RANGE-9, HYDERABAD	ADDL.CIT, RANGE-9, HYDERABAD
20	MEEGADA VIKRAM REDDY S/O MEEGADA D RAMIREDDY D NO 4-7-040, VIVEKANANDA STREET , ANYAM GARDENS, YANAM, PUDUCHERRY, PUDUCHERRY, 533464 7675033901 vikramreddymeegada@gmail.com	ADDL.DIT(I&CI), HYDERABAD	ADDL.DIT(I&CI), HYDERABAD
21	SANKU SREE KAVYA D/O S V SATYANARAYANA H NO 2-3-42, FLAT NO 316, , HAPPY HOMES PARADISE, , QUADRIBAGH, AMBERPET, NEAR 6 NO X ROADS, HYDERABAD, TELANGANA, TELANGANA, 500013 8247220571, sankusreekavya@gmail.com	ADDL.DIT(I&CI), HYDERABAD	ADDL.DIT(I&CI), HYDERABAD
22	ARUN KUMAR HARIT S/O TIKAM SINGH HARIT VILL MOHIUDDINPUR, NEAR KHARKHODA MOR, , POST-SUGAR MILL, MEERUT, MEERUT, UTTAR PRADESH, 250205 9917229446, arunsingh7974@gmail.com	CIT(APPEAL UNIT)-4, HYDERABAD	CIT(APPEAL UNIT)-4, HYDERABAD
23	BILLAKANTI DURGA PRASAD S/O BILLAKANTI BHOOMIAIAH H NO 281, , VILL MALKAPUR, , MNDL KONDAPUR , SANGAREDDY, SANGAREDDY, TELANGANA, 502295 9515627724, BK.DURGA1997@GMAIL.COM	CIT(APPEAL UNIT)-7, HYDERABAD	CIT(APPEAL UNIT)-7, HYDERABAD
24	ADEPU RAKESH S/O ADEPU SAMMAIAH REPAKA(V), , REGONDA(M), , JAYASHANKAR(D), JAYASHANKAR BHUPALPALLY, TELANGANA,	CIT(EXEMPTIONS), HYDERABAD	CIT(EXEMPTIONS), HYDERABAD

	<p>TELANGANA, 506348 9515534891 adepurakesh14@gmail.com</p>		
25	<p>AMGOTH RAHUL KUMAR S/O AMGOTH BIXAPATHI 6-2-7/39, , NEAR SPR KIDS SCHOOL, , BALAJI NAGAR, JANAGAON, WARANGAL, TELANGANA, 506167 8886973143, RAHOOLKUMAR111@GMAIL.COM</p>	CIT(JUDICIAL), HYDERABAD	CIT(JUDICIAL), HYDERABAD
26	<p>SHAIK MEHTAB BANU D/O SHAIK KHAJA BHAKSHI H NO 6-10-143/6, , BEHIND DURGA RICE MILL, , VIDYA NAGAR, REPALLE, GUNTUR, ANDHRA PRADESH, ANDHRA PRADESH, 522265 9849368569 asif_warcraft@yahoo.co.in</p>	DIT(I&CI), HYDERABAD	DIT(I&CI), HYDERABAD
27	<p>PATHI AKHIL REDDY S/O P V RAMANAIAH NEAR ANGANWADI SCHOOL, , AKBARABAD VILLAGE, , ASPETA MANDAL, SRI POTTI SRIRAMULU NELLORE, ANDHRA PRADESH, 524234 8186874988 akhilreddy.par@gmail.com</p>	JCIT(HQRS.)(ADMIN & VIGILANCE), HYDERABAD	PR.CCIT, AP&TS, HYDERABAD
28	<p>PALITHAM RAMYA D/O PALITHAM SATHYANARAYANA 1-18/1, , KALVACHERLA VILLAGE, RAMAGIRI MANDAL, PEDDAPALLI DIST, TELANGANA, 505212, MOBILE: 9581758599 ramyapalitham.ryp@gmail.com</p>	JCIT(HQRS.)(ADMIN & VIGILANCE), HYDERABAD	PR.CCIT, AP&TS, HYDERABAD
29	<p>RAHUL KUMAR TIWARY S/O ANIL KUMAR TIWARY VILL-MANIYARI, PO-BARAKI KHARARI, , DISTRICT-ROHTAS, ROHTAS, BIHAR, 821113 9097989004, rahul200699@gmail.com</p>	PR.CIT-1, HYDERABAD	PR.CIT-1, HYDERABAD
30	<p>KODURI VISHAL S/O KODURI VEERAAIAH 9-1-145, , NEAR SAIKRISHNA THEATRE BHAGATHNAGAR, KARIMNAGAR, TELANGANA, 505001 8974466155, vishalav6@gmail.com</p>	ADDL.CIT, KARIMNAGAR	ITO, WARD-1, NIRMAL
31	<p>CHAGAM YAMUNA D/O C SUBBI REDDY 15/988/3/2, , TEACHERS COLONY, MUNICIPAL OFFICE BACK SIDE, TADIPATRI, ANANTHAPUR, ANDHRA PRADESH, ANDHRA PRADESH, 515411 9182272296 yamunareddy1402@gmail.com</p>	ADDL.CIT, KURNOOL	ADDL.CIT, KURNOOL
32	<p>LAVUDI NARESH S/O L HAMJA 8-102, , LAVUDITHANDA, MIRYALAGUDA, NALGONDA, NALGONDA, TELANGANA, 508207 8239992384, lavudinaresh@gmail.com</p>	ADDL.CIT, RANGE-3, HYDERABAD	ITO, WARD-1, NALGONDA
33	<p>IMRAN ALI S/O JAFAR ALI VILLAGE HAMIR KHAN KA BASS, , POST : JABASAR, THE: MALSIAR, , JHUNJHUNU, RAJASTHAN, 331026 9983548831, imran786685@gmail.com</p>	ADDL.CIT, KARIMNAGAR	ADDL.CIT, KARIMNAGAR
34	<p>KADIYALA VENKATRAMAN PRANEETH S/O KADIYALA BHIMA SANKARAM DOOR NO 3-200/1, GANGARAJU NAGAR, ROAD NO.1, , VALASAPAKALA, KAKINADA, EAST GODAVARI, ANDHRA PRADESH, ANDHRA</p>	ADDL.CIT, RAJAMAHENDRAVARAM	ADDL.CIT, RAJAMAHENDRAVARAM

	PRADESH, 533005 7396797155, praneethinsearchof@gmail.com		
35	KOOTHALA JAYASIMHA REDDY S/O KOOTHALA OBIREDDY D NO 6-4-191-1, , MARUTI NAGAR, , ANANTHAPUR, ANANTHAPUR, ANDHRA PRADESH, ANDHRA PRADESH, 515001 9182952207, jaysimhareddy796@gmail.com	ADDL.CIT, TIRUPATI	ADDL.CIT, TIRUPATI
36	CHANDA SAISREE D/O CHANDA SUBBA REDDY Door No.77/162-5, , SBI COLONY, OPPOSITE MARIAPURAM, , KADAPA, YSR(KADAPA), ANDHRA PRADESH, ANDHRA PRADESH, 516003 9963962890 saisreereddychanda@gmail.com	ADDL.CIT(CENTRAL), GUNTUR	DCIT(CENTRAL), TIRUPATI
37	RAMIREDDY DEVANATHA REDDY S/O RAMIREDDY SRIRAMI REDDY 3-2-299B, S P COMPLEX, ASHOK NAGAR, BADVEL, YSR(KADAPA), ANDHRA PRADESH, 516227 8985151653, devanath487@gmail.com	PR.CIT, TIRUPATI	PR.CIT, TIRUPATI
38	CHODAVARAPU SAI SREEKAR S/O CHODAVARAPU SRINIVAS H NO. 12-746/1, , REDDY COLONY, MANCHERIAL, MANCHERIAL, TELANGANA, TELANGANA, 504208 9493169846 sreekarchodavarapu07@gmail.com	ADDL.CIT, KAKINADA	ITO, WARD-1, TUNI
39	AJAY KUMAR S/O SUSHIL KUMAR NEAR ARYA SAMAJ MANDIR, VPO MUANA, THE: SAFIDON, JIND DIST, HARYANA, 126112 9729850126, ajayv6769@gmail.com	ADDL.CIT, RANGE-1, VIJAYAWADA	ADDL.CIT, RANGE-1, VIJAYAWADA
40	NAKKANABOINA KRISHNA VAMSI S/O N VASU 23-31-10, KOMMUVARI STREET, SATYANARAYANAPURAM, VIJAYAWADA, KRISHNA DIST, ANDHRA PRADESH, 520011 7799424258 krishnavamsi1112@gmail.com	ADDL.CIT, RANGE-2, VIJAYAWADA	ADDL.CIT, RANGE-2, VIJAYAWADA
41	PRADEEP S/O NATHI LAL C-159 OLD SEEMA PURI, NEAR DILSHAD GARDEN, SHAHDARA, NEW DELHI, 110095 9599398565 pradeep.smkj@gmail.com	ADDL.DIT(INV), VIJAYAWADA	ADDL. DIT(INV), VIJAYAWADA
42	KARTIK S/O KRISHAN KUMAR GARHI NATHE KHAN, , FARRUKH NAGAR, GURUGRAM, HARYANA, 122506 8814917445 kartik.gunwal.333@gmail.com	CCIT, VIJAYAWADA	CCIT, VIJAYAWADA
43	ANKIT BHARGAV S/O RAMPRAKASH BHARGAV SAMBHU DAYAL NAGAR, , NEW GALLA MANDI KE PASS JHANSI ROAD KARLA, , SHIVPURI, SHIVPURI, MADHYA PRADESH, 473660 8269224723, bhrvgv00@gmail.com	PR.CIT, VIJAYAWADA	PR.CIT, VIJAYAWADA
44	SHASHANK SINGH S/O CHANDRA PAL SINGH H NO 284, , POLICE ACADEMY , MORADABAD , MORADABAD, UTTAR PRADESH, 244001 9760506823 SHASHANK4994SINGH@GMAIL.COM	ADDL.CIT(AU)-1(1), VISAKHAPATNAM	ADDL.CIT(AU)-1(1), VISAKHAPATNAM

45	LALTOO KUMAR S/O RAMDEV YADAV AT-JARSAIN, PO-NANDLALI, PS-SAHARSA, SAHARSA, BIHAR, BIHAR, 852124 8002283170 <u>RSALTOO@GMAIL.COM</u>	ADDL.CIT(AU)-1(2), VISAKHAPATNAM	ADDL.CIT(AU)-1(2), VISAKHAPATNAM
46	ALOK KUMAR NAHAK S/O SURYANARAYAN NAHAK KESHARA VILLAGE, PO-SURAMANI, PS- SURADA, GANJAM DIST, ODISHA, 761107 8596926919 alok4nahak@gmail.com	ADDL.CIT(AU)-1(3), VISAKHAPATNAM	ADDL.CIT(AU)-1(3), VISAKHAPATNAM
47	KESHAV KUMAR VATSA S/O JAYKRISHNA JHA AT-JAYNAGAR, , PO-JAYNAGAR, , PS- BHARGAMA, ARARIA, BIHAR, BIHAR, 854334 7564895351 kk139938@gmail.com	ADDL.CIT(AU)-1(4), VISAKHAPATNAM	ADDL.CIT(AU)-1(4), VISAKHAPATNAM
48	SARIKA GIRI PRASAD S/O SARIKA SHANKARA RAO 1-1, VIJAYANANDAPURAM, , NERELLAVALASA, PADMANABHAM, VISHAKAPATNAM, ANDHRA PRADESH, 531219 8331977693 giriprasad6832@gmail.com	ADDL.DIT (I&CI), HYDERABAD	ITO(I&CI), VISAKHAPATNAM
49	SANAPALA UDAY KUMAR S/O S PAPANNA BSNL QUARTERS B2 BLOCK FLAT NO B2-5, , OPP LIC OFFICE, , WOMENS COLLEGE ROAD, SRIKAKULAM, ANDHRA PRADESH, ANDHRA PRADESH, 532001 9492820916 sanapalaudaykumar5@gmail.com	PR.CIT(CENTRAL), VISAKHAPATNAM	PR.CIT(CENTRAL), VISAKHAPATNAM
50	PRINCE RAJ S/O JALESHWAR PRASAD MAHTO KANAKPUR VILLAGE, , PO-ISHMELA, PS- DIGHWARA, SARAN DIST, BIHAR, 841221 8340457490 princeraj834045@gmail.com	PR.CIT-1, VISAKHAPATNAM	PR.CIT-1, VISAKHAPATNAM
51	INDRARAJ S/O JWAR SINGH VILL: SIKANDARPUR, POST: MANDAWARA, THE: HINDUAN, KARAUJI, KARAUJI, RAJASTHAN, 322230 8104792781 ISMEENASSS@GMAIL.COM	ADDL.CIT, RANGE-3, HYDERABAD	ITO, WARD-1, WARANGAL

2. The appointing authority mentioned at Column No. 3 is/are requested to issue the appointment order immediately to the candidate(s) incorporating the following conditions:

(i) ***The appointment of the candidate is subject to verification of his/her Character and antecedents. If anything unsatisfactory or negative found, the services will be terminated without assigning any reasons or notice.***

(ii) The candidate is required to take an oath of allegiance to the Constitution of India in the format given below:

“ I.....do swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established that I will uphold the sovereignty and integrity of India and that I will carry out the duties of my office loyally, honestly and with impartiality.”

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- (iii) His/her retention in service is further subject to his/her being found suitable for Govt. Service, in all respects.
- (iv) He/she is warned that furnishing of incorrect information on any points will render him liable to disciplinary action.
- (v) He/she is informed that his/her appointment will be purely on a provisional basis. He/she will initially be on probation for a period of two years. If in the opinion of the Government his/her work or conduct is unsatisfactory or shows that he/she is unlikely to become an efficient Tax Assistant, the Govt. may discharge him/her at any time.
- (vi) His/her appointment will be subject to the rules and regularizations framed by the Govt. of India from time to time for the employees of the Income Tax Department.
- (vii) He/she must produce original certificates in proof of his/her discharge from service from his previous employer, if applicable.
- (viii) He/she must produce original certificates in proof of his/her academic qualifications, caste (if applicable) and age to the Head of Office of posting.
- (ix) The Pension Scheme communicated vide Department of Expenditure, Ministry of Finance, Government of India letter in F.No.1(7)(2)/2003/TA/11 dated 07.01.2004 will be applicable to him/her. Immediately on joining Government service, He should provide particulars such as his name, designation, scale of pay, date of birth, nominee(s) for the fund, relationship of the nominee etc., in the prescribed form (Annexure-I) enclosed.
- (x) If he/she is re-employed pensioners/re-employed ex-servicemen, he/she should file an option for fixation of his pay as required in Government of India Decision No.(5) of CCS (Fixation of Pay of Re-employed Pensioners) Order 1986 (read with Order No.16 of these orders) and such an option to have the pay fixed on re-employment should be filed and such an option should be exercised within three months of his employment and such an option will be treated as final.
- (xi) If he/she, who is a re-employed Military Personnel, desires to take advantage of the retirement benefits based on the Combined Military and Civil Services, as per Rule 19 of CCS(Pension) Rules read with G.I.D there under, He/she should exercise an option within a period of one year from the date of joining the civil service or post. If no option is exercised within the period specified, He/she will be deemed to have opted to continue to draw the Military Pension or retain gratuity received on discharge from Military Service and consequently his/her former Military Service shall not count as qualifying service for civil pension.
- (xii) ***He/she is informed that the offer of appointment would lapse automatically after the expiry of six months from the date of issue of original offer of appointment as per the DOPT O.Ms No. 35016/2/93-Estt.(D) dated 09.08.1995 and 1259494-Estt.(D) dated 09.08.2017.***
- (xiii) ***He/she is informed that the Inter Charge Transfer in the Income Tax Department has been withdrawn vide CBDT's letter in F.No.HRD/CMD-1/108/1/2020-21/6406 dated 22.12.2020.***
- (xiv) ***He/she should intimate about the previous competitive/recruitment examinations appeared, if any.***

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3. The Appointing Authority should collect the Registration Card (X-10) issued by respective Employment Exchange (if registered), from the appointees at the time of his/her joining duty. The appointee may be informed of the same well in advance enabling him/her to carry it along with him/her while joining duty. Thereafter, the same may be forwarded to the respective Employment Exchange where the candidate is registered for cancellation of his/her registration, wherever applicable.

4. A copy of the appointment order and joining report may be marked to this office for record.

5. This issues with the approval of the Pr. Chief Commissioner of Income Tax, A.P & Telangana.

Sd/-

(K. RAVI KIRAN)

आयकर आयुक्त (प्रशासन एवं करदाता सेवाएं),
Commissioner of Income Tax (Admn. & TPS),
हैदराबाद, Hyderabad.

Encl: As above.

To

The Appointing Authorities mentioned at Column No.3 above.

Copy to:

1. The Confidential Section of this office.
2. The personal files.
3. The Secretary, ITEF, Group 'C' Circle, A.P.&Telangana, Hyderabad.


(थम्बा महेंद्र) / **(THAMBA MAHENDRA)**

आयकर उपायुक्त (मुख्या)(प्रशासन)
Dy. Commissioner of Income Tax(Hqrs.)(Admn.)
प्रधान मुख्य आयकर आयुक्त का कार्यालय
O/o. Pr.CCIT, AP & TS, Hyderabad.

FORM 3
[See rule 54 (12)]
Details of Family

1. Name of the Government servant
2. Designation
3. Date of birth
4. Details of the members of family as on-----:

S. No	Names of the members of family	Date of birth	Relationship with the officer	Marital status	Remarks	Dated signature of Head of Office
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of the Office any addition or alteration.

Signature of Government servant

Place :

Date :

Note 1. – The original Form submitted by the Government servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government servant should submit the details of family afresh along with Form 5.

Note 2. – The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3. – The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.

Note 4. – Wife and husband shall include judicially separated wife and husband.