



Office of the Pr. Chief Commissioner of Income Tax
Andhra Pradesh & Telangana
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F.No. Pr.CCIT/Estt./CCD/2020-21

Date:05-01-2021

To

All HODs of,
Andhra Pradesh and Telangana region,

Sir/Madam,

- Sub :- Scanning and Uploading of Service Books in the cadre of Group A, Group B and Group C officers and officials on PIS Module of HRMS -Uploading of leave balance on Leave Management Module -Calling for report - Regarding.
- Ref:- 1. Pr. CCIT, A.P. & TS, Hyderabad in F. No. Pr. CCIT/Circular/ 2020- 21 dated 24.07.2020.

Kind reference is invited to the above.

2. It is communicated to the HOO/AO/DDOs to complete the task of 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. Updation of leave and Leave Balance may also be uploaded in Leave Management Module in the HRMS, ITBA Portal. In this regard, information is sought by this office as per Annexure-I enclosed to this letter on or before 26.02.2021 positively.

3 The AO/DDOs are required to follow the provisions of SR199 and SR 202 related to nature of entries in Service Books and Periodical Inspection of Service Books by the Govt. Servant to avoid delay at the last hour.

4 Further, It is informed that for Issue of service verification certificate on completion of qualifying service above 18 years, after 30 years and also 5years before retirement of an employee may be done at DDO level as per the provision required in Form 24 (under Rule 32 of the CCS(Pension) Rules, 1972) and then forwarded to the Office of the Zonal Accounts Office, CBDT, Hyderabad or PAOs concerned for concurrence. (Copy of Form 24 enclosed).

The above instructions are to be followed scrupulously. The work may be supervised by HODs and a **Compliance Report is to be sent by 05/03/2021.**

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

Yours faithfully,

(PEEYUSH SONKAR)
Commissioner of Income Tax
(H.Qrs)(Admn. & TPS),
A.P. & Telangana , Hyderabad.

Encl.: Form 24

Copy to : All HOOs/DDOs.

FORM 24

[See rule 32]

Form of certificate of verification of service for pension

No

Government of India
Ministry of
Department/Office

Dated the ,

Certificate

It is certified, in consultation with the Accounts Officer, that Shri/Smt./Km. of years months, days as on (date), as per details given below. The service has been verified on the basis of his service documents and in accordance with the rules regarding qualifying service in force at present. The verification of service under sub-rules (1) and (2) of rule 32 of the Central Civil Services (Pension) Rules, 1972, shall be treated as final and shall not be re-opened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension.

DETAILS OF QUALIFYING SERVICE

S. No.	Name of Ministry/Department/Office	From	To	Length of qualifying service
1.				
2.				
3.				

To
Shri.....
(Name & Designation)"

Signature & Stamp of Head of Office

STENOGRAPHERS IN AP & TELANGANA REGION

ANNEXURE-2

LIST OF STENOGRAPHERS:

Sl.No.	Name of the official	Designation	Name of the office in which working	DOB	Date of joining Government Service**	Completed years of service	Whether Service Register Scanned & uploaded in HRMS Portal?	Remarks, if any
1	ABHISHEK KUMAR GUPTA	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-1, GUNTUR	4/8/1997				
2	AKHILESH SINGH	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-2, GUNTUR	12/4/1993				
3	GUNTUPALLI VENKATA PAVAN KUMAR	STENO, GR-I	CIT (APPEAL UNIT)-1, GUNTUR	3/17/1973				
4	KAVITHA PETETI	STENO, GR-II(PB-1)	CIT (APPEAL UNIT)-2, GUNTUR	6/1/1980				
5	CHALLAPALLI NEEHARIKA	STENO, GR-II(PB-2)	PR.CIT (REAC) (VU)-1, GUNTUR	10/25/1987				
6	YASH MANDLOI	STENO, GR-II(PB-1)	ADDL.CIT(EXEMPTIONS), HYDERABAD	4/2/1994				
7	HEMANT SINGH	STENO, GR-II(PB-1)	ADDL.CIT(I&CI), HYDERABAD	7/9/1999				
8	SANWAT RAM MEENA	STENO, GR-II(PB-1)	ADDL.CIT(IT), HYDERABAD	3/17/1996				
9	GYANENDRA KUMAR GUPTA	STENO, GR-II(PB-1)	ADDL.CIT(TP), HYDERABAD	8/10/1985				
10	KRISHN KUMAR MEENA	STENO, GR-II(PB-1)	ADDL.CIT, CENTRAL RANGE-1, HYDERABAD	5/30/1996				
11	SAURAV NEGI	STENO, GR-II(PB-1)	ADDL.CIT, CENTRAL RANGE-1, HYDERABAD	12/17/1991				
12	DINESH SINGH RAWAT	STENO, GR-II(PB-1)	ADDL.CIT, CENTRAL RANGE-1, HYDERABAD	12/10/1988				

13	VENKATA KIRAN KUMAR MUTYALA	STENO, GR-II(PB-2)	ADDL.CIT, RANGE-1, HYDERABAD	7/25/1979					
14	BIKKI CHANDANA	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-1, HYDERABAD						
15	P SWATHI BHARANI	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-6, HYDERABAD	5/6/1992					
16	MANOJ KUMAR	STENO, GR-II(PB-2)	PR.CIT-4, HYDERABAD	1/10/1993					
17	VISU P	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-1, HYDERABAD	11/21/1993					
18	RAMESH RAJASEKAR	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-13, HYDERABAD	6/2/1994					
19	R. AMRUTHA VANI	STENO, GR-I	ADDL.CIT, RANGE-6, HYDERABAD	1/15/1972					
20	CHING SUAN NIANG	STENO, GR-II(PB-2)	CIT (APPEALS)-11, HYDERABAD	3/7/1988					
21	V KRISHNA MOHAN SANKULA	STENO, GR-II(PB-1)	ADDL.CIT, TDS RANGE, VIJAYAWADA	8/6/1988					
22	KOPULA SOBHA	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-8, HYDERABAD	7/6/1991					
23	GAURAV KUMAR YADAV	STENO, GR-II(PB-2)	ADDL.CIT, RANGE-8, HYDERABAD	1/9/1994					
24	SAVADI VENKATA RAMANA VIJAYALAKSHMI	STENO, GR-II(PB-1)	CIT (AUDIT), HYDERABAD						
25	MANESH KUMAR DORA	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-3, HYDERABAD	10/9/1994					
26	TELUKUNTLA POOJA	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-3, HYDERABAD						
27	DHARMENDRA SINGH	STENO, GR-II(PB-2)	ADDL.CIT, TDS RANGE-2, HYDERABAD	7/3/1988					
28	RAJNISH KUMAR	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-1, TDS HYDERABAD	5/20/1993					

29	SACHIN NEGI	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-6, HYDERABAD	7/3/1997				
30	MANISH NEGI	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-3, HYDERABAD	4/25/1994				
31	NAVEEN	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-8, HYDERABAD	6/1/1987				
32	MD.MAHABOOB MOHIUDDIN	STENO, GR-I	ADDL.CIT, RANGE-9, HYDERABAD	12/19/1971				
33	ASHA MEENA	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-5, HYDERABAD	7/6/1995				
34	ANUSHA ADDALA	STENO, GR-II(PB-1)	ADDL.CIT, RAJAMAHENDRAVARAM	2/19/1982				
35	V L V SUNEELA	STENO, GR-I	CIT (JUDICIAL), HYDERABAD	5/1/1972				
36	AMIT KUMAR PAL	STENO, GR-II(PB-1)	CIT(A)-10, HYDERABAD	10/18/1994				
37	K. SAI SANDEEP	STENO, GR-I	ADDL.CIT (EXEMPTIONS), HYDERABAD	8/6/1981				
38	JAGANA ANITHA	STENO, GR-II(PB-1)	CIT(A)-12, HYDERABAD	6/25/1984				
39	VANAM KRISHNAVENI	STENO, GR-II(PB-1)	CIT (APPEAL UNIT)-2 HYDERABAD	4/21/1985				
40	KAPIL KUMAR(D.O.B-01.01.1992)	STENO, GR-II(PB-1)	CIT (APPEAL UNIT)-3 HYDERABAD	1/1/1992				
41	JAYA PRAKASH G	STENO, GR-I	ADDL.CIT, RANGE-9, HYDERABAD	5/15/1976				
42	JYOTIRMOY BASU	STENO, GR-II(PB-1)	CIT (APPEAL UNIT)-6 HYDERABAD	11/19/1989				
43	HARI SINGH	STENO, GR-II(PB-2)	CIT (APPEAL UNIT)-7 HYDERABAD	8/15/1988				

44	SREENIVASULU JYOTHI	STENO, GR-II(PB-2)	CIT (APPEAL UNIT)-8 HYDERABAD	6/14/1990				
45	RAJA	STENO, GR-II(PB-1)	CIT (APPEAL UNIT)-9 HYDERABAD	8/29/1990				
46	G B RAJESHWAR RAO	STENO, GR-I	CIT (APPEAL UNIT)-1, HYDERABAD	11/14/1970				
47	PRITY PAL	STENO, GR-II(PB-1)	CIT(DR)-1, ITAT, A-BENCH	2/15/1990				
48	ANAND KUMAR	STENO, GR-II(PB-2)	CIT(DR)-2, ITAT B-BENCH, HYDERABAD	1/4/1991				
49	R SITA KALYANI	STENO, GR-I	CIT(EXEMPTIONS), HYDERABAD	7/15/1976				
50	JAY PRAKASH	STENO, GR-II(PB-1)	PR.CCIT, AP&TS, HYDERABAD	2/20/1993				
51	SURGYAN MEENA	STENO, GR-II(PB-1)	DIT (I&CI), HYDERABAD	10/4/1994				
52	KAMALJIT KAUR	STENO, GR-II(PB-1)	DGIT(INV), HYDERABAD	10/21/1988				
53	M.D. SAMIM LASKAR	STENO, GR-II(PB-1)	PRCIT (REAC(AU)-3, HYDERABAD	5/14/1992				
54	RAJAT CHAUDHARY	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-8, HYDERABAD	6/5/1996				
55	PANDI RAMESH	STENO, GR-II(PB-1)	ADDL.CIT (AUDIT), HYDERABAD	10/27/1992				
56	GANGADHARI MALLESH	STENO, GR-II(PB-1)	ADDL.CIT (BPU), HYDERABAD	6/8/1993				
57	ANIL KUMAR MEENA	STENO, GR-II(PB-1)	PR.CCIT, HYDERABAD	8/10/1993				
58	MOHD SULTAN	STENO, GR-II(PB-1)	CIT (IT & TP), HYDERABAD	7/15/1994				
59	CHANDRADEEP KUMAR SINGH	STENO, GR-II(PB-1)	CIT (TDS), HYDERABAD	2/8/1993				

60	SAGARAM SREE KRISHNA	STENO, GR-II(PB-1)	PR.CCIT, HYDERABAD	6/15/1989				
61	GUJJURU CHAITANYA LATHA	STENO, GR-II(PB-1)	PR.CCIT, HYDERABAD	8/4/1985				
62	NAWAL ANSARI	STENO, GR-II(PB-1)	PR.CCIT, HYDERABAD	1/24/1996				
63	KALPANA	STENO, GR-II(PB-1)	PR.CCIT, HYDERABAD	7/21/1991				
64	K SATHISH KUMAR	STENO, GR-II(PB-1)	PR.CCIT, HYDERABAD	8/10/1985				
65	NOSHEEN SIDDIQUI	STENO, GR-II(PB-1)	PR.CCIT, HYDERABAD	7/12/1996				
66	DIVYA JYOTI	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-2, HYDERABAD	11/25/1994				
67	N SHRAVAN	STENO, GR-II(PB-1)	PR.CCIT, HYDERABAD	7/11/1994				
68	MANNNURU MAHESH BABU	STENO, GR-II(PB-1)	PR.CCIT, HYDERABAD	8/29/1991				
69	D LAKSHMI	STENO, GR-II(PB-1)	PR.CCIT, HYDERABAD	7/5/1991				
70	SHIV KUMAR KHATIK	STENO, GR-II(PB-1)	PR.CCIT, HYDERABAD	8/20/1989				
71	CH.N.A.V.S.R. KRISHNA	STENO, GR-II(PB-2)	CIT (APPEAL UNIT)-4, HYDERABAD	8/16/1976				
72	VISHAL SHARMA	STENO, GR-II(PB-1)	PR.CIT(Reac)-1, HYDERABAD	3/10/1993				
73	ABHISHEK ANAND	STENO, GR-II(PB-1)	PR.CIT(Reac)-1, HYDERABAD	12/19/1993				
74	KAMAL KUMAR BAIRWA	STENO, GR-II(PB-2)	PR.CIT(Reac)-1, HYDERABAD	1/22/1989				
75	KARISHMA MAHAPATRA	STENO, GR-II(PB-1)	PR.CIT(Reac)-2, HYDERABAD	4/19/1993				

76	AMRITA KUMARI	STENO, GR- II(PB-1)	PR.CIT(Reac)-2, HYDERABAD	3/14/1997				
77	SHIVRAM MEENA	STENO, GR- II(PB-1)	Pr.CIT(Reac)-2, HYDERABAD	5/10/1995				
78	KANCHAN	STENO, GR- II(PB-1)	PR.CIT-1, HYDERABAD	3/1/1997				
79	VEMULA SHIVA KUMAR	STENO, GR- II(PB-1)	PR.CIT-2, HYDERABAD	7/27/1994				
80	NAGENDAR ANANTHULA	STENO, GR-I	PRCIT (CENTRAL), HYDERABAD	8/12/1972				
81	SUSMITA SAHA ROY	STENO, GR- II(PB-1)	CIT (APPEAL UNIT)-5, HYDERABAD	6/5/1991				
82	HIMANSHU KUMAR	STENO, GR- II(PB-1)	PR.CIT (REAC) (AU)-4, HYDERABD	5/24/1995				
83	ASHOK KUMAR	STENO, GR- II(PB-2)	PR.CIT (REAC) (VU)-1, HYDERABD	1/1/1988				
84	RAVI PRATAP SINGH	STENO, GR- II(PB-1)	PR.CIT (REAC) (RU)-1, HYDERABD	6/8/1993				
85	SHANKER MEENA	STENO, GR- II(PB-1)	PR.DIT(INV), HYDERABAD	9/4/1996				
86	AKUPATI VENKATA NAGA DURGA RAO	STENO, GR- II(PB-1)	ADDL.CIT, KAKINADA	3/1/1995				
87	BOINI RAJU	STENO, GR- II(PB-1)	ADDL.CIT, KARIMNAGAR	8/19/1990				
88	SHAIK NAYAB RASOOL	STENO, GR-I	ADDL.CIT, KURNOOL RANGE	7/6/1974				
89	S.BABU RAO	STENO, GR-I	CIT(TDS), VIJAYAWADA	6/22/1973				
90	NATTINA SIVA	STENO, GR- II(PB-1)	ADDL.CIT, RAJAHMUNDARY RANGE	12/12/1994				
91	TALARI AMARENDRA PRASAD	STENO, GR-I	CIT (APPEAL UNIT)-1, RAJAHMUNDARY	8/17/1974				

92	SUDESH KUMAR	STENO, GR- II(PB-2)	CCIT, REAC, VISAKHAPATNAM	10/10/1988				
93	SATYAM KUMAR	STENO, GR- II(PB-1)	ADDL.CIT, TIRUPATI RANGE	7/11/1991				
94	MOHAMMAD FARHAN SAYEED	STENO, GR- II(PB-1)	ADDL.CIT, TIRUPATI RANGE	12/23/1997				
95	T SAILAJA	STENO, GR-I	CIT (APPEAL UNIT)-1, TIRUPATHI	6/9/1972				
96	LEKH RAU KUMAR	STENO, GR- II(PB-1)	PR.CIT, TIRUPATI	12/18/1993				
97	KAPIL KUMAR(DOB:10/6/1994)	STENO, GR- II(PB-1)	PR.CIT, VIJAYAWADA	6/10/1994				
98	SARVENDRA KUMAR	STENO, GR- II(PB-1)	ADDL.CIT(EXEMPTIONS), VIJAYAWADA	8/1/1990				
99	GANGA BHAVANI SEELAM	STENO, GR- II(PB-2)	CCIT, REAC, VIJAYAWADA	7/13/1986				
100	MENDI NAGAVENI	STENO, GR- II(PB-1)	ADDL.CIT, RANGE-1, VIJAYAWADA	6/12/1982				
101	P. PURNA CHANDRA RAO	STENO, GR- II(PB-2)	ADDL.CIT, RANGE-2, VIJAYAWADA	10/29/1986				
102	SHAIK JILANI	STENO, GR- II(PB-1)	ADDL.CIT, RANGE-1, VIJAYAWADA	6/2/1983				
103	PATTAMSETTY RAVALI	STENO, GR- II(PB-1)	ADDL.CIT, RANGE-1, GUNTUR					
104	ESWARANIMA SABBAVARAPU	STENO, GR- II(PB-1)	ADDL.CIT, RANGE-1, VIJAYAWADA	3/10/1981				
105	SIVA KRISHNA SUNKESULA	STENO, GR- II(PB-1)	ACIT, CENTRAL CIRCLE, VIJAYAWADA	9/29/1987				
106	SRINIVASARAJU DIGALA	STENO, GR- II(PB-1)	ADDL.DIT (INV), VIJAYAWADA	8/19/1988				
107	R VENKATESWARA RAO	STENO, GR-I	CIT (APPEAL UNIT)-1, VIJAYAWADA	8/20/1985				

108	RAVI KUMAR PANDIT	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-1, VISAKHAPATNAM	10/7/1993					
109	ARUN KUMAR	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-2, VISAKHAPATNAM	7/7/1988					
110	UDIT KUMAR	STENO, GR-II(PB-1)	ADDL.CIT, TDS RANGE, VISAKHAPATNAM	11/15/1983					
111	SHERLA BHARGAVI	STENO, GR-II(PB-1)	DGIT (INV), HYDERABAD	2/12/1997					
112	RAKESH SARKAR	STENO, GR-II(PB-1)	CIT (APPEAL UNIT)-1, VISAKHAPATNAM	8/7/1989					
113	DEBIKA DAS	STENO, GR-II(PB-1)	CIT (APPEAL UNIT)-2, VISAKHAPATNAM	5/28/1992					
114	P. P. L. GOVINDARAJ	STENO, GR-II(PB-1)	CIT(DR), ITAT, VISAKHAPATNAM	2/22/1984					
115	ANKIT KUMAR	STENO, GR-II(PB-1)	PR.CIT-1, VISAKHAPATNAM	3/25/1999					
116	PERI NAGA DURGA SRI RANYYA	STENO, GR-II(PB-1)	PR.CIT (REAC) (AU)-1, VISAKHAPATNAM	3/19/1994					

**Note: Date of joining in Government Service/ IT Department of the officials may be verified from the service books maintained in your office and accordingly information may be submitted.