



आन्ध्र प्रदेश एवं तेलंगाना

Office of the Principal Chief Commissioner of Income Tax  
Andhra Pradesh & Telangana

10वीं मंजिल, 'सी' ब्लॉक, आयकर शिखर, ए.सी. गार्ड्स, हैदराबाद-500 004  
10<sup>th</sup> Floor, 'C' Block, IT Towers, AC Guards, Hyderabad-500 004  
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फ.सं.प्र.मु.आ.आ/प्रश/१९(१४)/२०१९-२०  
F.No.Pr.CCIT/Estt/19(14)/2019-20

दिनांक: ०३.०२.२०२०  
Date: 03.02.2020

**MEMORANDUM**

Sub: Establishment - I.T Department, Hyderabad - **Special Course on Etiquette, Ethics and Public Expectations, Communication Skills & Stress Management** - From 10.02.2020 to 11.02.2020 (02 working days) at MSTU, Hyderabad - Nomination of candidates - Regarding.

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अनुलग्नक के अनुसार कर्मचारियों को उपरोक्त कोर्स के लिये MSTU, हैदराबाद में ०२ कार्य दिवसों के लिए १०.०१.२०२० से ११.०१.२०२० (०२ कार्य दिवसों) के लिए नामित किया गया है।

The officials as per the **ANNEXURE** are hereby nominated for the above mentioned course to be held at MSTU, Hyderabad for 02 working days from **10.02.2020 to 11.02.2020 (02 working days)**.

**VENUE :** MSTU,  
1<sup>st</sup> Floor, Annexe Building,  
Aayakar Bhavan,  
Hyderabad.  
**TIME :** Sharp by 9.45 AM

The concerned Heads of Office are directed to relieve the officials so as to enable them to attend the training.

The Principal Chief Commissioner desires that the officials sponsored for training should not apply for leave during this period. It is needless to emphasize that the trainees should avoid going on leave during the training period. If any of the officials has already applied for leave, he/she should suitably revise the period of leave so that he/she can attend the training. Attending the training is obligatory and absence there from will be treated as dereliction of duty.

Even, if **any of the officials is under the orders of transfer** from the present office, or any particular official has not reported for duty at the place of posting, he/she should invariably attend the training course.

It is noticed that officials nominated for training courses are seeking exemption from attending the training citing various reasons. In this regard, it may be noted that the officials who have already attended training should invariably attend. The officials filing representations for cancellation of nominations should attend the training invariably unless there is a communication from this office regarding cancellation of their nomination for the training.

The officials who are attending training are hereby directed to switch off their Mobile phones before entering the premises of MSTU.

(एम मोहन बाबू) / (M MOHAN BABU)

आयकर उपायुक्त (मुख्या)(प्रशासन)

Dy. Commissioner of Income Tax(Hqrs.)(Admn.)

प्रधान मुख्य आयकर आयुक्त का कार्यालय

O/o. Pr.CCIT, AP & TS, Hyderabad.

Copy to:

1. The officials concerned through their Heads of office.
2. The Heads of office concerned
3. The ITO( MSTU), Hyderabad.

ANNEXURE

List of officials for "Special Course on Etiquette, Ethics and Public Expectations, Communication Skills & Stress Management" from 10.02.2020 to 11.02.2020 at MSTU, Hyderabad

SL. NO.	EMP ID	NAME OF THE OFFICIAL	DESIGNATION	PRESENT OFFICE	STATION	MOBILE NO.
1		RAVINDER B S	OS	ADCIT, RNG-13(SALARY), HYDERABAD	HYDERABAD	8985971523
2		YADAI AH VADDAGANI	OS	ADCIT, RNG-15, HYDERABAD	HYDERABAD	8985971692
3		NARASIMHA MURTHY PEESAPATI	OS	ADCIT, RNG-16, HYDERABAD	HYDERABAD	8985971770
4		VENKATA USHA RANI NITTALA	OS	ADCIT(JUDICIAL), HYDERABAD	HYDERABAD	9989662400/ 8985971625
5		PANKAJ KUMAR JHA	OS	DIT(I&CI), HYD	HYDERABAD	8985971542
6		SHIRIN SHAHID	STA	CIT(A)-10, HYDERABAD	HYDERABAD	9795064010
7		SOUMYADIPTA MAJUMDER	STA	Pr.CIT(ReAC)-2, HYDERABAD	HYDERABAD	8985970200
8		D DEVENDER	STA	ADCIT, RNG-14, HYDERABAD	HYDERABAD	08985971550
9		VENKATA SURESH K	STA	ADCIT(TDS), TDS RANGE-2, HYDERABAD	HYDERABAD	8985972140
10		MOHD. SAJEED ALI	STA	ADCIT, TDS RNG-1, HYDERABAD	HYDERABAD	8985972206
11		KALLAM PUNNA REDDY	STA	ADCIT, RNG-2, VIJAYAWADA	VIJAYAWADA	8985972045
12		KAMALA RAJASEKHAR	TA	ADCIT, RNG-1, GUNTUR	GUNTUR	9959525115
13		KATTUPALLI RIA ANGELINA	TA	ADCIT, RNG-2, GUNTUR	GUNTUR	9440271347
14		GEETHA RANI BONDUGULA	TA	ADCIT(EXEMPTIONS), HYDERABAD	HYDERABAD	8985972374
15	160423	VENKATESWAR RAO L C	TA	ADCIT, RNG-1, HYDERABAD	HYDERABAD	9705752436
16	117405	MOHD YAKUB	TA	ADCIT, RNG-10, HYDERABAD	HYDERABAD	8985972071
17	100009	SWAROOPA GUGULOTHU	TA	ADCIT, RNG-4, HYDERABAD	HYDERABAD	8985972265
18	146821	JAYARAMI REDDY EDULA	TA	ADCIT, RNG-8, HYDERABAD	HYDERABAD	8985971764
19		RAJANI BANDI	TA	PRCIT(CENTRAL), HYDERABAD	HYDERABAD	8985972373
20		ABHISHEK KUMAR	TA	Pr.CIT(ReAC)-1, HYDERABAD	HYDERABAD	8002341574
21	159924	SALEEM PASHA SK.	TA	SR AR-II(B-BENCH), HYDERABAD	HYDERABAD	8985972198
22	183878	SANWAT RAM MEENA	STENO GR-II	ADCIT (IT), HYDERABAD	HYDERABAD	7023737272
23	186673	ASHA MEENA	STENO GR-II	ADCIT (TDS), RNG-1, HYDERABAD	HYDERABAD	9588205271
24	178226	MANOJ KUMAR	STENO GR-II	ADCIT, RNG-11, HYDERABAD	HYDERABAD	8985971878

*(Signature)*  
**M. MOHAN BABU, IAS**  
 Deputy Commissioner of Income Tax  
 (Income Tax) (H.O.) (Admin.)  
 Office, Pr. CCIT A.P. & Telangana

SL. NO.	EMP ID	NAME OF THE OFFICIAL	DESIGNATION	PRESENT OFFICE	STATION	MOBILE NO.
25	180724	GAURAV KUMAR YADAV	STENO GR-II	ADCIT, RNG-17, HYDERABAD	HYDERABAD	8985971892
26	119013	MOHD. QUTUBUDDIN	NS	ADCIT, RNG-5, HYDERABAD	HYDERABAD	8985972143
27	159985	H SURAJ SINGH	NS	ADCIT, RNG-13(SALARY), HYDERABAD	HYDERABAD	8985971939
28	117349	J DEVANAND	NS	CIT(A)-11, HYDERABAD	HYDERABAD	8985972125
29	117382	MOHD. AHMED HUSSAIN	NS	ADCIT, RNG-4, HYDERABAD	HYDERABAD	8985972152
30	160094	HANNAN M A	NS	ADCIT, RNG-1, HYDERABAD	HYDERABAD	8985971951
31	160502	K VENKATESH	MTS	CIT(TDS), HYDERABAD	HYDERABAD	9908752473
32		B ARVIND KUMAR	MTS	ADCIT, RNG-6, HYDERABAD	HYDERABAD	8985972165
33	173156	J LAVANYA	MTS	ADCIT, RNG-10, HYDERABAD	HYDERABAD	8985971804
34	167591	ASHRAFUNNISA	MTS	PRCIT-1, HYDERABAD	HYDERABAD	8985971805
35	116735	K VEERA SWAMY	SCD GR-I	PRCCIT, HYDERABAD	HYDERABAD	8985971829
36	141687	M SURESH BABU	SCD GR-I	PRCCIT, HYDERABAD	HYDERABAD	8985971828
37	116522	SRINIVASA RAO CHALLA	SCD GR-I	PRCIT-1, HYDERABAD	HYDERABAD	8985971988
38	119976	G MALLIKARJUNA	SCD GR-I	PRCCIT, HYDERABAD	HYDERABAD	8985971833
39	116763	A VENKATESWER RAO	SCD GR-II	PRCCIT, HYDERABAD	HYDERABAD	8985971826
40	116765	N VENKATAIAH	SCD GR-II	PRCIT-6, HYDERABAD	HYDERABAD	8985971986

एम. मोहन बाबु, ना.रा.से  
**M. MOHAN BABU, IRS**  
 आयकर उपायुक्त  
 Deputy Commissioner of Income Tax  
 (मुख्य प्रशा.) (H.Qrs.) (Admin.)  
 प्रधान मु.आ.आ.का. कार्यालय आ.प्र. एवं तेलंगाना  
 O/e. Pr. CCIT A.P. & Telangana

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