



प्रधान मुख्य आयकर आयुक्त का कार्यालय,

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
10th Floor, 'C' Block, IT Towers, AC Guards, Hyderabad-500 004
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F.No.Pr.CCIT/Estt/19(14)/2020-21

Date: 20 -01-2021

MEMORANDUM

Sub: Establishment - I.T Department, Hyderabad – An **online Course on Computer Basics and MS Office from 21.01.2021 to 22.01.2021** - Nomination of candidates
- Regarding.

The officials as per the **ANNEXURE** are hereby nominated for the above mentioned **online** course to be held **from 21.01.2021 to 22.01.2021**.

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.

In view of present restrictions to contain spread of COVID -19 and under the directions of DTRTI Bengaluru, the above mentioned course is planned for online mode. This unit has planned an online Course on Computer Basics and MS Office from 21.01.2021 to 22.01.2021 from the cadre of OS, SrTA, Steno Gr.I & Gr.II, TA & MTS through online mode. *The platform being used for delivery of live online classes is MS TEAMS (Microsoft Inc.). The application is available in Google Play and App Store of Apple products in Mobile Phones. Both Windows & IOS of desktop/ laptops/tabs will support the application. The configuration of Windows 10 & above is compatible for running the application. To access the above said live classes the user has to install and login through Mobile Phone/ Computer System to attend the online Lectures. The Link & credentials for joining lecture and schedule for the courses being conducted will be periodically shared with participants through email or SMS or Whatsapp by the MSTU, Visakhapatnam. All the officials nominated for the course are directed that since the sessions are planned in either half of the day, regular office work may be attended in other half of the day. The officials whose Email IDs/Mobile Nos. are not displayed in the annexure shall contact the officials of MSTU, Visakhapatnam; Sri L. Murali Krishna, ITI (8985971808) and Sri Satyendra Manohar, OS (8985971626) for link and credentials to attend the online classes.*

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.


20/1/21

(बी. श्रीनिवास राव)/(B. SRINIVASA RAO)

सम्युक्थ आयकर आयुक्त (ओ.येस.दि) (मुख्या)(प्रशासन)
Jt. Commissioner of Income Tax (OSD) (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), Visakhapatnam.

ANNEXURE
NOMINATION OF OFFICIALS FOR ONLINE COURSE ON COMPUTER BASICS AND MS OFFICE FROM 21.01.2021 TO 22.01.2021, #MSTU, VISAKHAPATNAM

Sl.No.	EMP. NO	NAME OF THE OFFICIAL	RANK	OFFICE IN WHICH WORKING	STATION	MOB. NO.	EMAIL ID
1	167120	A ARCHANA	OS	ADCIT(ReAC)(AU)-1(3), VISAKHAPATNAM	VISAKHAPATNAM	8985972399	ARCHANA.ANGAJALA@INCOMETAX.GOV.IN
2	116549	BHEEMA RAO KORUKONDA	OS	ADCIT, RAJAHMUNDRY	RAJAHMUNDRY	8985971312	
3	167626	K SATYANARAYANA MURTHY	OS	ADCIT, KAKINADA	KAKINADA	8985971323	
4	172141	RAJENDRA PRASAD DARAPU	OS	ADCIT, TDS.RNG, VISAKHAPATNAM	VISAKHAPATNAM	8985972248	RAJENDRA.P.DARAPU@INCOMETAX.GOV.IN
5	158384	SRIKANTI ACHARYA	OS	IT OFFICE, VIZIANAGARAM	VIZIANAGARAM	8985972327	SRIKANTIACHARYA@GMAIL.COM
6	182187	DEEPIYOTI PAL	STA	ADCIT(ReAC)(AU)-1(2), VISAKHAPATNAM	VISAKHAPATNAM	7044326291	DEEPIYOTI.PAL@INCOMETAX.GOV.IN
7	178860	GOPAL KUMAR	STA	ADCIT, RNG-2, VISAKHAPATNAM	VISAKHAPATNAM	8709125337	GOPALKUMAR42086@GMAIL.COM
8	17550	LINGARAJU SAHU	STA	ITO(IAP)-1, VISAKHAPATNAM	VISAKHAPATNAM	8985970457	LINGARAJU.SAHU@INCOMETAX.GOV.IN
9	174629	MD SAJID ANSARI	STA	ADCIT, RNG-2, VISAKHAPATNAM	VISAKHAPATNAM	7901599590	M.S.ANSARI@INCOMETAX.GOV.IN
10	118301	NAGESWARA RAO K	STA	IT OFFICE, ELURU	ELURU	8985971417	N.RAO.K@INCOMETAX.GOV.IN
11	178087	SATYANARAYANA BOLLA	STA	ADCIT, RAJAHMUNDRY	RAJAHMUNDRY	7901599749	
12	118222	SRINIVASA RAO K(20.05.1972)	STA	ITO (TDS), ELURU	ELURU	8985971662	SRINIVASA.R.KHAMBHAM@INCOMETAX.GOV.IN
13	178376	VIJAY KUMAR	STA	CCIT(ReAC), VISAKHAPATNAM	VISAKHAPATNAM	7901599636	VIJAY.KUMAR28@INCOMETAX.GOV.IN
14	158095	VIJAY KUMAR POLUMURU	STA	ADCIT, RNG-2, VISAKHAPATNAM	VISAKHAPATNAM	8985971670	VIJAYKUMAR.POLUMURU@INCOMETAX.GOV.IN
15	178731	VIVEK KUMAR	STA	ADCIT(ReAC)(AU)-1(1), VISAKHAPATNAM	VISAKHAPATNAM	7901599651	V.KUMAR@INCOMETAX.GOV.IN
16	163021	TALARI AMARENDRA PRASAD	STENO, GR-I	CIT (APPEAL UNIT)-1, RAJAMAHENDRAVARAM	RAJAHMUNDRY	8985970425	amarendra.p.t@incometax.gov.in
17	181637	DEBIKA DAS	STENO, GR-II	CIT (APPEAL UNIT)-2, VISAKHAPATNAM	VISAKHAPATNAM	7980572643	das.debika@incometax.gov.on
18	165468	P. P. L. GOVINDARAJ	STENO, GR-II	CIT(DR), ITAT, VISAKHAPATNAM	VISAKHAPATNAM	7901599760	govindrajmba09@gmail.com
19	187052	ANKIT KUMAR	STENO, GR-II	PR.CIT-1, VISAKHAPATNAM	VISAKHAPATNAM	7004623620	ankit.kumar18@incometax.gov.in
20	161519	ANUSHA ADDALA	STENO, GR-II	ADDL.CIT, RAJAMAHENDRAVARAM	RAJAHMUNDRY	7901599715	anushasrinu@gmail.com
21	117509	VASAVI PELA	TA	ITO(TDS), ELURU	ELURU	8985971776	
22	176774	KOMMISETTI VENKATA CHANDRA MOHAN	TA	ITO(ReAC)(VU)-1(1)(2), GUNTUR	KAKINADA	8522885676	KVC.MOHAN2802@GMAIL.COM
23	171711	SHARWAN KUMAR KESHRI	TA	ADCIT, RAJAHMUNDRY	RAJAHMUNDRY	8985972219	SHARWAN.K.KESHRI@INCOMETAX.GOV.IN
24	173117	SUBHAS KUMAR	TA	ADCIT, RAJAHMUNDRY	RAJAHMUNDRY	8985972369	SUBHASKUMAR37@GMAIL.COM
25	172556	AJAY KUMAR	TA	IT OFFICE, SRIKAKULAM	SRIKAKULAM	8985971507	
26	172651	BANDARU SATEESH	TA	ADCIT(CENTRAL), VISAKHAPATNAM	VISAKHAPATNAM	8985972252	BANDARU.SATEESH@INCOMETAX.GOV.IN
27	170947	RUTTALA DORABABU	TA	ADCIT(ReAC)(AU)-1(2), VISAKHAPATNAM	VISAKHAPATNAM	7901599592	DORABABU.RUTTALA@INCOMETAX.GOV.IN
28	171349	NIRAJ KUMAR	TA	ADCIT, RNG-1, VISAKHAPATNAM	VISAKHAPATNAM	8985970386	NIRAJ.KUMAR11@INCOMETAX.GOV.IN
29	178946	LAKSHMI BASWA	TA	ADCIT, RNG-2(SAL), VISAKHAPATNAM	VISAKHAPATNAM	8985970433	LAKSHMI.BASWA@INCOMETAX.GOV.IN
30	171766	AMIT KUMAR YADAV	TA	CIT(A)-2, VISAKHAPATNAM	VISAKHAPATNAM	8985972271	

B. Srinivas
20/1/21

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