

आयकर विभाग  
प्रधान मुख्य आयकर आयुक्त का कार्यालय,  
10 वीं मंजिल, डी ब्लॉक, आयकर शिखर,  
3-2-10, ए.सी. गार्ड्स, हैदराबाद 500004  
टेलीफोन :040-23425484



Income Tax Department  
Office of the Pr. Chief Commissioner of Income Tax,  
AP & Telangana  
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10-2-3, AC Guards, Hyderabad-500004  
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F.No.Con.Vig./19(14)/Training/2026-27/Course-07

Date: 12.06.2026

**OFFICE MEMORANDUM**

विषय/Sub: **Special Course on CCS (Conduct Rules) for OS/TA/Steno/MTS  
Scheduled on 19.06.2026** – Regarding.

\* \* \* \*

The officials from the cadre of OS/TA/Stenographer, as listed in Annexure-A, are hereby nominated for the above-mentioned course to be held at MSTU, Visakhapatnam, from 19.06.2026 (offline).

VENUE : Ministerial Staff Training Institute (MSTU),  
3<sup>rd</sup> Floor, Infinity Towers Building,  
Shankarmattham Road, Visakhapatnam.

TIME : Sharp by 9.15 AM

The Heads of Office concerned 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. Use of mobile phones during the training secessions is strictly prohibited.

In case of any cancellation requests, the same should be sent through concerned PCIT/CIT office and should reach this office at least 2 days before the commencement of training with suitable supporting documents, e.g. Medical reports, Sanctioned Leave proceedings etc.



(शिव नेहारिका सिंह, भा.र.से./Shiv Neharika Singh, IRS)

उप आयकर उपायुक्त (मुख्या.) (सत.),

Dy. Commissioner of Income tax (H.Q.) (Vigilance),

कार्यालय प्रधान मुख्य आयकर आयुक्त,

O/o. Pr. Chief Commissioner of Income Tax,

आं.प्र एवं तेलंगाना, हैदराबाद/ AP & TS, Hyderabad.

Encl.: Annexure-A

प्रतिलिपि / Copy to:

1. The HOD/ Head of office concerned.
2. The ITO(MSTU), Visakhapatnam.
3. The official concerned through their Head of office.
4. The AD(Systems) to Publish in the Web portal [www.incometax.hyderabad.gov.in](http://www.incometax.hyderabad.gov.in)

**Nominations for Special course on CCS (Conduct Rules) Scheduled on 19.06.2026 (offline) at MSTU, Visakhapatnam.**

S.No	Emp.ID	Name	Designation	PCIT/CIT Charges	Stationed	Mobile NO.	Official E-mail.id
1	203663	Siva Kumar Ponnada	MTS	PCIT (AU)-1, Visakhapatnam	Visakhapatnam	8328481114	sivakumar.ponnada@incometax.gov.in
2	185662	Sanapala Mallesu	MTS	PCIT(AU)-1, Visakhapatnam	Srikakulam	7095320093	sanapala.mallesu@incometax.gov.in
3	190659	K H V R Murty	MTS	PCIT(AU)-1, Visakhapatnam	Visakhapatnam	8179494448	Khvrmurty@001incometax.gov.in
4	208463	Mallarapu Venkata Laxmi	MTS	PCIT(AU)-1, Visakhapatnam	Amalapuram	8106288461	mallavarapu.v.lakshmi@incometax.gov.in
5	208345	G Satya Rao	MTS	PCIT(AU)-1, Visakhapatnam	Visakhapatnam	9966067024	gorle.satyarao@incometax.gov.in
6	208380	K Sudheer Raju	MTS	PCIT(AU)-1, Visakhapatnam	Visakhapatnam	9959181991	katru.sudheerraju@incometax.gov.in
7	208342	B Surya Rao	MTS	PCIT(AU)-1, Visakhapatnam	Visakhapatnam	8008531744	suryarao.bandaru@incometax.gov.in
8	207918	Peddinti Bunny Srinivas	MTS	PCIT(Central), Visakhapatnam	Visakhapatnam	7013228012	peddinti.bunnysrinivas@incometax.gov.in
9	208343	Y Gurumurthy	MTS	PCIT-1, Visakhapatnam	Visakhapatnam	9177318879	gurumurthy.y@incometax.gov.in
10	208326	Vaddiparti Satyanaryana Murthy	MTS	PCIT-1, Visakhapatnam	Anakapalle	9000572848	vaddiparti.satyanarayanamurthy@incometax.gov.in
11	208293	Bathi Sankara Rao	MTS	PCIT-1, Visakhapatnam	Eluru	9441250143	bathi.sankararao@incometax.gov.in
12	208862	U Babu Rao	MTS	PDIT(Inv.), Hyderabad	Visakhapatnam	7673961177	ummidi.baburao@incometax.gov.in
13	201526	Aveek Ghosh	Steno Gr 2	CIT(DR), ITAT, Visakhapatnam	Visakhapatnam	9163120776	aveek.ghosh@incometax.gov.in
14	201709	Sudhanshu Kumar	Steno Gr 2	PCIT-1, Visakhapatnam	Visakhapatnam	9508902338	sudhanshu.kumar4@incometax.gov.in
15	201916	Singupurapu Sai	Steno Gr 2	CIT(DR), ITAT, Visakhapatnam	Visakhapatnam	9542615352	singupurapu.sai@incometax.gov.in
16	201548	Gurala Balasubrahmanyam	Steno Gr 2	ADCIT(Appeals)-1, Visakhapatnam	Visakhapatnam	9573308177	gurala.balasubrahmanyam@incometax.gov.in
17	202581	Musini Sai Bhargavi	Steno Gr 2	CIT(Appeals), Unit-1, Rajamahendravaram	Rajamahendravaram	8978488789	musinisai.bhargavi@incometax.gov.in
18	204902	Shylima Kindo	Steno Gr 2	PCIT-1, Visakhapatnam	Visakhapatnam	9931253548	shylima.kindo@incometax.gov.in
19	204629	Kommisetti Tanmayi Sudha	Steno Gr 2	PCIT(AU)-1, Visakhapatnam	Visakhapatnam	9182160872	tanmayi.s.kommisetti@incometax.gov.in
20	208754	Priyanka Kujur	Steno Gr 2	PCIT-1, Visakhapatnam	Visakhapatnam	9102964873	priyanka.kujur@incometax.gov.in
21	208879	Pankaj Mishra	Steno Gr 2	CIT(Appeals)-3, Visakhapatnam	Visakhapatnam	9026246038	pankaj.mishra1@incometax.gov.in
22	170949	Tejesh Kondapalli	OS	PCIT-1, Visakhapatnam	Tuni	7989870643	tejesh.kondapalli@incometax.gov.in
23	165285	Bandaru Ashok Kumar	OS	PCIT-1, Visakhapatnam	Visakhapatnam	9493470461	bandaru.ashokkumar@incometax.gov.in
24	188490	Ravindra Kumar Sahu	OS	CIT(Appeals)-3, Visakhapatnam	Visakhapatnam	9052424836	ravindra.k.sahu@incometax.gov.in
25	118027	Yathirajulu Jakkala	OS	PCIT-1, Visakhapatnam	Visakhapatnam	6305007299	yathi.r.jakkala@incometax.gov.in
26	172651	Bandaru Sateesh	OS	PCIT-1, Visakhapatnam	Visakhapatnam	9182824460	sateesh.bandaru@incometax.gov.in
27	192372	Nakka Anand	OS	CCIT, Visakhapatnam	Visakhapatnam	7032131898	nakka.anand@incometax.gov.in
28	193990	Abhimanyu Das	OS	PCIT(AU)-1, Visakhapatnam	Visakhapatnam	8420527204	abhimanyu.das@incometax.gov.in
29	170947	Ruttala Dorababu	OS	PCIT(AU)-1, Visakhapatnam	Vizianagaram	9704920203	dorababu.ruttala@incometax.gov.in
30	171168	Kesaram Srinu	OS	PCIT-1, Visakhapatnam	Srikakulam	8317512806	srinu.kesaram@incometax.gov.in

