

भारत सरकार  
प्रधान मुख्य आयकर आयुक्त का कार्यालय,  
10 वीं मंजिल, सीब्लॉक, आयकर शिखर,  
10-2-3, ए.सी. गार्ड्स,  
हैदराबाद-500 004  
टेलीफोन :040-23241427



**GOVERNMENT OF INDIA**  
Office of the Pr. Chief Commissioner of  
Income Tax,  
10<sup>th</sup> Floor, C Block, Income tax Towers,  
10-2-3, AC Guards, Hyderabad-500004  
Tel No:040-23241427  
Email: hyderabad.dcit.hq.admin@  
incometax.gov.in

**F.No.Pr.CCIT/2(6)(a)/Estt/2025-26**

**Date: 30-04-2026**

**MEMORANDUM**

Sub: Establishment - I.T. Department, Hyderabad - **Promotion to the cadre of Senior Private Secretary (Group 'B' Gazetted) on Regular basis for the vacancy year 2026- Allotment of Officer** - Regarding.

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The name of the following Private Secretary has been approved by the Departmental Promotion Committee for promotion to the cadre of Senior Private Secretary (Group B Gazetted) on **regular basis** for the **vacancy year 2026** in the Level 8 of 7th CPC Pay Matrix [Pre-Revised pay band of Rs. 9,300-34800 [PB-2] with corresponding grade pay of Rs. 4800/-] **with effect from 01.05.2026 or the date of joining in this cadre whichever is later** and with such allowances as may be sanctioned by the Government of India from time to time, are allotted to the appointing authorities mentioned in column No.3 for being posted in the office mentioned against his name in Column No.4 of the table below:

S. No.	NAME OF THE OFFICER DESIGNATION AND OFFICE IN WHICH WORKING (MS/SHRI/SMT/KUM)	TO WHOM ALLOTTED O/o.	POSTED AS	STATIONED AT
(1)	(2)	(3)	(4)	(5)
1	Veena S Sodadasi	CIT(Exemptions), Hyderabad	SR.PS, O/o CIT(Exemptions), Hyderabad	Hyderabad

The Controlling Authority, under whose charge the officer is presently posted shall issue the promotion order in the prescribed proforma and endorse a copy thereof to this office. The date of joining of the Officer shall be intimated to this office by CIT(Exemptions), Hyderabad by **06-05-2026**.

- On promotion to the post of Senior Private Secretary, the officer shall be posted as OSD (*in-situ*) at his/her present place of posting till further orders.
- The following conditions should be mentioned in the promotion order to be issued by the appointing authority mentioned at column no.3 above:
  - His / her promotion is purely provisional.
  - He /she will be liable for reversion.
    - If on a review of the vacancies, it is found that his / her promotion is in excess of the vacancies available.
    - If found unfit for retention in the post of Senior Private Secretary, (Group 'B' Gazetted)

*Behind every progressive nation stands a responsible taxpayer*

*Boo*

- c) His/her promotion/appointment as Senior Private Secretary, (Group 'B' Gazetted) is subject to the outcome of Hon'ble CAT / Hon'ble Court's Order, if any.
- d) His / her attention is invited to MHA's O.M. in F.No.7/1/80-Estt.P.I dated 26.09.1981 read with CCS (Revised) Pay Rules, 2016 regarding exercising of option for fixation of pay on regular promotion.
- e) His / her seniority in the cadre of Senior Private Secretary will be liable for revision at any point of time if any bonafide mistake is found with reference to any records.
- f) The officer will not be eligible for pay fixation consequent on this promotion, if his / her pay has already been upgraded in the scale of Senior Private Secretary (Group 'B'-Gazetted) under ACP/MACP Scheme.
- g) His /her promotions will be subject to the directions / clarifications issued by the Board / DOPT in connection with the following OMs and any other OMs relating to the subject matter:
- (i) DOPT's OM No. 36012/2/96-Estt(Res.) dated 02/07/1997
  - (ii) DOPT's OM No.360281/17/2001/Estt(Res) dated 11/07/2002
  - (iii) Clarification issued by the DOPT vide I.D.No.36028/11/2007-Ess(Res.) dated 24/07/2007,
  - (iv) DOPT's OM No. 36012/11/2016-Estt(Res) dated 30/09/2016
  - (v) DOPT OM No A-130.13/22/2016-Ad.VII dated 18/08/2017
  - (vi) DOPT OM No F.No.36012/11/2016-Estt(Res-I){Pt-II} dated 15/06/2018
  - (vii) DOPT OM No.20011 /2/2019-Estt(D) dt 13.08.2021
  - (viii) CBDT, New Delhi's letter in F.No.A-35015/26/2018-Ad.VI, dated 27.05.2019 & A-35015/26/2018-Ad.VI dated 20.02.2020, 12/02/2021 & 26.10.2021.

4. **This issues with the approval of the Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana.**

Sd/-

(शिव सेवक / SHIVA SEWAK)

आयकर आयुक्त )प्रशासन एवं करदाता सेवाएँ,  
Commissioner of Income Tax (Admn. & TPS),  
आन्ध्र प्रदेश एवं तेलंगाना / Andhra Pradesh & Telangana.

**To:**

The appointing authority mentioned in Column No.3

**Copy to :**

1. The Director General of Income tax (Inv.), Hyderabad / The Chief Commissioner of Income tax, Hyderabad / Vijayawada / Visakhapatnam.
2. The Confidential Section/DPC file/ Database file.
3. The General Secretary, ITGOA, AP&TS.
4. The Gen. Secretary, ITEF, AP&TS Circle, Hyderabad
5. The ZAO, CBDT, Hyderabad/Visakhapatnam.
6. The Hindi Section, O/o. Pr. CCIT, AP & TS, Hyderabad.

(B. DINESH ADITYA)

**Joint Commissioner of Income Tax (OSD)(Hqrs)(Admn.),  
O/o Pr.CCIT, AP&TS, Hyderabad**