

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



GOVERNMENT OF INDIA
Office of the Pr. Chief Commissioner of
Income Tax,
10th Floor, D Block, Income tax Towers,
10-2-3, AC Guards, Hyderabad-500004
Tel No: 040-23425484 Email:
hyderabad.dcit.hq.vig@incometax.gov.in

F.No. Con.Vig./19(14)/Training/2026-27/Course-13

Date: 15.07.2026

OFFICE MEMORANDUM

विषय/Sub: Special Two Days Course on MS Word, MS Excel, Computation of
Income From Salary, HP, CG and Income For Companies and Firms
for Stenographers Scheduled from **27.07.2026 to 28.07.2026** -
Nominations of - Regarding.

The officials as per the **Annexure-A** are hereby nominated for the above
mentioned course to be held at MSTU, Hyderabad from **27.07.2026 to 28.07.2026**
(offline) at MSTU, Hyderabad.

VENUE : Lecture Hall -2, MSTU,
1st Floor, Aayakar Bhavan,
Hyderabad.

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 नेहारीका सिंह, भा.रा.से./Shiv Neharika Singh, I.R.S)
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), Hyderabad.
3. The official concerned through their Head of office.
4. Publish in the Web portal www.incometax.hyderabad.gov.in

INCOME TAX DEPARTMENT

Special Two days course on MS Excel, Computation of Income from Salary, HP, CG and computation of income for Companies and firms Scheduled from 27.07.2026 to 28.07.2026 at MSTU, Hyderabad -

S.No	Emp.ID	Name	Desig	Office	Station	Contact No.	E-Mail
1	174231	Gangadhari Mallesh	Steno Gr 1	PCIT(Judicial), Hyderabad	Hyderabad	8985972059	mallesh.g@incometax.gov.in
2	187650	Prity Pal	Steno Gr 1	CIT(Appeals), Unit-8, Hyderabad	Hyderabad	8985971966	pritypal@incometax.gov.in
3	181980	Surgyan Meena	Steno Gr 1	PCIT(AU)-3, Hyderabad	Hyderabad	8058836781	surgyan.meena@incometax.gov.in
4	181621	Chandradeep Kumar Singh	Steno Gr 1	DGIT(Inv.), Hyderabad	Hyderabad	7979834160	chandradeepkumar.singh@incometax.gov.in
5	181479	Amit Kumar Pal	Steno Gr 1	PCIT(Central), Hyderabad	Hyderabad	7901599711	amitkumar.pal@incometax.gov.in
6	181457	Susmita Saha Roy	Steno Gr 1	PCIT(AU)-3, Hyderabad	Hyderabad	7901599706	susmitasaha.roy@incometax.gov.in
7	181522	Mohd Sultan	Steno Gr 1	CIT(Appeals), Unit-1, Hyderabad	Hyderabad	7248449445	mohd.sultan@incometax.gov.in
8	187072	Himanshu Kumar	Steno Gr 1	PCIT(AU)-2, Hyderabad	Hyderabad	7901599793	himanshu.kumar7@incometax.gov.in
9	187051	Nawaj Ansari	Steno Gr 1	PCIT-2, Hyderabad	Hyderabad	7277885573	nawaj.ansari@incometax.gov.in
10	187067	Rajat Chaudhary	Steno Gr 1	PCIT-2, Hyderabad	Hyderabad	8958073482	rajat.chaudhary@incometax.gov.in
11	187059	Yash Mandloi	Steno Gr 1	CIT(Appeals), Unit-3, Hyderabad	Hyderabad	7901599785	yash.mandloi@incometax.gov.in
12	187054	Vishal Sharma	Steno Gr 1	DGIT(Inv.), Hyderabad	Hyderabad	9837987984	vishal.sharma5@incometax.gov.in
13	187052	Ankit Kumar	Steno Gr 1	PDIT(Inv.), Hyderabad	Hyderabad	7901599788	ankit.kumar18@incometax.gov.in
14	187063	Akhilesh Singh	Steno Gr 1	DIT(I&CI), Hyderabad	Hyderabad	7901599791	akhilesh.singh@incometax.gov.in
15	108913	G B Rajeshwar Rao	Steno Gr 1	PCIT-4, Hyderabad	Hyderabad	8985971067	rajeshwarrao.b.garugula@incometax.gov.in
16	174183	Pandi Ramesh	Steno Gr 1	PCIT(AU)-4, Hyderabad	Hyderabad	8985971973	ramesh.pandi@incometax.gov.in



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S.No	Emp.ID	Name	Desig	Office	Station	Contact No.	E-Mail
17	174432	Arun Kumar	Steno Gr 1	PCIT-1, Hyderabad	Hyderabad	8985971527	arun.kumar18@incometax.gov.in
18	164907	Devandla Lakshmi	Steno Gr 1	CIT(Appeals)-12, Hyderabad	Hyderabad	7901599672	lakshmi.d@incometax.gov.in
19	165381	Vanam Krishnaveni	Steno Gr 1	PCIT(AU)-1, Hyderabad	Hyderabad	8985971782	vanam.k.veni@incometax.gov.in
20	183415	Telukuntla Pooja	Steno Gr 1	PCIT(AU)-2, Hyderabad	Hyderabad	7386114121	poojatelukuntla22@incometax.gov.in
21	191940	Malapati Soubhagya Lakshmi	Steno Gr 2	CIT(Appeals), Unit-4, Hyderabad	Hyderabad	9885329614	malapatisoubhagya.lakshmi@incometax.gov.in
22	191785	Tofik Khan	Steno Gr 2	CIT(IT&TP), Hyderabad	Hyderabad	7901599923	tofik.khan@incometax.gov.in
23	191907	Rohit Verma	Steno Gr 2	PCIT(AU)-3, Hyderabad	Hyderabad	8077323622	rohit.verma@incometax.gov.in
24	191782	Km Rakhee Singh	Steno Gr 2	CIT(TDS), Hyderabad	Hyderabad	7233839380	rakhee.singh@incometax.gov.in
25	208902	Amgoth Sneha	Steno Gr 2	ADCIT(Appeals)-4, Hyderabad	Hyderabad	9490160324	amgoth.sneha@incometax.gov.in
26	208750	Sakaray Sushma	Steno Gr 2	ADCIT(Appeals)-2, Hyderabad	Hyderabad	9398163619	sakaray.sushma@incometax.gov.in
27	208755	Damini Gond	Steno Gr 2	CIT(Appeals), Unit-7, Hyderabad	Hyderabad	9899690048	damini.gond@incometax.gov.in
28	208717	Tammali Srilekha	Steno Gr 2	PCIT(AU)-1, Hyderabad	Hyderabad	8309792195	tammali.srilekha@incometax.gov.in
29	204900	Priyanka Meena	Steno Gr 2	PCIT(Audit), Hyderabad	Hyderabad	8005619835	priyanka.meena4@incometax.gov.in
30	182942	Dunna Vani	Steno Gr 2	CIT(Appeals)-11, Hyderabad	Hyderabad	8919327037	Dunna.vani@incometax.gov.in
31	204903	Dilip Meena	Steno Gr 2	PCIT-2, Hyderabad	Hyderabad	8769139499	dilip.meena@incometax.gov.in



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S.No	Emp.ID	Name	Desig	Office	Station	Contact No.	E-Mail
32	201705	Ambika Ranjan	Steno Gr 2	PCIT-4, Hyderabad	Hyderabad	9354299683	ambika.ranjan@incometax.gov.in
33	202088	Aditya Kumar Kundan	Steno Gr 2	PCIT(AU)-2, Hyderabad	Hyderabad	7979015215	adityakumar.kundan@incometax.gov.in
34	201711	Phalguni Pal	Steno Gr 2	PCIT(Audit), Hyderabad	Hyderabad	7905019399	phalguni.pal@incometax.gov.in
35	201920	Megha Jain	Steno Gr 2	CCIT, Hyderabad	Hyderabad	9205774191	megha.jain@incometax.gov.in
36	201927	Dimple Rajput	Steno Gr 2	PCIT(AU)-4, Hyderabad	Hyderabad	7999851449	dimple.rajput@incometax.gov.in

