

भारत सरकार  
प्रधान मुख्य आयकर आयुक्त का कार्यालय  
आंध्रप्रदेश व तेलंगाना  
10वीं मंजिल, 'D' ब्लॉक, आयकर शिखर,  
ए.सी.गार्ड्स, हैदराबाद 500-  
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GOVERNMENT OF INDIA  
Office of the  
Pr. Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana  
10<sup>th</sup> Floor, 'D' Block,  
IT Towers, A.C.Guards,  
Hyderabad – 500 004.  
Telephone: DC(Vig):23425484  
(Section)23425485, 23425486

F.No.02/Circulars/Con./Vig/APAR/Pr.CCIT, Hyd/2020-21

Dt.10.06.2020

To

Alternate Custodians (SPARROW Portal)  
Andhra Pradesh & Telangana.

Sir/Madam,

Sub : SPARROW Implementation - Detailed instructions for  
Submission of APAR in SPARROW Portal and Details of  
Custodian and Alternative Custodian in the Pr.CCIT, Andhra  
Pradesh and Telangana Charge - Reg.

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Kindly refer to the above.

2. The APAR for Group A and Group B Officers who were already submitting their APAR on HRMS have been migrated from HRMS to SPARROW portal w.e.f. F.Y. 2019-20. The SPARROW portal can be accessed on the link <https://sparrow.incometax.gov.in>. The workflow of APAR on the SPARROW portal is as follows,

- i. Initiation (i.e. selection of reporting period, APAR Form type, Reporting Officer, Reviewing Officer etc.) of APAR by the Officer reported upon
- ii. Filling up the Part-1(Basic Information) of APAR by the Custodian/Alternate Custodian
- iii. Submission of self-appraisal by the Officer reported upon
- iv. Reporting evaluation by Reporting Officer
- v. Reviewing evaluation of by Reviewing Officer
- vi. Communication of APAR by the Custodian

3. In this connection, I am directed to inform that as per the list enclosed at Annexure -1, 31 DCsIT/ITOs have been nominated as Alternate Custodians in the Pr. CCIT, Andhra Pradesh & Telangana Charge for the purpose of collection

and uploading of Basic Information (Part-1) of APAR of the officers on SPARROW portal. The user manual is enclosed herewith as Annexure -2 for ready reference.

3. I am further directed to inform that the primary function of Alternate Custodian is to collect the information required to fill the Part-1 of APAR and upload the same on SPARROW portal. The SOP for Alternate Custodian has been provided in page No.3 of the User Manual. In this connection, I am directed to request all the alternate custodians to collect the information in the format enclosed at Annexure -3 (in respect all the Officers for whom they are alternate custodian as detailed in Annexure -4) from the respective DDOs verified in physical forms and upload the same on SPARROW portal.

4. I am further directed to forward the clarification vide letter in F.No.HRD/PM/APAR/403/SPARROW/2020-21/235 dt.02.06.2020 issued by PDG(HRD), New Delhi in respect of part period APARs pertaining to F.Y. 2019-20 which have already been submitted/pending/completed on HRMS.

5. I am further directed to enclose the letter of HRD in F.No. HRD/PM/APAR/403/SPARROW/2020-21/337 dt.08.06.2020 regarding the submission of APAR on SPARROW portal by the Officers on Deputation, the contents of which are self-explanatory.

6. As per the letter from Addl.DGIT-1, HRD dated 28.04.2020 r.w. DOPT OM No.21011/1/2009-Estt.(A)(Pt.II) dated 27.03.2020, the last date for the submission of self-appraisal for F.Y. 2019-20 is 30/06/2020. In this connection, I am directed to request all the Alternate Custodians to ensure that the APARs in respect of the all the Group A and Group B Officers in the respective charge are submitted within the prescribed time.

6. In case any Group A Officer/ ITO has not received the user ID and password for SPARROW portal, they may be informed to send the following details by email to [hyderabad.dcit.hq.vig@incometax.gov.in](mailto:hyderabad.dcit.hq.vig@incometax.gov.in).

Name :  
Employee ID :  
Designation :  
E-mail :  
Mobile No. :  
DOB :

7. The Helpdesk number for SPARROW support is 1800111555.

Yours faithfully,

  
(S.SATHIYA)

Dy.Commissioner of Incometax,  
(H.Qrs)(Vig), Hyderabad

Encl : As above



GOVERNMENT OF INDIA  
DIRECTORATE OF INCOME TAX  
(HUMAN RESOURCE DEVELOPMENT)  
CENTRAL BOARD OF DIRECT TAXES  
JAWAHARLAL NEHRU STADIUM 2<sup>nd</sup> FLOOR, NEW DELHI - 110003.  
Email - pdqithrd.apar@incometax.gov.in

F. No. HRD/PM/APAR/403/SPARROW/2020-21/379

Date: 09.06.2020

**OFFICE ORDER**

**Sub: Technical Support Team for SPARROW-reg.**

The following Technical Support Team has been formulated under ADG-1, HRD to assist officers for writing APAR on SPARROW.

S.No.	Name	Designation	Phone No.
1	Suraj Sinha	Steno-I	9013854844
2	Pooja Singh	Tech Support, NIC, HRD	7838608776
2	Vivekanand Singh	Tech Support, NIC, HRD	9793111425
3	Kaushal Kishore Singh	MTS	6200197927

Sh. Harvinder Kumar, ADIT (Tech Support), HRD, Ph-9891270688 can be reached for technical support.

The NIC Technical Support may be sought at 1800-111-555.

In case the issue does not get resolved the level may be raised to Sh. Raja Yakoob Farooq, DDIT (SPARROW), HRD, Ph-9953236428 and to Smt. Meeta Singh, ADG-1, HRD, Ph-9910106055.

The User Manual for SPARROW is also enclosed.

(Rashmi Saxena Sahni)  
Pr. Director General of Income Tax,  
HRD, New Delhi

Directorate of Human Resource Development, CBDT,  
New Delhi

USER MANUAL FOR LOGIN INTO SPARROW

STEP 1. Type URL <https://sparrow.incometax.gov.in>



STEP 2. Navigate to PARICHAY PORTAL



STEP 3. LOGIN USING THE USER ID AND PASSWORD



STEP 4. ON LOGIN A PAGE WILL APPEAR WITH INBOX



Step 5. THEN CREATE WORK FLOW

➤ By Clicking on USER ASSISTANCE from left side bar.

➤ Select CREATE SELF WORK FLOW.

➤ For officers who are in the Department they may pick Within the organization, pick Form Type from drop down menu as per the designations, ACIT, ADIT /DCIT, DDIT/JCIT, JDIT and so forth.

- For officers on Deputation they may pick Form Type from the drop-down menu as under IRS (IT) DEPUTATION. They may select CDBT IT under the option CADRE.
- Here forms used in Ministries are available for all levels.
- The officer may select Reporting and Reviewing Authorities. For selecting Reporting and Reviewing Authority once again either the officer can be picked from drop down menu if within the organization or through a GLOBAL SEARCH Option available to choose from any other Service.
- The officers may also choose option of WORKING, LEAVE OR NRC FOR THE SELECT PERIOD.

**ONCE WORKFLOW IS CREATED IT GETS SAVED AND GOES TO CUSTODIAN.**

## **SOP FOR CUSTODIAN/ALTERNATE CUSTODIAN**

- **The Custodians /Alternate Custodian will then login from his/her login ID.**
  - **Then the Custodian will go to WORK FLOW from Side Bar.**
  - **Create/update**
  - **Search the Concerned Officer.**
  - **Go to Create Work-Flow**
  - **Then go to Action**
  - **Copy Workflow as filled by the Officer.**
  - **Action to Generate PAR**
  - **Then click on Actions**
- 
- **GENERATE PAR**

## **SECTION 1 OF APAR TO BE FILLED BY CUSTODIAN**

- After filling Basic Data in Section 1 the Custodian will then E-sign using OTP received on his AADHAR linked phone/existing DSC.



- The Custodian will then send this APAR to the Officer to be Reported upon.



- The Officer Reported upon will be intimated through an email that the verified APAR is ready to be written for self-appraisal.



- The officer Reported upon will once again login in through his/her ID into PARICHAY and APAR will be reflected in the My PAR 1.



- 
- If the officer reported upon wants any detail in section 1 to be changed, he/she may send an error report to the custodian for such corrections.

## **SECTION II TO BE FILLED BY THE OFFICER (SELF-APPRAISAL)**

- By clicking on APAR ID the APAR Section II can be filled.
  - After filling this Section the officer will send it to Reporting Officer after E- signing through OTP on Aadhar linked Phone number/existing DSC
  - Once the officer reported upon sends the APAR to Reporting officer he/she gets alert on EMAIL.
  - Similar steps follow for Reporting and Reviewing officer. Each time they Report or Review they would have to e-sign through an OTP received on Aadhar linked phone number/existing DSC
  - The Reviewing officer has an option to accept the grading as given by the Reporting Officer or grade the concerned officer again.
- 
- If he accepts the APAR goes to Custodian. (CR section)
  - If Reviewing Officer wants to give grading again then it can be done by clicking on Appraisal again, which helps coming back

to grading chart. After grading then the Reviewing can send to CR

- After Reviewing the APAR is received back by the Custodian/Alternate Custodian.
- The Custodian then DISCLOSES to the Officer Reported/Reviewed upon. On disclosure the officer being reported upon has two options either to
  - ACCEPT or REPRESENT.
  - If the officer accepts APAR it gets CLOSED.
- If the Officer Reported Upon REPRESENTS then once again the APAR opens and WORKFLOW needs to be CREATED.

**Important:**

- Keep Aadhar linked phone ready for e –sign.
- The OTP generate will have 10 minutes validity.
- The Portal is available on Internet so can be accessed from anywhere.
- The Password provided by NIC can be personalized by visiting <http://Gov.in>
- Please contact @1800111555 for any tech support.

**ANNEXURE -2**

Sl.No	Pr.CCIT/CCIT/DGIT	Name of the Charge	Name of the Custodian/ Alternative custodian	Designation	Phone Number
1	Pr.CCIT, Hyderabad	O/o.Pr.CCIT, Hyderabad	S.SATHIYA (Custodian)	DCIT(Hqrs)(Vig),O/o.Pr.CCIT, Hyderabad	8985970489
		CIT(Audit), Hyderabad	ANANTHA LAKSHMI PRASANNA V	ITO(Hqrs)(IAP), O/o.CIT(Audit), Hyderabad	8985970692
		CIT(TDS), Hyderabad	SRIDHAR DOMMETI	ITO(Hqrs)-1, O/o.CIT(TDS), Hyderabad	8985970315
		CIT(A)-8, Hyderabad			
		CIT(ITAT)-1, Hyderabad	HARSHAVARDHAN BHASKARAPANTULU	ITO(Hqrs), O/o.CIT(ITAT)-1, Hyderabad	8985970643
		CIT(ITAT)-2, Hyderabad	VENKATA MADHAV RENTALA	ITO(Hqrs), O/o.CIT(ITAT)-2, Hyderabad	9502575188
		Pr.CIT-1, Hyderabad	D.BABU RAO	ACIT(Hqrs), O/o.Pr.CIT-1, Hyderabad	8985970225
		CIT(A)-1, Hyderabad			
2	CCIT, Hyderabad	Pr.CIT-4, Hyderabad	NAGANANDINI M RAO	ITO(Hqrs), O/o.Pr.CIT-4, Hyderabad	8985970636
		CIT(A)-4, Hyderabad			
		O/o.CCIT, Hyderabad	N.SRIKANTH	JCIT(OSD), O/o.CCIT, Hyderabad	8985972392
		CIT(Judl), Hyderabad	SRINIVASA SUNDARAM S	ITO(Hq)(Jdl), O/o.CIT(Jdl.), Hyderabad	8985970845
		Pr.CIT-2, Hyderabad	RAMANA MURTHY GUDAVALLI	ITO(Hqrs), O/o.Pr.CIT-2, Hyderabad	9440986838/ 8985970878
		CIT(A)-2, Hyderabad			
		Pr.CIT-3, Hyderabad	NAGAMANI ARAVELLI	ITO(Hqrs), O/o.Pr.CIT-3, Hyderabad	8985970416
		CIT(A)-3, Hyderabad			
		Pr.CIT-5, Hyderabad	MD RASHID EQBAL	ITO(Hqrs), O/o.Pr.CIT-5, Hyderabad	8985970771
		CIT(A)-5, Hyderabad			
		Pr.CIT-6, Hyderabad	ASHISH KUMAR SINGH	ITO(Hqrs), O/o.Pr.CIT-6, Hyderabad	9397996904/ 8985970754
CIT(A)-6, Hyderabad					
Pr.CIT-7, Hyderabad	KALLURU VEERABHADHRA	ITO(Hqrs), O/o.Pr.CIT-7, Hyderabad	8985970411/ 9849616952		
CIT(A)-7, Hyderabad	SATYANARAYANA RAO				

3	CCIT, Vijayawada	O/o.CCIT, Vijayawada	SELVI ARUMUGHAM	DCIT(Hqrs), O/o.CCIT, Vijayawada	9445960150
		Pr.CIT, Vijayawada	SUMANI SREELATHA NIDANAPU	ITO(Hqrs)-1, O/o.Pr.CIT, Vijayawada	9505417741 8985970548
		CIT(A), Vijayawada			
		Pr.CIT, Guntur	ANJANI DEVI CHERUKURI	ITO(Hqrs)-1, O/o.Pr.CIT, Guntur	9849459394/ 8985970693
		CIT(A)-1, Guntur			
		CIT(A)-2, Guntur			
		Pr.CIT, Tirupati	VASANTHA LAKSHMI RAYABHARI	ITO(Hqrs)-1, O/o.Pr.CIT, Tirupati	9052744519/ 8985970667
		CIT(A), Tirupati			
		CIT(A), Kurnool	DHIRAJ PAUL	ACIT(Hq), O/o.CCIT, Visakhapatnam	9401991410
		O/o.CCIT, Visakhapatnam	PRABIR KUMAR PAUL	ITO(ITAT), O/o.CIT(DR), Visakhapatnam	8985970823
4	CCIT, Visakhapatnam	CIT(DR), ITAT, Visakhapatnam	KANAKA DURGA BHAVANI KAJA	ITO(Hqrs), O/o.CIT(TDS), Vijayawada	8985970848
		CIT(TDS), Vijayawada	SREENIVASA RAO VARANASI	ITO(Hqrs)-1, O/o.Pr.CIT-1, Visakhapatnam	8985970820
		Pr.CIT-1, Visakhapatnam			
		CIT(A)-1, Visakhapatnam	ABBULU VANAM	ITO(Hqrs)-1, O/o.Pr.CIT-2, Visakhapatnam	8985970327
		Pr.CIT-2, Visakhapatnam			
		CIT(A)-2, Visakhapatnam			
		CIT(A), Rajamahendravaram	GAURI SHANKAR SINGH	DDIT(Inv.)(Hqrs),O/o.DGIT(Inv.), Hyderabad	9323831683 / 9969235138
		O/o.DGIT(Inv.), Hyderabad	VANI RAVI SHANKAR	DDIT(Inv.)(Hqrs),O/o.PR.DIT(Inv.), Hyderabad	8985970184
		Pr.DIT(Inv.), Hyderabad			
		Pr.CIT@, Hyderabad	D BABITHA	DCIT(Hqrs), O/o.Pr.CIT@, Hyderabad	8985970196
5	DGIT(Inv.), Hyderabad	CIT(A)-11, Hyderabad			
		CIT(A)-12, Hyderabad	LOKESHA	ACIT(Hqrs)@, Visakhapatnam	8762301359
		Pr.CIT@, Visakhapatnam			
		CIT(A)-3, Visakhapatnam			

6	Residuary Charges	DIT(I & CI), hyderabad	MONIKA POULDAS	ITO(Hqrs), O.o.DIT(I & CI), Hyderabad	8985970524
		CIT(Exemp), Hyderabad	RAMASUBRAMANIAN NARAYANAN IYER	ACIT(Hq), O/o.CIT(Exemp), Hyderabad	9820666699
		CIT(A)-9, Hyderabad			
		CIT(IT & TP), Hyderabad	BRAHMAJI KOTA	ITO(Hqrs)-1, O.o.CIT(IT & TP), Hyderabad	8985970656
		CIT(A)-10, Hyderabad	LAKSHMI SRINIVAS AMBADIPUDI	ITO(Hqrs), O/o.Pr.CIT(ReAC)-1, Hyderabad	9440523470/ 8985970729
Pr.CIT(ReAC)-1, Hyderabad	BALA RAJU PODIUM	ITO(Hqrs), O/o.Pr.CIT(ReAC)-2 Hyderabad	9849886252/ 8985970682		
Pr.CIT(ReAC)-2, Hyderabad					

## Basic Information

Period of report from: dd/mm/yyyy to dd/mm/yyyy

1. Name of the Officer Reported Upon:
2. Service:
3. Year of recruitment:
4. Year of allotment:
5. Civil Code No.:
6. Date of Birth:
7. Present Grade:
8. Present post held by the officer during the period reported upon:
9. Date of appointment to the present post:
10. Reporting and Reviewing Authority:

Authority	Name	Designation	Period worked	
			From date	To date
Reporting Authority				
Reviewing Authority				

\*Please mention names of the officers who are going to report and review this period of your APAR.

11. Period of absence on leave etc.

Sr. No.	Absence category	Period		Type	Remarks
		From	To		

12. Education and training programs for which nominated and attended.:

Sr. No.	Nominated	Attended	Institute	Subject	Reason for non-attendance

13. Awards/Honours books publications including journals:
14. Penalties, if any, imposed during the year:
15. Date of filing the annual immovable property return for year ending December:
16. Date of last prescribed medical examination for officers 40 years of age and above (Attach copy of summary of the Medical Report)
17. Position of Staff/ Officers posted with the officer as on 31<sup>st</sup> Dec of the year:

Designation	Sanctioned Strength	Actual Strength

18. Has the officer completed APARs of Group 'A' and 'B' officers working under him/her, in respect of the previous reporting year, within the stipulated time?

Date:

DDO's seal and Signature

Sl.No	Name of the Custodian/Alternate Custodian	Name of the Post
1	S.Sathiya	Pr.CCIT, Hyderabad
		CIT(Admn & TPS), Hyderabad
		Addl.CIT(Hqrs)(Admn & Vig)
		Addl.CIT(Infra, Coord & CO)
		Addl.CIT(Hqrs)(Tech)-1
		DCIT(Hqrs)(Admn)
		DCIT(Hqrs)(Vig)
		DCIT(Infra & Coord)
		DCIT(Hqrs)(Tech & Prosecution)
		DCIT (OSD)-1
		DCIT (OSD)-2
		ITO(PR)
		ITO(OSD)(Fin)
		ITO(Hqrs)(Wel)
		ITO(OSD)(Legal)
		ITO(MSTU)
		ITO(Hqrs)(Infra)
		ITO(Hqrs)(Tech-1)
		ITO(OSD),O/o.Pr.CCIT, Hyderabad
		DDIT(Systems)
ADIT(Sytems)		
2	Anantha Lakshmi Prasanna V	CIT(Audit), Hyderabad
		Addl.CIT(Audit), Hyderabad
		DCIT(Audit), Hyderabad
		ITO(IAP)-1,Hyderabad
		ITO(IAP)-2,Hyderabad
		ITO(IAP)-3,Hyderabad
		ITO(IAP)-4,Hyderabad
		ITO(IAP)-5,Hyderabad
		ITO(IAP)-6,Hyderabad
		ITO(IAP)-7,Hyderabad
		ITO(IAP),Guntur
		ITO(IAP),Vijayawada
		ITO(IAP),Tirupati
		ITO(IAP),Rajamahendravaram
		ITO(IAP)-1, Visakhapatnam
		ITO(IAP)-2, Visakhapatnam
ITO(Hqrs)(IAP), Hyderabad		
3	Sridhar Dommeti	CIT(TDS), Hyderabad
		CIT(A)-8, Hyderabad
		Addl.CIT, TDS-1,Hyderabad
		JCIT, TDS-2,Hyderabad
		DCIT(TDS)-1(1)
		DCIT(TDS)-2(1)
		ITO(Hqrs)-1, O/o.CIT(TDS)
		ITO(Hqrs)-2, O/o.CIT(TDS)
		ITO(TDS)-1(1), Hyderabad
		ITO(TDS)-1(2), Hyderabad
		ITO(TDS)-1(3), Hyderabad
		ITO(TDS)-1(4), Hyderabad
		ITO(TDS)-2(1), Hyderabad
		ITO(TDS)-2(2), Hyderabad
		ITO(TDS)-2(3), Hyderabad
ITO(TDS)-2(4), Hyderabad		
4	Harshavardhan Bhaskarapantulu	CIT(ITAT)-1, Hyderabad
		Sr.AR-1(ITAT-A), Hyderabad
		Sr.AR-2(ITAT-A), Hyderabad
		ITO(Hqrs), O/o.CIT(ITAT)-1, Hyderabad
5	Venkata Madhav Rentala	CIT(ITAT)-2, Hyderabad

5	Venkata Madhav Rentala	Sr.AR-1(ITAT-B), Hyderabad
		Sr.AR-2(ITAT-B), Hyderabad
		ITO(Hqrs), O/o.CIT(ITAT)-2, Hyderabad
6	D.Babu Rao	Pr.CIT-1, Hyderabad
		CIT(A)-1, Hyderabad
		Addl.CIT, Range-1, Hyderabad
		Addl.CIT, Range-4, Hyderabad
		Addl.CIT, Range-12, Hyderabad
		DCIT-1(1),Hyderabad
		DCIT-1(2),Hyderabad
		ACIT-4(1),Hyderabad
		ACIT-12(1),Hyderabad
		DCIT(Hqrs), O/o.Pr.CIT-1, Hyderabad
		ITO(Hqrs)-1, O/o.Pr.CIT-1, Hyderabad
		ITO(Hqrs)-2, O/o.Pr.CIT-1, Hyderabad
		TRO-1, Hyderabad
		ITO-1(1), Hyderabad
		ITO-1(2), Hyderabad
		ITO-1(3), Hyderabad
		ITO-1(4), Hyderabad
		ITO-4(1), Hyderabad
		ITO-4(2), Hyderabad
		ITO-4(3), Hyderabad
ITO-4(4), Hyderabad		
ITO-12(1), Hyderabad		
ITO-12(2), Hyderabad		
ITO-12(3), Hyderabad		
ITO-12(4), Hyderabad		
ITO-12(5), Hyderabad		
		Pr.CIT-4, Hyderabad
		CIT(A)-4, Hyderabad
		JCIT, Range-5, Hyderabad
		JCIT, Range-13, Hyderabad
		Addl.CIT, range-16, Hyderabad
		DCIT-5(1),Hyderabad
		DCIT-13(1),Hyderabad
		DCIT-16(1),Hyderabad
		DCIT-16(2),Hyderabad
		ITO(Hqrs)-1, O/o.Pr.CIT-4, Hyderabad
		ITO(Hqrs)-2, O/o.Pr.CIT-4, Hyderabad
		TRO-4, Hyderabad
		ITO-5(1), Hyderabad
ITO-5(2), Hyderabad		
ITO, Ward -1, Mahabubnagar		
ITO, Ward -2, Mahabubnagar		
ITO-13(1), Hyderabad		
ITO-13(2), Hyderabad		
ITO-13(3), Hyderabad		
ITO-13(4), Hyderabad		
ITO-13(5), Hyderabad		
ITO-16(1), Hyderabad		
ITO-16(2), Hyderabad		
ITO-16(3), Hyderabad		
ITO-16(4), Hyderabad		
8	N Srikanth	CCIT, Hyderabad
		DCIT(Hqrs), O/o.CCIT, Hyderabad
		ITO(Hqrs), O/o.CCIT, Hyderabad
9	Srinivasa Sundaram S	CIT(Judicial), Hyderabad
		Addl.CIT(HQ)(Jud), Hyderabad
		DCIT(Jud), Hyderabad
		ITO(Hqrs),O/o.CIT(Jud), Hyderabad

9	Srinivasa Sundaram S	ITO(High Court Cell), VIJAYAWADA
		ITO(HIGH COURT CELL), HYDERABAD
		ITO(Judicial)-1, Hyderabad
		ITO(Judicial)-2, Hyderabad
10	Ramana Murthy Gudavalli	Pr.CIT-2, Hyderabad
		CIT(A)-2, Hyderabad
		Addl.CIT, Range-2, Hyderabad
		Addl.CIT, Range-8, Hyderabad
		Addl.CIT, Karimnagar
		DCIT-2(1),Hyderabad
		DCIT-2(2),Hyderabad
		DCIT-8(1),Hyderabad
		DCIT- Circle-1, Karimnagar
		ITO(Hqrs)-1, O/o.Pr.CIT-2, Hyderabad
		ITO(Hqrs)-2, O/o.Pr.CIT-2, Hyderabad
		TRO-2, Hyderabad
		ITO-2(1), hyderabad
		ITO-2(2), hyderabad
		ITO-2(3), hyderabad
		ITO-2(4), hyderabad
		ITO-8(1), hyderabad
		ITO-8(2), hyderabad
		ITO-8(3), hyderabad
		ITO, Ward -1, Sangareddy
		ITO, Ward -1, Vikarabad
		ITO, Ward -1, Karimnagar
		ITO, Ward -2, Karimnagar
ITO, Ward -3, Karimnagar		
ITO, Ward -4, Karimnagar		
ITO, Ward -1, Mancherial		
11	Nagamani Aravelli	Pr.CIT-3, Hyderabad
		CIT(A)-3, Hyderabad
		Addl.CIT, Range-3, Hyderabad
		JCIT, Range-7, Hyderabad
		Addl. Spl. Range-3
		DCIT-3(1),Hyderabad
		DCIT-3(2),Hyderabad
		ACIT- 7(1), Hyderabad
		ITO(Hqrs)-1, O/o.Pr.CIT-3, Hyderabad
		ITO(Hqrs)-2, O/o.Pr.CIT3, Hyderabad
		TRO-3, Hyderabad
		ITO-3(1), hyderabad
		ITO-3(2), hyderabad
		ITO-3(3), hyderabad
ITO-3(4), hyderabad		
ITO-7(1), hyderabad		
ITO-7(2), hyderabad		
ITO, Ward -1, Nalgonda		
ITO, Ward -1, Suryapet		
ITO, Ward -1, Warangal		
ITO, Ward -2, Warangal		
ITO, Ward -3, Warangal		
ITO, Ward -4, Warangal		
12	Md Rashid Eqbal	Pr.CIT-5, Hyderabad
		CIT(A)-5, Hyderabad
		Addl.CIT, Range-11, Hyderabad
		Addl.CIT, Range-17, Hyderabad
		Addl.CIT, Nizamabad
		Addl. Spl. Range-4
		DCIT-11(1),Hyderabad
DCIT-17(1),Hyderabad		

12	Md Rashid Eqbal	DCIT-17(2),Hyderabad
		ACIT, Circle-1, Nizamabad
		ITO(Hqrs)-1, O/o.Pr.CIT-5, Hyderabad
		ITO(Hqrs)-2, O/o.Pr.CIT-5, Hyderabad
		TRO-5, Hyderabad
		ITO-11(1), Hyderabad
		ITO-11(2), Hyderabad
		ITO-11(3), Hyderabad
		ITO-11(4), Hyderabad
		ITO-11(5), Hyderabad
		ITO-17(1), Hyderabad
		ITO-17(2), Hyderabad
		ITO-17(3), Hyderabad
		ITO-17(4), Hyderabad
		ITO, Ward -1, Nizamabad
		ITO, Ward -2, Nizamabad
		ITO, Ward -3, Nizamabad
		ITO, Ward -1, Nirmal
ITO, Ward -1, Adilabad		
13	Ashish Kumar Singh	Pr.CIT-6, Hyderabad
		CIT(A)-6, Hyderabad
		Addl.CIT, Range-6, Hyderabad
		Addl.CIT, Range-10, Hyderabad
		Addl.CIT, Range-14, Hyderabad
		ACIT- 6(1), Hyderabad
		ACIT- 10(1), Hyderabad
		ITO(Hqrs)-1, O/o.Pr.CIT-6, Hyderabad
		ITO(Hqrs)-2, O/o.Pr.CIT-6, Hyderabad
		DCIT-14(1), Hyderabad
		TRO-6, Hyderabad
		ITO-6(1), Hyderabad
		ITO-6(2), Hyderabad
		ITO-6(3), Hyderabad
		ITO-6(4), Hyderabad
		ITO-10(1), Hyderabad
		ITO-10(2), Hyderabad
		ITO-10(3), Hyderabad
ITO-10(4), Hyderabad		
ITO-10(5), Hyderabad		
ITO-14(1), Hyderabad		
ITO-14(2), Hyderabad		
ITO-14(3), Hyderabad		
ITO-14(4), Hyderabad		
ITO-14(5), Hyderabad		
14	Kalluru Veerabhadra Satyanarayana Rao	Pr.CIT-7, Hyderabad
		CIT(A)-7, Hyderabad
		Addl.CIT, Range-9, Hyderabad
		Addl.CIT, Range-15, Hyderabad
		Addl.CIT, Khammam
		ACIT- 9(1), Hyderabad
		DCIT-15(1), Hyderabad
		ACIT, Circle-1, Khammam
		ITO(Hqrs)-1, O/o.Pr.CIT-7, Hyderabad
		ITO(Hqrs)-2, O/o.Pr.CIT-7, Hyderabad
		TRO-7, Hyderabad
		ITO-9(1), Hyderabad
		ITO-9(2), Hyderabad
		ITO-9(3), Hyderabad
		ITO-9(4), Hyderabad
		ITO-15(1), Hyderabad
		ITO-15(2), Hyderabad

14	Kalluru Veerabhadra Satyanarayana Rao	ITO-15(3), Hyderabad
		ITO, Ward -1, Siddipet
		ITO, Ward -1, Khammam
		ITO, Ward -2, Khammam
		ITO, Ward -3, Khammam
		ITO, Ward -1, Kothagudem
15	Selvi Armugham	CCIT, Vijayawada
		JCIT(Hqrs), O/o.CCIT,Vijayawada
		DCIT(Hqrs), O/o.CCIT,Vijayawada
		ITO(Hqrs & PR), O/o.CCIT,Vijayawada
16	Sumani Sreelatha Nidanapu	Pr.CIT,Vijayawada
		CIT(A), Vijayawada
		JCIT, Range-1, Vijayawada
		JCIT, Range-2, Vijayawada
		Addl.CIT, Range-3, Vijayawada
		ACIT, Circle-1(1), Vijayawada
		ACIT, Circle-2(1), Vijayawada
		ACIT, Circle-3(1), Vijayawada
		ITO(Hqrs)-1, O/o.Pr.CIT,Vijayawada
		ITO(Hqrs)-2, O/o.Pr.CIT,Vijayawada
		TRO, O/o.Pr.CIT, Vijayawada
		ITO-Ward -1(1), Vijayawada
		ITO-Ward -1(2), Vijayawada
		ITO-Ward -1(3), Vijayawada
		ITO, Ward -1, Gudivada
		ITO-Ward -2(1), Vijayawada
		ITO-Ward -2(2), Vijayawada
		ITO-Ward -2(3), Vijayawada
		ITO-Ward -2(4), Vijayawada
		ITO, Ward -1, Machilipatnam
ITO-Ward -3(1), Vijayawada		
ITO-Ward -3(2), Vijayawada		
ITO-Ward -3(3), Vijayawada		
ITO-Ward -3(4), Vijayawada		
ITO-Ward -3(5), Vijayawada		
17	Anjani Devi Cherukuri	Pr.CIT,Guntur
		CIT(A)-1, Guntur
		CIT(A)-2, Guntur
		JCIT, Range-1, Guntur
		JCIT, Range-2, Guntur
		ACIT, Circle-1(1), Guntur
		ACIT, Circle-2(1), Guntur
		ITO(Hqrs)-1, O/o.Pr.CIT, Guntur
		ITO(Hqrs)-2, O/o.Pr.CIT,Guntur
		TRO, O/o.Pr.CIT, Guntur
		ITO-Ward -1(1), Guntur
		ITO-Ward -1(2), Guntur
		ITO, Ward -1, Tenali
		ITO-Ward -2(1), Guntur
		ITO-Ward -2(2), Guntur
		ITO-Ward -2(3), Guntur
ITO, Ward -1, Narasaraopet		
ITO, Ward -1, Ongole		
ITO, Ward -2, Ongole		
ITO, Ward -1, Bapatla		
ITO, Ward -1, Chirala		
ITO(OSD)-3, O/o.Pr.CIT, Guntur		
18	Vasantha lakshmi Rayabhari	Pr.CIT, Tirupati
		CIT(A), Tirupati
		CIT(A), Kurnool
		JCIT, Nellore

18	Vasantha lakshmi Rayabhari	JCIT, Range, Tirupati
		JCIT, Range, Kurnool
		JCIT, Ananthapur Range
		DCIT, Circle-1, Nellore
		ACIT, Circle-1, Tirupati
		ACIT, Circle-1, Kurnool
		ACIT, Circle-1, Ananthapur
		ITO(Hqrs)-1, O/o.Pr.CIT, Tirupati
		ITO(Hqrs)-2, O/o.Pr.CIT, Tirupati
		TRO, O/o.Pr.CIT, Tirupati
		ITO, Ward -1, Nellore
		ITO, Ward -2, Nellore
		ITO, Ward -3, Nellore
		ITO, Ward -4, Nellore
		ITO-Ward -1(1), Tirupati
		ITO-Ward -1(2), Tirupati
		ITO-Ward -1(3), Tirupati
		ITO-Ward -1(4), Tirupati
		ITO, Ward -1, Chittoor
		ITO, Ward -2, Chittoor
		ITO, Ward -1, Madanapalle
		ITO, Ward -1, Gudur
		ITO, Ward -1, Kurnool
		ITO, Ward -2, Kurnool
		ITO, Ward -1, Nandyal
		ITO, Ward -2, Nandyal
		ITO, Ward -1, Adoni
		ITO, Ward -1, Ananthapur
		ITO, Ward -2, Ananthapur
		ITO, Ward -1, Hindupur
		ITO, Ward -1, Guntakal
		ITO, Ward -1, Kadapa
		ITO, Ward -2, Kadapa
ITO, Ward -1, Proddutur		
ITO, Ward -2, Proddutur		
19	Dhiraj paul	CCIT, Visakhapatnam
		JCIT(HQ), O/o.CCIT, Visakhapatnam
		ACIT(HQ), O/o.CCIT, Visakhapatnam
		ITO(PR & Coord), O/o.CCIT, Visakhapatnam
		ITO(HQ)(Tech), O/o.CCIT, Visakhapatnam
ITO(MSTU), Visakhapatnam		
20	Prabir Kumar Paul	CIT(DR)(ITAT), Visakhapatnam
		Sr.AR, ITAT, Visakhapatnam
		ITO(ITAT), O/o.CIT(DR)(ITAT), Visakhapatnam
21	Kanaka Durga Bhavani Kaja	CIT(TDS), Vijayawada
		JCIT(TDS), TDS Range, Vijayawada
		JCIT(TDS), TDS Range, Visakhapatnam
		ACIT, TDS Circle-1, Vijayawada
		ACIT, TDS Circle, Visakhapatnam
		ITO(HQ), O/o.CIT(TDS), Vijayawada
		ITO, TDS Ward-1, Vijayawada
		ITO, TDS Ward-1, Guntur
		ITO, TDS Ward-1, Tirupati
		ITO, TDS Ward-1, Kurnool
		ITO, TDS Ward-1, Visakhapatnam
		ITO, TDS Ward-2, Visakhapatnam
		ITO, TDS Ward-1, Rajamahendravaram
ITO, TDS Ward-1, Eluru		
22	Sreenivasa Rao Varanasi	Pr.CIT-1, Visakhapatnam
		CIT(A)-1, Visakhapatnam
		JCIT, Range-1, Visakhapatnam

22	Sreenivasa Rao Varanasi	JCIT, Range-2, Visakhapatnam
		JCIT, Range-3, Visakhapatnam
		DCIT- Circle-1(1), Visakhapatnam
		DCIT- Circle-2(1), Visakhapatnam
		ACIT- Circle-3(1), Visakhapatnam
		ITO(Hqrs)-1, O/o.Pr.CIT-1,Visakhapatnam
		ITO(Hqrs)-2, O/o.Pr.CIT-1,Visakhapatnam
		TRO-1, O/o.Pr.CIT-1, Visakhapatnam
		ITO-Ward -1(1), Visakhapatnam
		ITO-Ward -1(2), Visakhapatnam
		ITO-Ward -1(3), Visakhapatnam
		ITO-Ward -1(4), Visakhapatnam
		ITO-Ward -1(5), Visakhapatnam
		ITO-Ward -2(1), Visakhapatnam
		ITO-Ward -2(2), Visakhapatnam
		ITO-Ward -2(3), Visakhapatnam
		ITO-Ward -2(4), Visakhapatnam
		ITO-Ward -2(5), Visakhapatnam
		ITO-Ward -3(1), Visakhapatnam
		ITO-Ward -3(2), Visakhapatnam
		ITO-Ward -3(3), Visakhapatnam
		ITO, Ward -1, Vizianagaram
ITO, Ward -2, Vizianagaram		
23	Abbulu Vanam	Pr.CIT-2, Visakhapatnam
		CIT(A)-2, Visakhapatnam
		CIT(A), Rajamahendravaram
		JCIT, Range-4, Visakhapatnam
		JCIT, Rajamahendravaram
		Addl.CIT, kakinada
		ACIT- Circle-4(1), Visakhapatnam
		ACIT- Circle-1, kakinada
		ACIT- Circle-1, Rajamahendravaram
		ACIT- Circle-2, Rajamahendravaram
		ITO(Hqrs)-1, O/o.Pr.CIT-2,Visakhapatnam
		ITO(Hqrs)-2, O/o.Pr.CIT-2,Visakhapatnam
		TRO-2, O/o.Pr.CIT-2, Visakhapatnam
		ITO-Ward -4(1), Visakhapatnam
		ITO-Ward -4(2), Visakhapatnam
		ITO, Ward -1, Srikakulam
		ITO, Ward -2, Srikakulam
		ITO-Ward -5(1), Visakhapatnam
		ITO-Ward -5(2), Visakhapatnam
		ITO-Ward -5(3), Visakhapatnam
		ITO-Ward -5(4), Visakhapatnam
		ITO, Ward -1, Kakinada
ITO, Ward -2, Kakinada		
ITO, Ward -3, Kakinada		
ITO, Ward -1, Tuni		
ITO, Ward -1, Anakapalli		
ITO-Ward -1(1), Rajamahendravaram		
ITO, Ward -1, Bhimavaram		
ITO, Ward -2, Bhimavaram		
ITO, Ward -1, Palakol		
ITO-Ward -2(1), Rajamahendravaram		
ITO-Ward -2(2), Rajamahendravaram		
ITO-Ward -2(3), Rajamahendravaram		
ITO, Ward -1, Amalapuram		
ITO, Ward -2, Amalapuram		
ITO, Ward -1, Eluru		
ITO, Ward -2, Eluru		
ITO, Ward -1, Tanuku		

23	Abbulu Vanam	ITO, Ward -2, Tanuku
		ITO, Ward -1, Tadepalligudem
24	Gauri Shankar Singh	DGIT(Inv.), Hyderabad
		Addl.DIT(HQ)(Inv), O/o.DGIT(Inv.), Hyderabad
		DDIT(HQ)(Inv), O/o.DGIT(Inv.), Hyderabad
		ADIT(HQ)(Inv), O/o.DGIT(Inv.), Hyderabad
		ITO(HQ), O/o.DGIT(Inv.), Hyderabad
25	Vani Ravi Shankar	Pr.DIT(Inv.), Hyderabad
		Addl.DIT(Inv)-1, hyderabad
		Addl.DIT(Inv)-2, hyderabad
		Addl.DIT(Inv)-3, Visakhapatnam
		Addl.DIT(Inv)-4, Vijayawada
		Addl.DIT(BPU), Hyderabad
		DDIT(Inv)-1(1), hyderabad
		DDIT(Inv)-1(2), hyderabad
		DDIT(Inv)-1(3), hyderabad
		DDIT(Inv)-1(4), hyderabad
		DDIT(Inv)-2(1), hyderabad
		DDIT(Inv)-2(2), hyderabad
		DDIT(Inv)-2(3), hyderabad
		DDIT(Inv)-2(4), hyderabad
		DDIT(Inv)-3(1), hyderabad
		ADIT(Inv)-3(2), hyderabad
		DDIT(Inv)-3(3), hyderabad
		DDIT(Inv)-3(4), Rajamahendravaram
		DDIT(Inv)-4(1), Viajayawada
		ADIT(Inv)-4(2), Viajayawada
		ADIT(Inv)-4(3), Guntur
		ADIT(Inv)-4(4), Tirupati
		ACIT(BPU), hyderabad
		DDIT((Inv)(Hqrs), O/o.Pr.DIT(Inv.), Hyderabad
		ITO(Hqrs), O/o.Pr.DIT(Inv.), Hyderabad
		ITO(Inv), Unit-1, hyderabad
		ITO(Inv), Unit-2, hyderabad
		ITO(AIU)(Airport), Hyderabad
		ITO(BPU), Hyderabad
		ITO(Inv), O/o.Addl.DIT (Inv)-3,Visakhapatnam
		ITO(Inv),O/o.Addl.DIT (Inv)-4,Vijayawada
		Pr.CIT(c) , hyderabad
		CIT(A)-11, Hyderabad
		CIT(A)-12, Hyderabad
26	D Babitha	Addl.CIT(Central)-1, hyderabad
		Addl.CIT(Central)-2, hyderabad
		Addl.CIT(Central)-3, hyderabad
		DCIT(Hqrs),O/o.Pr.CIT©, hyderabad
		ITO(Hqrs),O/o.Pr.CIT©, hyderabad
		TRO(Central),O/o.Pr.CIT©, hyderabad
		DCIT(Central)-1(1), Hyderabad
		DCIT(Central)-1(2), Hyderabad
		DCIT(Central)-1(3), Hyderabad
		DCIT(Central)-1(4), Hyderabad
		DCIT(Central)-2(1), Hyderabad
		DCIT(Central)-2(2), Hyderabad
		DCIT(Central)-2(3), Hyderabad
		DCIT(Central)-2(4), Hyderabad
		DCIT(Central)-3(1), Hyderabad
		DCIT(Central)-3(2), Hyderabad
		DCIT(Central)-3(3), Hyderabad
DCIT(Central)-3(4), Hyderabad		
27	Lokesha	Pr.CIT©, Visakhapatnam
		CIT(A)-3, Visakhapatnam

27	Lokesha	Addl.CIT(Central), Visakhapatnam
		JCIT(Central), Guntur
		ACIT(Hq)(Central), O/o.Pr.CIT@, Visakhapatnam
		ITO(Hq),O/o.Pr.CIT@, Visakhapatnam
		TRO(Central),O/o.Pr.CIT@, Visakhapatnam
		ACIT, Central Circle-1, Visakhapatnam
		ACIT, Central Circle-2, Visakhapatnam
		ACIT, Central Circle-1, Rajamahendravaram
		ACIT, Central Circle-2, Rajamahendravaram
		ACIT, Central Circle, Vijayawada
		DCIT, Central Circle -1(1), Guntur
		DCIT, Central Circle -2(1), Guntur
		ACIT, Central Circle, Tirupati
		28
Addl.DIT(I&CI), Hyderabad		
ADIT(I&CI), Hyderabad		
ADIT(I&CI), Vijayawada		
ITO(Hqrs),O/o.DIT(I&CI), Hyderabad		
ITO(I & CI)-1,Hyderabad		
ITO(I & CI)-2,Hyderabad		
ITO(I & CI)-3,Hyderabad		
ITO(I & CI)-4,Hyderabad		
ITO(I & CI),Visakhapatnam		
ITO(I & CI),Guntur		
ITO(I & CI),Tirupati		
29	Ramasubramanian Narayannan Iyer	CIT(Exemptions), Hyderabad
		CIT(A)-9, Hyderabad
		Addl.CIT(Exemptions), Hyderabad
		Addl.CIT(Exemptions), Vijayawada
		ACIT(Exemptions), Hyderabad
		ACIT(Exemptions), Viayawada
		DCIT(Hqrs),O/o.CIT(Exemptions), Hyderabad
		ITO(Hqrs),O/o.CIT(Exemptions), Hyderabad
		TRO(Exemptions),Hyderabad
		ITO(Exemptions) Ward -1, Hyderabad
		ITO(Exemptions) Ward -2, Hyderabad
		ITO(Exemptions) Ward -3, Hyderabad
		ITO(Exemptions) Ward -4, Hyderabad
		ITO(Exemptions), Visakhapatnam
		ITO(Exemptions), Rajamahendravaram
		ITO(Exemptions), Guntur
ITO(Exemptions), Tirupati		
30	Brahmaji Kota	CIT(IT & TP), Hyderabad
		CIT(A)-10, Hyderabad
		Addl.CIT(Transf Pricing), Hyderabad
		Addl.CIT(Intl.taxation), Hyderabad
		Addl.CIT(Intl.taxation), Vijayawada
		DCIT(TP)-1, Hyderabad
		ACIT(TP)-2, Hyderabad
		DCIT(TP)-3, Hyderabad
		DCIT(Intl.taxation)-1, Hyderabad
		DCIT(Intl.taxation)-2, Hyderabad
		ITO(Hqrs), O/o.CIT(IT & TP), Hyderabad
		TRO, O/o.CIT(IT & TP), Hyderabad
		ITO(Intl.taxation)-1, Hyderabad
		ITO(Intl.taxation)-2, Hyderabad
		DCIT(IT), Visakhapatnam
		ITO(IT), Visakhapatnam
		ITO(IT), Vijayawada
		ITO(IT), Nellore

30	Brahmaji Kota	ITO(IT), Kakinada
31	Lakshmi Srinivas Ambadipudi	Pr.CIT(ReAC)-1, Hyderabad
		JCIT(ReAC)(Assessment Unit)-1(1), Hyderabad
		JCIT(ReAC)(Assessment Unit)-1(2), Hyderabad
		JCIT(ReAC)(Assessment Unit)-1(3), Hyderabad
		JCIT(ReAC)(Assessment Unit)-1(4), Hyderabad
		JCIT(ReAC)(Verification Unit)-1(1), Hyderabad
		ACIT(ReAC)(Assessment Unit)-1(1)(1)
		DCIT/ACIT(ReAC)(Assessment Unit)-1(2)(1)
		ACIT(ReAC)(Assessment Unit)-1(3)(1)
		ACIT(ReAC)(Assessment Unit)-1(4)(1)
		ACIT(ReAC)(Verification Unit)-1(1)(1)
		ITO(ReAC)(Assessment Unit)-1(1)(2)
		ITO(ReAC)(Assessment Unit)-1(1)(3)
		ITO(ReAC)(Assessment Unit)-1(2)(2)
		ITO(ReAC)(Assessment Unit)-1(2)(3)
		ITO(ReAC)(Assessment Unit)-1(3)(2)
		ITO(ReAC)(Assessment Unit)-1(3)(3)
		ITO(ReAC)(Assessment Unit)-1(4)(2)
		ITO(ReAC)(Assessment Unit)-1(4)(3)
		ITO(ReAC)(Verification Unit)-1(1)(2)
ITO(ReAC)(Verification Unit)-1(1)(3)		
ITO(HQRS), O/O PR.CIT(ReAC), HYDERABAD-1		
32	Bala Raju Podium	Pr.CIT(ReAC)-2, Hyderabad
		JCIT(ReAC)(Assessment Unit)-2(1)
		Addl.CIT(ReAC)(Assessment Unit)-2(2)
		Addl./JCIT(ReAC)(Assessment Unit)-2(3)
		Addl./JCIT(ReAC)(Assessment Unit)-2(4)
		JCIT(ReAC)(Verification Unit)-2(1)
		DCIT/ACIT(ReAC)(Assessment Unit)-2(1)(1)
		DCIT(ReAC)(Assessment Unit)-2(2)(1)
		ACIT(ReAC)(Assessment Unit)-2(3)(1)
		DCIT(ReAC)(Assessment Unit)-2(4)(1)
		DCIT(ReAC)(Verification Unit)-2(1)(1)
		ITO(HQRS), O/O PR.CIT(ReAC), HYDERABAD-2
		ITO(ReAC)(Assessment Unit)-2(1)(2)
		ITO(ReAC)(Assessment Unit)-2(1)(3)
		ITO(ReAC)(Assessment Unit)-2(2)(2)
		ITO(ReAC)(Assessment Unit)-2(2)(3)
		ITO(ReAC)(Assessment Unit)-2(3)(2)
		ITO(ReAC)(Assessment Unit)-2(3)(3)
		ITO(ReAC)(Assessment Unit)-2(4)(2)
		ITO(ReAC)(Assessment Unit)-2(4)(3)
ITO(ReAC)(Verification Unit)-2(1)(2)		
ITO(ReAC)(Verification Unit)-2(1)(3)		



सत्यमेव जयते

GOVERNMENT OF INDIA  
DIRECTORATE OF INCOME TAX HUMAN RESOURCE DEVELOPMENT  
CENTRAL BOARD OF DIRECT TAXES  
JAWAHARLAL NEHRU STADIUM 2<sup>nd</sup> FLOOR, NEW DELHI - 110003.  
Email - pdqithrd.apar@incometax.gov.in

F. No. HRD/PM/APAR/403/SPARROW/2020-21/235

Date: 02.06.2020

To.

All the Pr. CCSIT/ Pr. DGSIT

**Sub: SPARROW (Smart Performance Appraisal Report Recording Window) implementation in the Income Tax Department for APAR writing from F.Y. 2019-20 onwards -reg.**

Please refer to the above

2. The Competent Authority has approved migration of APAR for both Group-A and Group-B officers from HRMS portal to SPARROW portal w.e.f. F.Y 2019-20 onwards. In this connection following decisions have been taken: -
  - a) All cases of part APAR for 2019-20 written on HRMS and already reported upon, will continue on HRMS and need not be written again on SPARROW. Access to HRMS would continue to be available for Review only in all such cases.
  - b) For all the cases not falling in (a) above, APAR will now be written on SPARROW only. APARs for 2019-20, which had been written on HRMS, but have not been reported upon, will have to be submitted/written afresh on SPARROW.
  - c) HRMS portal for Group A and Group B officers (ITOs) has been deactivated and therefore all officers are directed to write their APARs on SPARROW portal now onwards.
  - d) For drawing NRC on SPARROW portal the Competent Authority will recommend the NRC after verifying all the facts as submitted by the officer on SPARROW portal. The competent Authority for all grades will be the Pr.CCIT concerned in all regions whereas the Competent Authority will be Pr.DGIT (HRD) for the Officers posted in CBDT and on deputation

(RASHMI SAXENA SAHNI)  
Pr. Director General of Income Tax,  
HRD, New Delhi



GOVERNMENT OF INDIA  
DIRECTORATE OF INCOME TAX  
(HUMAN RESOURCE DEVELOPMENT)  
CENTRAL BOARD OF DIRECT TAXES  
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Email - pdqithrd.apar@incometax.gov.in

F. No. HRD/PM/APAR/403/SPARROW/2020-21/337

Date: 08.06.2020

**OFFICE ORDER**

**Sub: SPARROW for IRS (IT) officers on Deputation-reg.**

This is to inform that in order to make SPARROW Portal available to the IRS (IT) officers on deputation a dropdown option has been made available by the name CBDT-IT Deputation. All officers on deputation may now write APAR on SPARROW after selecting CBDT-IT Deputation in Global organization. HRD would be the Custodian for all officers on deputation for the time being.

All the officers on deputation are requested to send certified basic details for Part I of the APAR to ADG-1, HRD at [meeta.singh@incometax.gov.in](mailto:meeta.singh@incometax.gov.in) or DDIT(SPARROW), HRD at [raja.y.farooq@incometax.gov.in](mailto:raja.y.farooq@incometax.gov.in). The copy of Part I of the APAR is enclosed (also available on the official website [irsofficersonline.gov.in](http://irsofficersonline.gov.in))

Encl: As above.

(Rashmi Saxena Sahni)  
Pr. Director General of Income Tax,  
HRD, New Delhi

Copy to:

1. ADG-3, HRD, 2<sup>nd</sup> Floor, JLN Stadium, New Delhi-11003.

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