



कार्यालय प्रधान मुख्य आयकर आयुक्त,
आन्ध्र प्रदेश व तेलंगाना, हैदराबाद
Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
दसवीं तल, आयकर शिखर/ 10TH Floor, Income Tax Towers,
ए.सी. गार्ड्स, हैदराबाद/ AC Guards, Hyderabad – 500 004,
टेलि.नं./Tel. No. 040 – 23425474, फैक्स/ Fax 040-23241427

F. No.Pr. CCIT/Estt/ITAT/17A/2019-20

Date:03-01-2020.

ORDER

Sub: Establishment –^s IT Department, A.P. & Telangana, Hyderabad – Addl. Charge arrangements – for the posts of Sr.AR-I & Sr.AR-II ITAT-1, A Bench, Hyderabad and Sr.AR-I & Sr.AR-II, ITAT-2, B Bench, Hyderabad – reg.

- Ref: 1. Transfer & Posting of Addl./JCsIT order No.27 of 2019 dated :26 .08.2019.
2. Transfer & Posting of Addl./JCsIT order No.31 of 2019 dated :09 .10.2019.
3. Transfer & Posting of Addl./JCsIT order No.59 of 2019-20 dated :27 .12.2019.

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Please refer to the above.

- The posts of Sr.AR-I & Sr.AR-II ITAT-1, A Bench, Hyderabad and Sr.AR-I & Sr.AR-II, ITAT-2, B Bench, Hyderabad remain vacant.
- Considering the above, the following officers shall hold the additional charge of the posts of Sr.AR-I & Sr.AR-II ITAT-1, A Bench, Hyderabad and Sr.AR-I & Sr.AR-II, ITAT-2, B Bench, Hyderabad remain vacant for the period as specified below, in addition to their regular charge:

ROSTER FOR 'A' BENCHE:

| S.No. | Name & Designation of the Officer S/Shri/Smt/Mrs. | Addl. Charge for the post of | Period for which Additional Charge to be held |
|-------|---|--------------------------------------|---|
| 1. | RAJAT MITRA ADDL.CIT, RANGE-14, HYDERABAD | Sr.AR-I , ITAT-1, A Bench, Hyderabad | From 06.01.2020 to 10.01.2020 |
| 2. | R. MOHAN REDDY, ADDL.CIT(EXEMPTIONS), HYDERABAD | Sr.AR-II, ITAT-1, A Bench, Hyderabad | From 06.01.2020 to 10.01.2020 |
| 3. | Dr. K J DIVYA, JCIT, RANGE-5, HYDERABAD | Sr.AR-I , ITAT-1, A Bench, Hyderabad | From 13.01.2020 to 17.01.2020 |
| 4. | S. MURALI MOHAN, ADDL.CIT, RANGE-4, HYDERABAD | Sr.AR-II, ITAT-1, A Bench, Hyderabad | From 13.01.2020 to 17.01.2020 |
| 5. | M N MURTHY NAIK, ADDL.CIT, RANGE-10, HYDERABAD | Sr.AR-I , ITAT-1, A Bench, Hyderabad | From 20.01.2020 to 24.01.2020 |
| 6. | AMISHA S GUPT, ADDL.CIT(TDS),TDS RANGE-1, HYDERABAD | Sr.AR-II, ITAT-1, A Bench, Hyderabad | From 20.01.2020 to 24.01.2020 |
| 7. | KANIKA AGGARWAL, JCIT(OSD), O/O. PR.CCIT, AP&TS, HYDERABAD | Sr.AR-I , ITAT-1, A Bench, Hyderabad | From 27.01.2020 to 31.01.2020 |
| 8. | LAKHAVATH SURESH, JCIT(OSD), O/O. ADDL.CIT, RANGE-14, HYDERABAD | Sr.AR-II, ITAT-1, A Bench, Hyderabad | From 27.01.2020 to 31.01.2020 |

ROSTER FOR 'B' BENCHE:

| S.No. | Name & Designation of the Officer S/Shri/Smt/Mrs. | Addl. Charge for the post of | Period for which Additional Charge to be held |
|-------|---|--------------------------------------|---|
| 1. | M NARMADA, ADDL.CIT, RANGE-3, HYDERABAD | Sr.AR-I, ITAT-2, B Bench, Hyderabad | From 06.01.2020 to 10.01.2020 |
| 2. | N SWAPNA, ADDL.CIT (TP), HYDERABAD | Sr.AR-II, ITAT-2, B Bench, Hyderabad | From 06.01.2020 to 10.01.2020 |

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|----|--|---|----------------------------------|
| 3. | DJ PRABHAKAR ANAND, ADDL.CIT, KARIMNAGAR | Sr.AR-I, ITAT-2, B Bench, Hyderabad | From 13.01.2020 to 17.01.2020 |
| 4. | A C ROUNT, JCIT, RANGE-7, HYDERABAD | Sr.AR-II, ITAT-2, B Bench, Hyderabad | From 13.01.2020 to 17.01.2020 |
| 5. | KIRAN KATTA, ADDLCIT, RANGE- 16, HYDERABAD | Sr.AR-I, ITAT-2, B Bench, Hyderabad | From 20.01.2020 to 24.01.2020 |
| 6. | SUNIL KUMAR PANDEY, JCIT(OSD), O/O. ADDL. CIT(INTL.TAXATION), HYDERABAD | Sr.AR-II, ITAT-2, B Bench, Hyderabad | From 20.01.2020 to 24.01.2020 |
| 7. | RS ARVINDHAKSHAN, JCIT(TDS), TDS RANGE-2, HYDERABAD | Sr.AR-I, ITAT-2, B Bench, Hyderabad | From 27.01.2020 to 31.01.2020 |
| 8. | SANDEEP KUMAR MEHTA, JCIT(OSD), O/O. ADDL.CIT, RANGE- 17, HYDERABAD | Sr.AR-II, ITAT-2, B Bench, Hyderabad | From 27.01.2020 to 31.01.2020 |

4. Further I am directed to inform that the officers are requested not to apply for any leave during the above period, plan their work accordingly, and attend the ITAT duties without fail.

5. Keeping in view the above roster, the Addl.CsIT/JCsIT are directed to plan their work accordingly, and attend the ITAT duties without fail. It is noticed that many requests for postponement of ITAT duties are receiving at the week end and the Administration is facing many difficulties for re-arrangement of ITAT roster and communicating the same to the officers at the flag end. Hence, it is requested that the officers holding additional charge of Sr.AR at ITAT shall not apply leave. If applied, the officers are requested to revise the leave accordingly. In case of unavoidable circumstances the officers are requested to coordinate with the other officers for swapping of ITAT duties or suggesting the names of substitutes and the same may be communicated to this office for making necessary re-arrangement.

6. The CIT (Admin. & TPS) desires strict compliance on the above matter.

7. Further, the directions of the CIT (Admn. & TPS) are communicated as under:

“Officers posted on roster duty at the ITAT shall ensure that cases as per the cause list are represented. In case of unavoidable circumstances only, suitable adjournment petitions should be moved as per procedure with valid reasons and documentary evidences, if any.”

8. This issues with the approval of the CIT (Admn. & TPS), Hyderabad.

(SARISH IRUKULLA)
Addl. Commissioner of Income Tax,
(Hqrs)(Admn & Vig),Hyderabad

Copy to:

1. Officers concerned.
2. Chief Commissioners of Income Tax in AP & Telangana.
3. Director General of Income Tax(Inv.), Hyderabad.
4. Chief Commissioner of Income Tax (Intl. Taxn.)(South Zone), Bangalore.
5. CIT(IT & TP), Hyderabad.
6. CIT(DR), ITAT-1, A-Bench, Hyderabad.
7. CIT(DR), ITAT-2, B-Bench, Hyderabad.
8. DDOs concerned
9. ZAO, Hyderabad / Visakhapatnam. CBDT