

भारत सरकार
प्रधान मुख्य आयकर आयुक्त का कार्यालय
आन्ध्र प्रदेश एवं तेलंगाना
10 वी मंजिल, 'सी' ब्लॉक, आयकर शिखर
ए.सी. गार्ड्स, हैदराबाद - 500004.
दूरभाष : 040-040-23237946
टेलीफैक्स : 040-23240403



GOVERNMENT OF INDIA
Office of the
Pr. Chief Commissioner of Income Tax
Andhra Pradesh & Telangana
10th Floor, 'C' - Block, Income Tax Towers,
A.C. Guards, Hyderabad - 500 004,
Phone : 040-23237946
Telefax : 040-23240403

F. No. Pr.CCIT/1(28)(a)/2019-20

Dated : 17.10.2019

MEMORANDUM

Sub: Establishment – I.T. Department, AP & TS, Hyderabad –
Information in respect of Casual Labourers – Called for – Reg.

All the Heads of Offices in Andhra Pradesh and Telangana Region are requested to furnish the information in respect of Casual Labourers as per the proforma enclosed herewith and proof of payments made to the Casual Labourers from the date of their engagement.

The above information called for may please be forwarded to this office by 25.10.2019.


(M. MOHAN BABU)

Dy Commissioner of Income Tax,
(Hqrs.)(Admin.),
O/o Pr.CCIT, AP & TS, Hyderabad

Copy to

1. All the Heads of Offices in AP & TS Region.

PROFORMA

S.NO.	DATA REQUIRED ON	
1	NAME	
2	DATE OF BIRTH	
3	FATHER'S NAME	
4	NATIVE PLACE	
5	EDUCATIONAL QUALIFICATION (ALONG WITH PROOF)	
6	WHETHER BELONG TO UR/OBC/SC/ST (ALONG WITH PROOF)	
7	DATE OF ENGAGEMENT IN THE DEPARTMENT	
8	WHETHER PERFORMING DUTIES OF MTS (TO BE CERTIFIED BY THE HEAD OF THE OFFICE)	
9	OFFICE IN WHICH WORKING	
10	DATE OF JOINING IN PRESENT OFFICE WITH DETAILS OF PERIODS OF BREAKS, IF ANY	
11	DETAILS OF PREVIOUS OFFICE	
12	CONTACT NUMBER	
13	SL.NO IN 303 LIST	
14	(a) TEMPORARY STATUS CONFERRED (YES/NO)	
	(b) IF SO, THE DATE OF CONFERMENT	

PHOTO(TO BE
ATTESTED BY THE
HEAD OF OFFICE)

SIGNED BY
THE HEAD OF OFFICE

COUNTER SIGNED BY
THE HEAD OF THE DEPARTMENT