

**Office of the Pr.Chief Commissioner of Income Tax, Andhra Pradesh
&Telangana**

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F.No.57/CCAP/Estt/2016-17

Date:15.12.2016

To
All the Heads of Offices,
AP&TS Region.

Sir/Madam,

Sub: Notional fixation of pay and Grant of Grade pay of
Rs.5400/- to Income Tax Officers-Reg.

Ref: This office letter Memorandum of even no. dated 5.4.2016.

Please refer to the above.

I am directed to communicate that the following Standard Operating Procedure(SOP) may be followed while granting Grade Pay of Rs.5400/- to the Income Tax Officers:

- (a) To verify whether the officer has completed 4 years of service as ITO [To be verified from the entries in the Service Register]. In case of officers whose seniority has been revised as a result of NR Parmar, 4 years service has to be reckoned from the date of deemed promotion to the cadre of ITO in the revised seniority list circulated after implementation of Hon'ble Supreme Court judgement in the case of NR Parmar.
- (b) The reckoning of date of deemed promotion is only to see whether qualifying period of 4 years of service is met. No pay arrears would be however paid for the period when the official did not officiate as ITO.
- (c) To obtain vigilance clearance of the Officer from the Addl.Diirector General(Vig)(South), Chennai. The request for vigilance clearance is to be submitted to the ADG(Vig)(South) through the Pr.CCIT, AP&TS.

Yours faithfully


(LAKHAVATH SURESH)

Dy.Commissioner of Income Tax
(HQrs)((Admn), Hyderabad.