

Office of the  
Pr. Chief Commissioner of Income tax,  
Andhra Pradesh and Telangana State,  
10<sup>th</sup> Floor, B – Block, Income tax Towers,  
Hyderabad – 500 004.  
Ph. 040-23425344

F.No. Pr.CCIT, AP &TS/Misc/Estt/2019-20.

Date: 10.10.2019.

To  
All Pr.CsIT/Pr.DsIT/CsIT/DsIT,  
Andhra Pradesh and Telangana Region.

Madam / Sir,

Sub: Marking of File no and Page no on every order sheet / Note sheet – Regarding.  
^^^

I am directed to forward herewith Office Memorandum in F.No.FTS-300435373/2019 dated 4<sup>th</sup> October, 2019 received from the CIT (C&S), CBDT, New Delhi on the above subject for information and necessary action of strictly complying with the guidelines.

Yours faithfully,

*K. H. Krishnan*

[K H KRISHNAN]  
Administrative Officer [Estt]  
O/o Pr.CCIT, AP & TS, Hyderabad.

10/10/19

Encl: as above.

Copy submitted to DGIT(Inv)/CCIT, Hyderabad,  
CCIT, Vijayawada and CCIT, Vishakapatnam  
Copy to All Sections in the O/o Pr.CCIT, AP & TS, Hyderabad.

FTS-300435373/2019  
Government of India  
Ministry of Finance  
Department of Revenue  
[Central Board of Direct Taxes]



New Delhi the 4<sup>th</sup> October, 2019

OFFICE MEMORANDUM

Sub: Marking of File No. and Page No. on every Order sheet / Note sheet-reg.

It has been observed that Note sheets / Order sheets of some of the files which are submitted to CBDT / DoR / MoS (F) Office / FM Office do not bear the File Number and / or Page Number on each page.

I am directed to request that henceforth all order sheets / note sheets of every File submitted to CBDT / DoR / MoS (F) Office / FM Office must contain the File Number and Page Number on each such page.

*Addl. CIT (Mys) (A&J)*  
*pl. circulate and ensure that all files in Mys are similarly numbered.*

*यजदर शर्मा*  
4.10.2019

(Y. D. Sharma)  
CIT (C&S), CBDT

- CIT (Admin)*
1. PPS to Chairman, CBDT
  2. PPS to Member (L) / Member (Admn.) / Member (TPS & Systems) / Member (A&J) / Member (Inv.) / Member (IT & R)
  3. All Pr. DGsIT / Pr. CCsIT / DGsIT / CCsIT
  4. All Joint Secretaries / CsIT posted in CBDT
- AS 4/10 -*