



Office of the Pr. Chief Commissioner of Income Tax
Andhra Pradesh & Telangana
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F.No. Pr.CCIT/Estt./CCD/2020-21

Date:05-01-2021

To

All HODs of,
Andhra Pradesh and Telangana region,

Sir/Madam,

- Sub :- Scanning and Uploading of Service Books in the cadre of Group A, Group B and Group C officers and officials on PIS Module of HRMS -Uploading of leave balance on Leave Management Module –Calling for report - Regarding.
- Ref:- 1. Pr. CCIT, A.P. & TS, Hyderabad in F. No. Pr. CCIT/Circular/ 2020- 21 dated 24.07.2020.

Kind reference is invited to the above.

- It is communicated to the HOO/AO/DDOs to complete the task of Scanning and uploading of written pages of Service Books along with their enclosures in respect of Group "A" Cadre, Group B cadre & Group C cadre in their office. Updation of leave and Leave Balance may also be uploaded in Leave Management Module in the HRMS, ITBA Portal. In this regard, information is sought by this office as per Annexure-I enclosed to this letter **on or before 26.02.2021 positively.**
- The AO/DDOs are required to follow the provisions of SR199 and SR 202 related to nature of entries in Service Books and Periodical Inspection of Service Books by the Govt. Servant to avoid **delay at the last hour.**
- Further, It is informed that for Issue of service verification certificate on completion of qualifying service above 18 years, after 30 years and also 5years before retirement of an employee may be done at DDO level as per the provision required in Form 24 (under Rule 32 of the CCS(Pension) Rules, 1972) and then forwarded to the Office of the Zonal Accounts Office, CBDT, Hyderabad or PAOs concerned for concurrence. (Copy of Form 24 enclosed).

The above instructions are to be followed scrupulously. The work may be supervised by HODs and a **Compliance Report is to be sent by 05/03/2021.**

This is issued with the approval of the Pr. Chief Commissioner of Income Tax, A.P.& Telangana, Hyderabad.

Yours faithfully,

(PEEYUSH SONKAR)
Commissioner of Income Tax
(H.Qrs)(Admn. & TPS),
A.P. & Telangana , Hyderabad.

Encl.: Form 24

Copy to : All HOOs/DDOs.

FORM 24

[See rule 32]

Form of certificate of verification of service for pension

No

Government of India
Ministry of
Department/Office

Dated the

Certificate

It is certified, in consultation with the Accounts Officer, that Shri/Smt./Km. of years months, days as on (Name and Designation) has completed a qualifying service below. The service has been verified on the basis of his service documents and in accordance with the rules regarding qualifying service in force at present. The verification of service under sub-rules (1) and (2) of rule 32 of the Central Civil Services (Pension) Rules, 1972, shall be treated as final and shall not be re-opened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension.

DETAILS OF QUALIFYING SERVICE

S. No.	Name of Ministry/Department/Office	From	To	Length of qualifying service
1.				
2.				
3.				

To
Shri.....
(Name & Designation)"

Signature & Stamp of Head of Office

NOTICE SERVERS IN AP & TELANGANA REGION.

ANNEXURE - 2

S.NO	Name of the official	Designation	Name of office in which working	DOB	Date of joining Government Service **	Completed years of service	Whether Service Register Scanned & Uploaded in HRMS Portal?	Remarks, if any
1	SHANKAR MANGAL DEEN	NS	IT OFFICE, ADILABAD	2/12/1969				
2	GHOUSE SHAREEF ABDUL LATHEEF	NS	IT OFFICE, ADONI	7/14/1974				
3	SURI BABU BORRA	NS	IT OFFICE, AMALAPURAM	6/8/1965				
4	ABDUL RASHEED ACHUKATLA	NS	IT OFFICE ANANTAPUR(UNDER	7/1/1963				
5	JAFFER VALI K	NS	IT OFFICE ANANTAPUR(UNDER	7/15/1977				
6	CHALAPATI JANGATI	NS	IT OFFICE ANANTAPUR(UNDER	6/8/1967				
7	NARAYANASWAMY MUKKALA	NS	IT OFFICE, HINDUPUR	9/1/1969				
8	SRINIVASA RAO GATTA	NS	IT OFFICE, BAPATLA	6/1/1972				
9	VENKATA RAO MAMIDI VEERA	NS	IT OFFICE, BHIMAVARAM	1/26/1963				
10	SAMBASIVA RAO P B	NS	IT OFFICE, CHIRALA	8/10/1961				
11	CHENGALRAYALU S	NS	IT OFFICE CHITTOOR	10/5/1966				
12	SRINIVASA RAO K	NS	IT OFFICE, ELURU	4/15/1963				
13	HANUMANTHA RAJU CHITRAJU	NS	IT OFFICE, GUDIVADA	7/20/1970				
14	SUNIL DUTT ADDURI	NS	IT OFFICE, GUDUR	8/15/1973				

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15	BALA KRISHNA MURTHY PARAMATMUNI	NS	IT OFFICE, TADEPALLIGUDEM	6/10/1971				
16	MOHD AMEER JANI	NS	ADCIT, CENTRAL RANGE, GUNTUR	7/15/1964				
17	HANUMANTHA RAO V	NS	CIT(A)-2, GUNTUR	6/1/1966				
18	LAKSHMI NARAYANA MANDALA	NS	CIT(A)-2, GUNTUR	11/6/1966				
19	KRISHNA RAO REDDY	NS	ADCIT, RNG-2, GUNTUR	7/1/1961				
20	JAYAKAR BABU V	NS	ADCIT, RNG-2, GUNTUR	9/24/1971				
21	VENKATESWARLU BAPATLA	NS	ADCIT, RNG-1, GUNTUR	7/6/1969				
22	SRINIVASA RAO TUPAKULA	NS	ADCIT, RNG-1, GUNTUR	3/5/1973				
23	VENKATA SUBBAMMA GANDIKOTA	NS	IT OFFICE, TENALI	20/06/1963				
24	JAYA PRAKASH B	NS	ADCIT(TDS), TDS RANGE-2, HYDERABAD	10/5/1962				
25	SHANKAR SINGH GANGAADINWALE	NS	ADDIT(TP), HYDERABAD	1/21/1965				
26	VENKATAIAH PASHAM	NS	ADCIT(EXEMPTIONS), HYDERABAD	5/4/1965				
27	PRABHAKAR C	NS	ADCIT, RANGE-6, HYDERABAD	6/6/1974				
28	MOHD.ZAINULLABUDDIN	NS	ADCIT(TDS), TDS RANGE-2, HYDERABAD	1/1/1961				

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29	JANARDHAN R	NS	ADCIT, RNG-5, HYDERABAD	3/9/1963				
30	POSHETTY GANGIPELLY	NS	ADCIT, RANGE-1, HYDERABAD	5/2/1961				
31	HANNAN M A	NS	ADCIT, RNG-1, HYDERABAD	8/30/1975				
32	VENKATESH DEVARA	NS	ADCIT, RANGE-2, HYDERABAD	4/9/1964				
33	LAXMAN DHANDUGULA	NS	CIT(A)-2, HYDERABAD	6/12/1967				
34	GOTE RAO S	NS	ADCIT, RNG-9, HYDERABAD	9/4/1964				
35	SURAJ SINGH H	NS	ADCIT, RNG-13(SALARY), HYDERABAD	8/20/1970				
36	MURALI MOHAN KRISHNA M	NS	CIT(A)-11, HYDERABAD	11/22/1964				
37	NARASING RAO KOTA	NS	ADCIT, RANGE-9, HYDERABAD	5/15/1961				
38	AZEEM M A	NS	CIT(A)-9, HYDERABAD	6/11/1969				
39	RAJ KUMAR GOSHIKA	NS	CIT(A)-6, HYDERABAD	12/8/1963				
40	SHEKAR BABU B	NS	ADCIT, RANGE-1, HYDERABAD	10/30/1970				
41	GHANI M A	NS	CIT(A)-3, HYDERABAD	5/3/1964				
42	VENKATESH NAGULAPALLY	NS	ADCIT, RNG-2, HYDERABAD	5/15/1967				

S.NO	Name of the official	Designation	Name of office in which working	DOB	Date of joining Government Service **	Completed years of service	Whether Service Register Scanned & Uploaded in HRMS Portal?	Remarks, if any
43	NARASIMHA PADIGALA	NS	CIT(A)-5, HYDERABAD	3/12/1963				
44	MD. FAROOQ	NS	CIT(A)-8, HYDERABAD	9/6/1962				
45	MOHD. AHMED HUSSAIN	NS	ADCIT(TDS), TDS RANGE-2, HYDERABAD	5/6/1974				
46	MOHD.QUTUBUDDIN	NS	CIT(A)-4, HYDERABAD	2/16/1970				
47	JAI SINGH BAGDI	NS	ADCIT, RANGE-1, HYDERABAD	9/4/1963				
48	MOHAMMED YOUNUS	NS	ADCIT, RANGE-3, HYDERABAD	1/20/1971				
49	SHANKAR RAO BAKKA	NS	ADCIT, RNG-13(SALARY), HYDERABAD	10/5/1964				
50	MOHAMMED JAFFAR ALI KHAN	NS	ADCIT, RNG-8, HYDERABAD	6/10/1970				
51	MUKESH C	NS	CIT(A)-7, HYDERABAD					
52	VENKATESH J	NS	ADCIT(IT), HYDERABAD	2/1/1966				
53	SRIRAMULU S	NS	ADCIT, RNG-9, HYDERABAD	10/1/1961				
54	ANAND RAO PAGADALA	NS	ADCIT(CENTRAL RNG)-1, HYDERABAD	12/15/1968				
55	MALLESH G	NS	ADDL.CIT(IT),HYDERABAD	12/21/1961				
56	SYED MAZHER	NS	CIT(A)-1, HYDERABAD	6/12/1961				

S.NO	Name of the official	Designation	Name of office in which working	DOB	Date of joining Government Service * *	Completed years of service	Whether Service Register Scanned & Uploaded in HRMS Portal?	Remarks, if any
57	HARI PRASAD RAO PASPULA	NS	CIT(A)-10, HYDERABAD	7/6/1969				
58	DEVANAND JANAPALA	NS	ADCIT, RANGE-6, HYDERABAD	10/18/1973				
59	MOHD MOHIUDDIN SHAREEF	NS	ADCIT, RANGE-8, HYDERABAD	8/1/1970				
60	RAMA SESHAGIRI RAO K	NS	CIT(A)-4, HYDERABAD	9/6/1961				
61	YADIAIAH KATHADI	NS	ADCIT, RANGE-2, HYDERABAD	6/7/1972				
62	ANJALIAH METTU	NS	ADCIT, RANGE-5, HYDERABAD	10/14/1962				
63	MOHD. MUNEERUDDIN	NS	ADCIT(CENTRAL RNG)-1, HYDERABAD	6/21/1965				
64	SHANKAR K	NS	PRCCIT, AP&TS, HYDERABAD	6/15/1972				
65	ANGURI BAI	NS	PRCIT (CENTRAL), HYDERABAD	5/4/1961				
66	VEER RAJU MEDISETTY	NS	ADCIT, KAKINADA	8/15/1961				
67	SANYASI RAO KODURI	NS	ADCIT, KAKINADA	6/6/1966				
68	NAGESWARA RAO PAMPANA	NS	ADCIT, KAKINADA	3/8/1964				
69	ANAND BHOOMANI MOSES	NS	ADCIT, KARIMNAGAR	1/24/1963				
70	LACHAIAH TADIGOPPULA	NS	ADCIT, KARIMNAGAR	4/5/1971				

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71	VENKATESH NADIGOTTU	NS	ADCIT, KARIMNAGAR	5/15/1973				
72	MD.AZAM	NS	IT OFFICE, KHAMMAM	5/2/1974				
73	SIVASANKAR RAO S	NS	ADCIT, KURNOOL	6/1/1967				
74	VENKATESWARLU KODUMUR	NS	ADCIT, KURNOOL	3/16/1962				
75	MALLIKARJUNAIAH K	NS	ADCIT, KURNOOL	2/5/1975				
76	SRINIVASA RAO CHAGANTIPATI	NS	IT OFFICE, MACHILIPATNAM	7/15/1961				
77	DAYANAND C	NS	IT OFFICE, MAHABOONNAGAR	7/2/1968				
78	MD. ANWAR KHAJA	NS	IT OFFICE, MAHABOONNAGAR	6/2/1971				
79	ANJALIAH ARRA	NS	IT OFFICE, NALGONDA	1/15/1973				
80	M VENKATA SUBBAIAH	NS	IT OFFICE, NANDYAL	6/1/1961				
81	SRINIVASA RAO VADLAMANU	NS	IT OFFICE, NARASARAOPET	12/24/1974				
82	VENKATESWARLU MEKANURI	NS	ADCIT, NELLORE	7/15/1975				
83	KRISHNA M	NS	ADCIT, NELLORE	5/12/1969				
84	YELLALIAH BANDA	NS	IT OFFICE NIZAMABAD(UNDER	9/10/1964				

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85	VENKATESWARLU YEDHANAPUDI	NS	IT OFFICE ONGOLE(UNDER ADMINISTRATIVE	6/10/1964				
86	SUBBA RAO SEELAM	NS	IT OFFICE ONGOLE(UNDER ADMINISTRATIVE	9/1/1962				
87	SRINIVASA RAO P	NS	IT OFFICE ONGOLE(UNDER ADMINISTRATIVE	6/6/1973				
88	NAGARAJU KADIMELLA	NS	IT OFFICE, PRODDATUR	2/11/1962				
89	SUBBA NARASIAH KATTA	NS	IT OFFICE, PRODDATUR	8/22/1964				
90	RAJAMANI DHANALA	NS	ADCIT, RAJAMAHENDRAVARAM	6/15/1970				
91	BABU RAO S R V	NS	ADCIT, RAJAMAHENDRAVARAM	7/1/1971				
92	VENKATA RAMANA MUTYALA	NS	DCIT(CENTRAL), RAJAHMUNDRY	6/15/1961				
93	MALLIKARJUNA RAO KOTTI	NS	IT OFFICE, TANUKU	5/8/1966				
94	SURYANARAYANA MURTY AJJARAPU	NS	IT OFFICE, TANUKU	8/1/1976				
95	SRINIVASA RAO PODILI	NS	ADCIT, RNG-2, GUNTUR	6/4/1965				
96	VIJAYA CHITTI	NS	ADCIT, TIRUPATI RANGE, TIRUPATI	8/9/1969				
97	MUNICHANDRAIAH CHITTETI	NS	PRCIT, TIRUPATI	4/1/1966				
98	NAGESWARA RAO MANGAM	NS	ADCIT(IT), VIJAYAWADA	6/15/1967				

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99	KRISHNA PRASAD B	NS	ADCIT, TDS RANGE, VIJAYAWADA	12/25/1966				
100	YEDUKONDALU K	NS	CIT(A), VIJAYAWADA	6/15/1968				
101	SATYA NARAYANA MURTHY TADEPU	NS	ADCIT, RANGE-1, VIJAYAWADA	6/20/1972				
102	MOHD ISMAIL	NS	ADCIT, RING-2, VIJAYAWADA	5/1/1966				
103	V THIRUPATHAIAH	NS	ADCIT(EXEMPTIONS), VIJAYAWADA					
104	GANGADHARA RAO SALAKAPARAPU	NS	ADCIT, RING-1, VIJAYAWADA	9/13/1964				
105	BHASKARA RAO JEKKALA	NS	CIT(A)-1, VISAKHAPATNAM	3/15/1962				
106	SURI BABU P	NS	ADCIT, RING-1, VISAKHAPATNAM	6/10/1962				
107	VENKATA SUBRAMANYAM NIDAMARTHI	NS	ADCIT, (CENTRAL), VISAKHAPATNAM	8/1/1963				
108	SANKARA RAO TAGARAMPUDI	NS	ADCIT, RING-2, VISAKHAPATNAM	10/1/1961				
109	CHINNA SIVA PRASADU	NS	CIT(A)-2, VISAKHAPATNAM	6/15/1961				
110	MOHD SAHEB ALI	NS	ADCIT, KARIMNAGAR	4/13/1972				
111	N SRINIVAS	NS	IT OFFICE, GUNTAKAL					

**Note: Date of joining in Government Service/ IT Department of the officials may be verified from the service books maintained in your office and accordingly information may be submitted.