

आयकर आयुक्त  
का कार्यालय  
OFFICE OF THE  
CHIEF COMMISSIONER OF INCOME  
TAX(ReAC)

विजयवाडा / VIJAYAWADA  
Vijayawada.ccit.reac@incometax.gov.in



तीसरी मंजिल, एसप्लाजा .आर.वी.,  
3<sup>rd</sup> FLOOR, SVR PLAZA,  
सिद्धार्थ पब्लिक स्कूल रोड,  
SIDDHARTHA PUBLIC SCHOOL  
ROAD,

मोगलराज पुरम, विजयवाडा १० -  
MOGHALRAJPURAM,  
VIJAYAWADA-10

टेलिफोन/Tel No.: 0866-2478484

फैक्स/Fax No. 0866-2493430

F.No. 07/ Tech/Infra/ CCIT-ReAC/VJA /2020-21

Date: 08.01.2021

**OFFICE MEMORANDUM**

Sub:	Circulation of Departmental Laptop details issued to eligible officers by the Nodal Officer for laptop Distributions-in the stations of erstwhile O/o.CCIT, Vijayawada-Calling for compliance report- Reg.
Ref:	Standard Operating procedure for distribution of Laptops in F.No.ADG(Infra) /Admin /Laptop Distribution/2019-20,dated: 17.03.2020.

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The details of Laptops issued to eligible officers by the Nodal Officer for laptop Distributions, Vijayawada are here by circulated as per Annexure-I. As per para-09 of the Standard Operating procedure for distribution of Laptops in F.No.ADG(Infra)/Admin/Laptop Distribution/2019-20, dated: 17.03.2020, departmental laptops issued to officers are to be entered on officer's service book on ITBA and a copy of printout in physical copy is to be pasted in service Book of the officer indicating "period of useful life" of Laptop as per information Technology Procurement, Obsolescence and Disposal policy-Laptops.

In view of the above, all DDOs of respective Officers in Annexure-I are required to submit a report to this office regarding recording of details of Laptops in ITBA and service book of concerned officer as per para-09 of referred SOP along with (i) copy of ITBA screenshot and (ii) copy of relevant page in service book by 25.01.2021.

This memorandum issued with the approval of CCIT(ReAC), Vijayawada

Yours faithfully,

(D. V. SUBRAHMANYAM)

Income Tax Officer (HQrs.)

Nodal Officer for Laptop Distribuion  
O/o Chief Commissioner of Income Tax(ReAC),  
Vijayawada.

Encl: As above.

Annexure -I

Sl No.	DESIGNATION (at the time of issue)	Name Sri/Smt/Ms	EMPLOYEE ID	LAPTOP SERIAL NO.	Remarks
1	Pr.CIT	M.ANIL KUMAR	104940	5CD01099BC	
2	Pr.CIT	RAMESH CHAND	115148	5CD01099CJ	
3	CIT (Appeals), Vijayawada	K.S.RAJENDRA KUMAR	120589	5CD01098CS	
4	CIT(Appeals), Guntur 1 & 2	R.M.MADHAVI	94096	5CD01099CG	
5	ADDL.CIT	P.SRINIVASA MURTHY	146787	5CD0109962	Laptop returned and issued SI No. 82
6	JCIT	PRIYADARSHINI BASEGANNI	163161	5CD010993S	
7	JCIT	K. SANDHYA RANI	132108	5CD010994V	
8	JCIT	R.RAMANATHAN	163073	5CD010994J	
9	JCIT	B.K.VISHNU PRIYA	160541	5CD01099D9	
10	DCIT	S.K.SENTHIL KUMAR	166930	5CD01099DD	
11	ACIT	S.SUNDARA RAGHAVAN	131264	5CD0109B3Q	
12	ACIT	MUMMADI RAJA REDDY	148696	5CD01099CD	
13	ACIT	T.S.ASHA KIRAN	131076	5CD010992L	
14	DCIT	S.B.R KUMAR LAGHIMSETTI	170500	5CD0109CKR	
15	ACIT	P. PREMA KUMAR	179311	5CD0109974	
16	DCIT	SELVI ARUMUGHAM	101736	5CD010996R	
17	ACIT	A HARIKRISHNAN	102482	5CD0109906Y	
18	ACIT	M SWETHA	182474	5CD010990J	
19	ACIT	M.BHARADWAJA	148669	5CD010D0WC	
20	ITO	D.V.SUBRAHMANYAM	159340	5CD010D128	
21	ITO	K.SILVAN RAJU	116221	5CD01099DX	
22	ITO	N.S.SRILATHA	117835	5CD01099F1	
23	ITO	S MANIKYALA RAO	117261	5CD010999N	
24	ITO	N NAGABHUSHANAM	117367	5CD01099FK	
25	ITO	K P C SEKHAR	116619	5CD01099C5	
26	ITO	N M SUSEELA	147820	5CD01099DC	
27	ITO	V. SIVA KUMAR	116499	5CD0109939	
28	ITO	K SURESH BABU	117954	5CD01099BF	
29	ITO	Y SUDHAVANI	117868	5CD0109CP3	
30	ITO	N V L NARASIMHA RAO	117953	5CD010999P	
31	ITO	K S N RAMU	116955	5CD010997G	
32	ITO	M.PARDHASARATHY	116701	5CD01099C3	
33	ITO	G.KANAKA DURGA	148100	5CD01099D8	
34	ITO	J.VENKATESWARA RAO	133643	5CD0109B6W	
35	ITO	S.RUPA LAKSHMI	142365	5CD010996Y	
36	ITO	C.SRINIVASA RAO	116696	5CD01099F9	

37	ITO	K.RAJANI RATNA SARI DEVI	117604	5CD010995Z	
38	ITO	P ANIL KUMAR	147714	5CD010999Z	
39	ITO	KISHORE DHULIPUDI	134065	5CD010996B	
40	ITO	VIVEKANANDA SAJJA	117837	5CD01099DB	
41	ITO	PHANIDRA KUMAR PONDURI	160163	5CD01099DN	
42	ITO	ANJANI DEVI CHERUKURI	117709	5CD01099DW	
43	ITO	B. A PRASAD BABU	120171	5CD0109CFF	
44	ITO	P. SUBRAHMAYAM	117566	5CD01099CK	
45	ITO	M. SATYA SRINIVAS	117678	5CD01099D0	
46	ITO	G.V MURALI	117594	5CD010D0LM	
47	ITO	MEKALA DOSS	160765	5CD0109935	
48	ITO	P. ANKAMMA RAO	117834	5CD01099DL	
49	ITO	J.G.S KISHORE KUMAR	118090	5CD01099FN	
50	ITO	P. RAJESWARI	138757	5CD010996H	
51	ITO	KONATHAM SATYANARAYANA	117960	5CD010992X	
52	ITO	PINJERLA MOHAN RAO	147788	5CD01099BX	
53	ITO	G. ARUN KUMAR	117708	5CD0109986	
54	ITO	M. KONDAIAH	116668	5CD0109CNN	
55	ITO	M. RAMA SASTRY	120205	5CD010999C	
56	ITO	R UMA DEVI	117567	5CD01099CX	handed over at DDIT(Systems), hyd on 21.09.2020
57	ITO	SATULURI JAGADISH	117682	5CD0109CDS	
58	ITO	B.K.D.V.PRASAD BABU	117777	5CD0109968	
59	ITO	M.SAMBASIVA RAO	117726	5CD010993Y	
60	ITO	MOHD.RIYAZ	116587	5CD010992Z	
61	ITO	K C SREEKANTH	119977	5CD010996V	
62	ITO	M RANGA REDDY	116685	5CD010990Q	
63	ITO	D. PRAKASHAM	117651	5CD01099FJ	
64	ITO	ASHISH KUMAR	161441	5CD010995F	
65	ITO	CM PRAMEELA	132667	5CD010997R	
66	ITO	M.MADHAVANAIDU	116742	5CD010993H	
67	ITO	V.SIVANANDAM	148637	5CD01099FC	
68	ITO	K.DESHPALSINGH	148825	5CD010D0D4	
69	ITO	POLA VENKATA RAMANA	117705	5CD01099D6	
70	ITO	K SATYANARAYANA	148842	5CD01099DH	
71	ITO	P.SATYA PRASAD	116013	5CD01099C0	
72	ITO	M.SATHANAND KUMAR	160119	5CD010D127	
73	ITO	K.SRINIVASA PRABHU	116610	5CD0109CL1	
74	ITO	M.ANISUL HAQ	182092	5CD01099G7	
75	ITO	Y R SHIV KUMAR	116142	5CD010999V	

76	ITO	R.VASANTHALAKSHMI	117788	5CD01099CT	
77	ITO	S.S.RAMA KRISHNA	117940	5CD0109CG2	
78	ITO	L.CHANDRA SEKHAR	116493	5CD0109994	
79	ITO	B.RAMALAKSHMANNA	120245	5CD0109BGI	
80	ITO	M.LAXMANA RAO	147897	5CD0109913	Laptop returned and issued SI No. 83
81	ITO	M. BALESWAR SINGH	148675	5CD0109998	
82	ITO	K S S SUBAKAR BABU	116269	5CD0109962	
83	ITO	P RAVI	116650	5CD0109913	