



प्रधान मुख्य आयकर आयुक्त का कार्यालय,

आन्ध्र प्रदेश एवं तेलंगाना

Office of the Principal Chief Commissioner of Income Tax

Andhra Pradesh & Telangana

10वीं मंजिल, 'सी' ब्लॉक, आयकर शिखर, ए.सी. गार्ड्स, हैदराबाद-500 004

10th Floor, 'C' Block, IT Towers, AC Guards, Hyderabad-500 004

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F.No.Pr.CCIT/Estt/19(14)/2024

Date:23.04.2024

MEMORANDUM

Sub: Establishment - I.T Department, Hyderabad – “**Induction Course for Newly appointed Stenographers Grade-II – 06.05.2024 to 10.05.2024**” - Nomination of candidates – Regarding.

The officials as per the *Annexure* are hereby nominated for the above mentioned course to be held at MSTU, Vishakapatnam from **06.05.2024 to 10.05.2024** .

VENUE : MSTU,
3rd Floor, Infinity Towers,
Sankaramatam Road,
Visakhapatnam.

TIME : Sharp by 9.15 AM

The concerned Heads of Office are directed to relieve the officials so as to enable them to attend the training.

The Principal Chief Commissioner desires that the officials sponsored for training should not apply for leave during this period. It is needless to emphasize that the trainees should avoid going on leave during the training period. If any of the officials has already applied for leave, he/she should suitably revise the period of leave so that he/she can attend the training. Attending the training is obligatory and absence there from will be treated as dereliction of duty.

Even, if any of the officials is under the orders of transfer from the present office, or any particular official has not reported for duty at the place of posting, he/she should invariably attend the training course.

It is noticed that officials nominated for training courses are seeking exemption from attending the training citing various reasons. In this regard, it may be noted that the officials who have already attended training should invariably attend. The officials filing representations for cancellation of nominations should attend the training invariably unless there is a communication from this office regarding cancellation of their nomination for the training.

The officials who are attending training are hereby directed to switch off their Mobile phones before entering the premises of MSTU.

D. Venkateswara Rao

(D. VENKATESWARA RAO)

Dy. Commissioner of Income Tax(Hqrs.)(Admn.)

प्रधान मुख्य आयकर आयुक्त का कार्यालय

O/o. Pr.CCIT, AP & TS, Hyderabad.

Copy to: 1. The officials concerned through their Heads of office.

2. The Heads of office concerned

3. The ITO(MSTU), Visakhapatnam

ANNEXURE

Induction Course for Newly appointed Stenographers Grade-II – 06.05.2024 to 10.05.2024

S No.	Employee No.	Name of the official (S/Sri/Smt/Ms)	Designation	Office	Station	Mobile No	Email Id
1	203031	POLUPARTHI RAJULANAIDU	STENO, GR-II	Pr.CIT-1, VISAKHAPATNAM(STATIONED AT KAKINADA)	KAKINADA	9701235527	poluparthi.rajulanaidu@incometax.gov.in
2	201916	SINGUPURAPU SAI	STENO, GR-II	CIT(DR)(ITAT), VISAKHAPATNAM	VISAKHAPATNAM	9542615352	singupurapu.sai@incometax.gov.in
3	201708	GAVARA SWATHI	STENO, GR-II	Pr.CIT-1, Visakhapatnam(STATIONED AT RAJAHMUNDRY)	RAJAHMUNDRY	9640067289	gavara.swathi@incometax.gov.in
4	201548	GURALA BALASUBRAHMANYAM	STENO, GR-II	Pr.CIT-1, Visakhapatnam	VISAKHAPATNAM	9573308177	gurala.balalsubrahmanyam@incometax.gov.in
5	202188	SUMAN MAJI	STENO, GR-II	Pr.CIT(AU)-1, VISAKHAPATNAM	VISAKHAPATNAM	8145258862	suman.maji@incometax.gov.in
6	201526	AVEEK GHOSH	STENO, GR-II	Pr.CIT-1, VISAKHAPATNAM	VISAKHAPATNAM	9163120776	aveek.ghosh@incometax.gov.in
7	201551	SHANKAR BHAKAT	STENO, GR-II	Pr.CIT-1, Visakhapatnam	VISAKHAPATNAM	7688022003	shankar.bhakat@incometax.gov.in
8	202581	MUSINI SAI BHARGAVI	STENO, GR-II	CIT(APPEALS) UNIT-1, RAJAMUNDRY	RAJAHMUNDRY	8978488789	musinisai.bhargavi@incometax.gov.in
9	202090	KAPIL DEV PRABHAKAR	STENO, GR-II	VIJAYAWADA (STATIONED AT VISAKHAPATNAM)	VISAKHAPATNAM	9528112551	kapildev.prabhakar@incometax.gov.in
10	202582	GONDELA BALAVENKATA HARI PRASAD	STENO, GR-II	Pr.CIT(AU)-1, VISAKHAPATNAM	VISAKHAPATNAM	8008606987	gondelabalavenkata.hariprasad@incometax.gov.in
11	201699	BOKINALA RICHA SUNEELA	STENO, GR-II	Pr.CIT(Central), Visakhapatnam(STATIONED AT RAJAHMUNDRY)	RAJAHMUNDRY	9951134606	bokinalaricha.suneela@incometax.gov.in
12	201709	SUDHANSHU KUMAR	STENO, GR-II	Pr.CIT(AU)-1, VISAKHAPATNAM	VISAKHAPATNAM	9508902338	sudhanshu.kumar4@incometax.gov.in
13	193502	SHEHIN P.V.	STENO, GR-II	Pr.CIT(Central), Visakhapatnam	VISAKHAPATNAM	9633443750	shehin.pv@incometax.gov.in