

**OFFICE OF THE  
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,  
ANDHRA PRADESH & TELANGANA  
10TH FLOOR, INCOME TAX TOWERS, AC GUARDS, HYDERABAD – 500004,  
Tel. No. 040 – 23425474, Fax : 040-23241427, 23240403**

F.NO.CCAP/1(1)/NS/Estt/2019-20

Date: 19.11.2019.

**MEMORANDUM**

Sub: Establishment – I.T. Department, Andhra Pradesh & Telangana –  
***Promotion to the cadre of Notice Server – Allotment of Officials*** – Reg.

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The under mentioned officials, whose names have been approved by the Review Departmental Promotion Committee for promotion to the cadre of ***Notice Server on Regular Basis*** in the Pay Level 3 of Pay Matrix of 7<sup>th</sup> CPC [ pre-revised scale of Pay Band/Scale of PB-1 of Rs. 5200-20200 with corresponding Grade pay of Rs. 2000/-] and such allowances as may be sanctioned from time to time, are allotted to the appointing authorities mentioned in column number 3 for being posted in the offices mentioned against their names at column number 4 of the table below:

Sl. No.	Name, Designation and Office in which working (S/Sri/Smt)	To whom allotted	Office to which posted
(1)	(2)	(3)	(4)
1	PRABHAVATHI C, MTS O/o. CIT(IT&TP), HYDERABAD.	CIT(IT&TP), HYDERABAD	CIT(IT&TP), HYDERABAD
2	VENKATA SUBBAMMA GANDIKOTA, MTS, O/o. Pr.CIT, GUNTUR.	PR.CIT, GUNTUR	PR.CIT, GUNTUR

2. The following conditions should be mentioned in the promotion order issued by the appointing authority:-

- a) His/her promotion is purely provisional;
- b) They will be liable for reversion –
  - (i) if after a review of the vacancies, it is found that his promotion is in excess of the vacancies available;
  - Or
  - (ii) if found unfit for retention in the post of Notice Server.
- c) His/her promotion as Notice Server is subject to out come of any Cases pending before the Hon'ble CAT and Hon'ble Courts.
- d) His/her promotion as Notice Server is subject to outcome of decision by the Hon'ble CAT in O.A no. 020/00557/2014 dated 02.01.2015.

- e) The attention of the promoted official is invited to MHA's O.M. F. No.7/1/80-Estt-P.1 dated 26/09/1981 and Ministry of Finance, Department of Expenditure (Implementation Cell) O.M. in F.No. 1/1/2008 regarding exercising of option for fixation of pay on promotion.
  - f) His/her seniority in the cadre of Notice Server will be liable for revision at any point of time, if any bonafide mistake is found with reference to any records.
  - g) His/her promotion is subject to outcome of recasting of reservation rosters in the cadre of Notice Server in accordance with DOP&T's O.M.No. 36012/45/2005-Estt(Res.) dated 10.08.2010.
  - h) The official will not be eligible for pay fixation consequent to this promotion in case his pay has already been upgraded in the scale of Notice Server under MACP Scheme.
  - i) As per the review DPC held on 05.09.2019 the seniority in the cadre of notice servers in respect of the official Smt. C. Prabhavathi is placed between Smt. Shakunthala M N and Sri. Naseeruddin and the seniority of the official Smt. Venkata Subbamma Gandikota is placed below Smt. Anguri Bai.
3. The promotion order should be issued in the prescribed proforma immediately.
  4. This issues with the approval of the Pr. CCIT, Andhra Pradesh & Telangana.

*B. Srinivasa Rao* 19/11/2019

**(B. SRINIVASA RAO)**

Dy. Commissioner of Income Tax,  
(H.Qrs) (Admn)(i/c), Hyderabad.

To:

1. The Appointing Authority mentioned in Column 3 (By name) with a request to issue promotion order in respect of the above official **immediately** endorsing a copy thereof to this office. A copy of the same may also be marked to the Secretary, ITEF/ITEF(MTS), A.P. Circle, Group-C Association, Hyderabad.
2. The Confidential Section of this office.
3. The DPC File.
4. The CCsIT/DGIT(Inv.)/(CsIT/DIT(Inv.)/Addl/Jt.CsIT of AP & Telengana Region.
5. The Notice Board.