



कार्यालय प्रधान मुख्य आयकर आयुक्त,  
आन्ध्र प्रदेश व तेलंगाना, हैदराबाद  
Office of the Pr. Chief Commissioner of Income Tax,  
Andhra Pradesh & Telangana, Hyderabad,  
दसवीं तल, आयकर शिखर/ 10<sup>TH</sup> Floor, Income Tax Towers,  
ए.सी. गार्ड्स, हैदराबाद/ AC Guards, Hyderabad – 500 004,  
टेलि.नं./Tel. No. 040 – 23425474, फैक्स/ Fax 040-23241427

F. No.Pr. CCIT/Estt/ITAT/17A/2019-20

Date: 29-11-2019.

ORDER

Sub: Establishment – IT Department, A.P. & Telangana, Hyderabad – Addl. Charge arrangements – for the posts of Sr.AR-I, ITAT-1, A Bench, Hyderabad, Sr.AR-II ITAT-1, A Bench, Hyderabad and Sr.AR-II, ITAT-2, B Bench, Hyderabad – reg.

Ref: 1. Transfer & Posting of Addl./JCsIT order No.27 of 2019 dated :26 .08.2019.  
2. Transfer & Posting of Addl./JCsIT order No.31 of 2019 dated :09 .10.2019.

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Please refer to the above.

2. The posts of Sr.AR-II ITAT-1, A Bench, Hyderabad and Sr.AR-II, ITAT-2, B Bench, Hyderabad remain vacant. Sri Sunku Srinivasu, Sr.AR-I, ITAT-1, A Bench, Hyderabad has been granted EL for 12 days from 09.12.2019 to 20.12.2019.

3. Considering the above, the following officers shall hold the additional charge of the posts of Sr.AR-I, ITAT-1, A Bench, Hyderabad, Sr.AR-II ITAT-1, A Bench, Hyderabad and Sr.AR-II, ITAT-2, B Bench, Hyderabad for the period as specified below, in addition to their regular charge:

**ROSTER FOR 'A' BENCH:**

S.No.	Name & Designation of the Officer S/Shri/Smt/Mrs.	Addl. Charge for the post of	Period for which Additional Charge to be held
1.	A C ROUT, JCIT, RANGE-7, HYDERABAD	Sr.AR-II, ITAT-1, A Bench, Hyderabad	From 02.12.2019 to 06.12.2019
2.	RAJITHA VORUVURU, ADDL.CIT (INTL. TAXATION), HYDERABAD	Sr.AR-I, ITAT-1, A Bench, Hyderabad	From 09.12.2019 to 13.12.2019
3.	M N MURTHY NAIK, ADDL.CIT, RANGE-10, HYDERABAD	Sr.AR-II, ITAT-1, A Bench, Hyderabad	From 09.12.2019 to 13.12.2019
4.	M H NAIK, ADDL.CIT, RANGE-15, HYDERABAD	Sr.AR-I, ITAT-1, A Bench, Hyderabad	From 16.12.2019 to 20.12.2019
5.	N RAVI BABU, ADDL.CIT, RANGE-2, HYDERABAD	Sr.AR-II, ITAT-1, A Bench, Hyderabad	From 16.12.2019 to 20.12.2019

**ROSTER FOR 'B' BENCH:**

S.No.	Name & Designation of the Officer S/Shri/Smt/Mrs.	Addl. Charge for the post of	Period for which Additional Charge to be held
1.	KIRAN KATTA, ADDLCIT, RANGE-16, HYDERABAD	Sr.AR-II, ITAT-2, B Bench, Hyderabad	From 02.12.2019 to 06.12.2019
2.	SOLGY JOSE T KOTTARAM, ADDL.CIT, RANGE-1, HYDERABAD	Sr.AR-II, ITAT-2, B Bench, Hyderabad	From 09.12.2019 to 13.12.2019

3.	AMISHA S GUPT, ADDL.CIT(TDS),TDS RANGE-1, HYDERABAD	Sr.AR-II, ITAT-2, B Bench, Hyderabad	From 16.12.2019 to 20.12.2019
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4. I am directed to inform that the officers are requested not to apply for any leave during the above period, plan their work accordingly, and attend the ITAT duties without fail.

5. Further, the directions of the CIT (Admin. & TPS) are communicated as under:

**“Officers posted on roster duty at the ITAT shall ensure that cases as per the cause list are represented. In case of unavoidable circumstances only, suitable adjournment petitions should be moved as per procedure with valid reasons and documentary evidences, if any.”**

6. This issues with the approval of the CIT (Admin. & TPS), Hyderabad.

  
(C. V. PAVANA KUMAR)  
Addl. Commissioner of Income Tax,  
(Hqrs)(Admin & Vig),Hyderabad

Copy to:

1. Officers concerned.
2. Chief Commissioners of Income Tax in AP & Telangana.
3. CIT(DR), ITAT-1, A-Bench, Hyderabad.
4. CIT(DR), ITAT-2, B-Bench, Hyderabad.
5. DDOs concerned
6. ZAO, Hyderabad / Visakhapatnam. CBDT