



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/ 10TH Floor, Income Tax Towers
ए.सी. गार्ड्स, हैदराबाद/ AC Guards, Hyderabad – 500 004,
टेलि.नं./Tel. No. 040 – 23425474, फ़ैक्स/ Fax 040-23241427

F. No.Pr. CCIT/5A/ ITAT/Estt. /2020-21

Date: 11.09.2020.

ORDER

Sub: Establishment – IT Department, A.P. & Telangana, Hyderabad – Addl. Charge arrangements in the cadre of CsIT - for the post of CIT (DR), ITAT-1, A-Bench, Hyderabad - Order – Issue of - reg.

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Smt. Nivedita Biswas, Commissioner of Income Tax (DR), ITAT-I , A-Bench Hyderabad has applied for Commuted Leave for a period of 30 days from 14.09.2020 to 13.10.2020 with permission to prefix 12.09.2020 and 13.09.2020 being Saturday and Sunday.

2. Considering above, the following officers shall hold the additional charge of the post of CIT (DR), ITAT-1, 'A' Bench, Hyderabad for the period as specified below, in addition to their regular charge.

Sl. No.	Name & Designation of the Officer S/ Sri / Smt/Mrs.	Period for which Additional Charge to be held
1.	Rajendra Kumar, CIT(TDS), Hyderabad	From 14.09.2020 to 18.09.2020
2.	Shalini Bhargava Kaushal, DIT(I & CI), Hyderabad	From 21.09.2020 to 25.09.2020
3.	Sibendu Moharana, CIT(IT & TP), Hyderabad	From 28.09.2020 to 01.10.2020
4.	Pathlavath Peerya, CIT(Exemp), Hyderabad	From 05.10.2020 to 09.10.2020
5.	T H Vijaya Lakshmi, CIT(Judicial), Hyderabad	On 12.10.2020 & 13.10.2020

3. Keeping in view the above roster, the CIT is directed to plan his work accordingly, and attend the ITAT duties without fail. It is noticed that many requests for postponement of ITAT duties are received at the week end and the Administration is facing many difficulties for re-arrangement of ITAT roster and communicating the same to the officers at the flag end. Hence, it is requested that the officers holding additional charge of CIT (DR) at ITAT shall not apply leave. If applied, the officers are requested to revise the leave accordingly. In case of unavoidable circumstances the officers requested to coordinate with the other officers for swapping of ITAT duties and the same may be communicated to this office for necessary re-arrangement can be made.

The Pr. Chief Commissioner of Income Tax desires strict compliance on the above matter.

Further, the directions of the Pr. Chief Commissioner of Income Tax 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 by them with valid reasons and documentary evidences, if any.”

4. This issues with the prior approval of competent authority.

(SARISH IRUKULLA)
Addl. Commissioner of Income Tax,
(Hqrs)(Admn & Vig),Hyderabad

Copy to:

1. Officers concerned.
2. The Pr. DGIT (Inv.), Hyderabad
3. All CCsIT in AP & Telangana Region.
4. Stock File/Personal File.
5. ZAO, CBDT, Hyderabad
6. All Sections in O/o Pr.CCIT, AP&TS & O/o CCIT, Hyderabad