



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 / 10TH 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/AP & TS/Admn/Excellence Awards /25/23-24

Date : 04/01/ 2024

### CIRCULAR

**Sub** Republic Day Celebrations on 26<sup>th</sup> January 2024- Calling for nominations for **"Pr.CC's Certificate for Distinguished Service" - Reg.**

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The Pr. Chief Commissioner of Income Tax, Andhra Pradesh & Telangana region will be felicitating Officers / Officials of the Income Tax Department on the Republic Day on 26th January, 2023 with **"Pr.CC's Certificate for Distinguished Service"**. The certificate shall be presented in recognition of the efforts, accomplishments, and contributions of our workforce which reflect the values, mission, and goals of the organization.

2. In this regard, nominations are invited from the Officers/Officials in Proforma A/B/C detailed here under, **for activities performed during the period from 01.04.2022 to 31.12.2023**, under the following categories:

- i) Tax payers services and facilitation/communication, including ease of doing business and grievance redressal;
- ii) Designing and re-engineering business processes including automation
- iii) Enforcement, including tax assessment, investigation, recovery, and prosecution
- iv) Widening of the tax base;
- v) International taxation and judicial functions;
- vi) Litigation management and judicial functions;
- vii) Audit functions and improving accountability;
- viii) Infrastructure development;
- ix) Human resource development, including training and capacity building;
- x) Policy making Secretariat functions;
- xi) Beyond the call of duty.

2.1 Officer/Officials who retired on superannuation/VRS during the period 01.04.2022 to till date, are also eligible for **"Pr.CC's Certificate for Distinguished Service"**.

3. Nominations in **Proforma A** and **Proforma C** should necessarily be submitted through proper channel. An individual (Officer/staff) can file one nomination, either in **Proforma A** or **Proforma B**. The details of the proformas are tabulated below:

Proforma A	Individual Nominations from Officers/Officials with recommendation of the Reporting Officers.
Proforma B	Self Nominations (to be sent directly - recommendation of Reporting Officer is not required)
Proforma C	Nomination of the Officer/Official made by the Reporting/Reviewing Officer concerned.

4. All nominations in the prescribed Proforma: A/B/C enclosed, may be sent to this office latest **before 5.00 pm on 12th January, 2024**, to email id: [hyderabad.dcit.hq.admin@incometax.gov.in](mailto:hyderabad.dcit.hq.admin@incometax.gov.in).

5. This issues with the approval of the Pr. CCIT, AP & TS, region.

Yours faithfully,



(SUVASIS DAS)

Jt. Commissioner of Income Tax (in-situ)  
(Hqrs)(Admn.),  
O/o Pr.CCIT, AP&TS, Hyderabad

<b>Proforma A</b>			
<b>Individual Nominations from Officers/Officials with recommendation of the Reporting Officer.</b>			
S.No			
1	Name of the Officer/ Official		
2	Employee Code/Civil Code:		
3	Designation		
4	Date of Birth		
5	Mobile Number		
6	E-mail ID of the Officer/ Official		
7	Date of Joining / Years of Service completed		/
8	Present Office		
9	Details of Awards/Certificates/Appreciation received in the last five years, if any		
10	APAR grading for the last three years	2022-23	
		2021-22	
		2020-21	
11	Whether any Civil/Criminal case, FIR or disciplinary action is/was initiated/pending against the Officer/Official		(Yes/No) If yes, details thereof.
12	Brief description, in not more than 300 words, about the outstanding work carried out by the Official / Officer during the FY 2022-23 and FY 2023-24 (part) for which this nomination is made (Please mention the office details, if it is different from present office mentioned in Row No. 8)		
	Signature (of the officer/official in respect of whom the nomination is filed)		
13	Recommendation of the Reporting Officer (not more than 100 words):		
14	Signature of the Reporting Officer:  Name, Designation & Office Date : Place:		

Note: Instructions for filling the Proforma

1. All the columns should be mandatorily filled in.
2. Please mention NA, wherever, the column is Not Applicable
3. S.No 1 to 12 is to be filled and signed by the officer in respect of whom this nomination is filed
4. S.No 13 & 14 is to be filled and signed by the Reporting Officer.

**Proforma B  
Self Nominations**

S.No		
1	<b>Name of the Officer/ Official</b>	
2	<b>Employee Code/Civil Code:</b>	
3	<b>Designation</b>	
4	<b>Date of Birth</b>	
5	<b>Mobile Number</b>	
6	<b>E-mail ID of the Officer/ Official</b>	
7	<b>Date of Joining / Years of Service completed</b>	/
8	<b>Present Office</b>	
9	<b>Details of Awards/Certificates/Appreciation received in the last five years, if any</b>	
10	<b>APAR grading for the last three years</b>	<b>2022-23</b>
		<b>2021-22</b>
		<b>2020-21</b>
11	<b>Whether any Civil/Criminal case, FIR or disciplinary action is/was initiated/pending against the Officer/Official</b>	(Yes/No) If yes, details thereof.
12	<b>Brief description, in not more than 300 words, about the outstanding work carried out by the Official / Officer during the FY 2022-23 and FY 2023-24(part) for which this nomination is made (Please mention the office details, if it is different from present office mentioned in Row No. 8)</b>	
13	<b>Signature of the Officer/Official :</b>  <b>Name, Designation &amp; Office</b> <b>Place :</b> <b>Date:</b>	

**Note:** Instructions for filling the Proforma

1. All the columns should be mandatorily filled in.
2. Please mention NA, wherever, the column is Not Applicable

Proforma C Nomination of the Officer/Official made by the Reporting/Reviewing Officer.		
S.No		
1	Name of the Nominated Officer/ Official	
2	Employee Code/Civil Code of the Nominated Officer/ Official:	
3	Designation of the Nominated Officer/ Official	
4	Date of Birth of the Nominated Officer/ Official	
5	Mobile Number of the Nominated Officer/ Official	
6	E-mail ID of the Nominated Officer/ Official	
7	Date of Joining / Years of Service completed	/
8	Present Office	
9	Brief description, in not more than 300 words, about the outstanding work carried out by the Official / Officer during the FY 2022-23 and FY 2023-24(part) for which this nomination is made (Please mention the office details, if it is different from present office mentioned in Row No. 8)	
10	Signature of the Reporting/Reviewing Officer:  Name, Designation & Office Date: Place:	

Note: Instructions for filling the Proforma

1. All the columns should be mandatorily filled in.
2. Please mention NA, wherever, the column is Not Applicable
3. S.No 1 & 10 is to be filled and signed by the Officer who is submitting this form.