

भारत सरकार

प्रधान मुख्य आयकर

आयुक्त का कार्यालय

आंध्रप्रदेश व तेलंगाना

10 वीं मंजिल, 'D' ब्लॉक,

आयकर शिखर, ऐ. सी.

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GOVERNMENT OF INDIA

Office of the

Pr. Chief Commissioner of Income Tax,

Andhra Pradesh & Telangana

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IT Towers, A.C.Guards,

Hyderabad – 500 004.

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Fax: DC (Vig):040-23236724

F.No. Pr.CCIT/Con./APARs/ Gr 'A' & Gr 'B'/2023-24

Dt: 27.03.2024

To,

The Director General of Income tax (Inv.), Hyderabad.
The Chief Commissioner of Income tax, Hyderabad.
The Chief Commissioner of Income tax, Vijayawada.
The Chief Commissioner of Income tax, Visakhapatnam.
The Pr.Director of Income Tax(Inv.), Hyderabad.
The Pr.Commissioner of Income Tax(Central), Hyderabad, Visakhapatnam.
The Pr.Commissioner of Income Tax(AU)-1/2/3/4, Hyderabad,
The Pr.Commissioner of Income Tax(AU)-1, Visakhapatnam.
The Pr.Commissioner of Income Tax(VU)-1, Hyderabad.
The Pr.Commissioner of Income Tax(VU), Guntur.
The Pr.Commissioner of Income Tax(RU)-1, Hyderabad.
The Pr.Commissioner of Income Tax-1/2/4, Hyderabad, Tirupati, Vijayawada, Visakhapatnam.
The Commissioner of Income tax, Audit/Exemptions /IT&TP/ Judicial, Hyderabad.
The Director of Income tax, (I & CI), Hyderabad.
The Commissioner of Income tax, TDS, Hyderabad, Vijayawada.
The Commissioner of Income tax(DR), ITAT- 1/2, Hyderabad, Visakhapatnam.
The Commissioner of Income tax(Appeal Unit) -1/2/3/4/5/6/7/8/9, Hyderabad.
The Commissioner of Income tax(Appeals) - 10/11/12, Hyderabad.
The Commissioner of Income tax(Appeal Unit) -1/2, Guntur,
The Commissioner of Income tax(Appeal Unit) -1, Kurnool, Rajamundry, Tirupati, Vijayawada,
The Commissioner of Income tax(Appeal Unit) - 1/2, Visakhapatnam.
The Commissioner of Income tax(Appeals) - 3, Visakhapatnam.

Sir / Madam,

Sub: APAR writing on SPARROW portal for the reporting period 2023-24- reg.

Kindly refer to the above.

2. In this connection, I am directed to inform you that the timeline for submission of Self-Appraisal of APAR by the officer reported upon is 30th April, 2024 for the reporting year 2023-24. All the Group 'A' & Group 'B' officers who are required to file APARs in SPARROW portal are directed to submit their basic employee information to their Primary Custodian/Alternate Custodian with all the required details manually latest by 15th April, 2024. In this regard, the Custodian/Alternate Custodians for initiation of APARs have been nominated by the HRD for each CCIT /DGIT /PCIT /CIT charge as per **annexure-A** enclosed.

3. Strict directions may also be issued that concerned Alternate Custodians must collect the basic information Proforma manually from the users/ officers reported upon whose basic information details are to be uploaded on SPARROW portal and fill up their basic information on SPARROW portal latest by 30.04.2024. Further, I am also directed to enclose the time schedule regarding preparation / completion of APAR as per **annexure-B**.

4. I am further directed to request you to direct all Group 'A' & 'B' officers and concerned custodian /PAR Managers posted under your administrative control to go through the above letters / general guidelines and instruction carefully and strictly adhere to the same.

Yours faithfully,



(Vamsi Dileep Meeravath)

Deputy Commissioner of Income Tax (Hq)(Vig),

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

Encl: As above.

Annexure-A

List of Primary/Alternate Custodians in Pr.CCIT AP & TS Charge						
Sl. No	Pr.CCIT/CCIT/DGIT	For the Office of	Name of the Custodian/ Alternative custodian Mr./Ms.	Designation	Mobile	
1	Pr.CCIT, Hyderabad	Pr.CCIT, Hyderabad	VAMSI DILEEP MEERAVATH (Primary Custodian)	DCIT(Hqrs)(Vig), O/o.Pr.CCIT, Hyderabad	9959946810	
2		CIT(Audit), Hyderabad	LAKSHMI SRINIVAS AMBADIPUDI	ITO(Hqrs)(IAP), O/o.CIT(Audit), Hyderabad	8985970729	
3		CIT(TDS), Hyderabad	RAJ KUMAR K		ITO(Hqrs)-1, O/o.CIT(TDS), Hyderabad	8985970688
		CIT(Appeal Unit)-8, Hyderabad				
4		CIT(DR)(ITAT)-1, Hyderabad	GVK VARA PRASAD		ITO(Hqrs), O/o.CIT(ITAT)-1, Hyderabad	8985970561
5		CIT(DR)(ITAT)-2, Hyderabad	AMARNATH TANIKEDAR		ITO(Hqrs), O/o.CIT(ITAT)-2, Hyderabad	8985970691
6		CIT(DR), ITAT, Visakhapatnam	NAGA SURYA RAO VENTRAPRAGADA		ITO(ITAT), O/o.CIT(DR), Visakhapatnam	8985970597
7		Pr.CIT-1, Hyderabad	BRAHMAJI KOTA		ITO(Hqrs), O/o.Pr.CIT-1, Hyderabad	8985970656
		CIT(Appeal Unit)-1, Hyderabad				
		CIT(Appeal Unit)-3, Hyderabad				
		CIT(Appeal Unit)-6, Hyderabad				
8		Pr.CIT-4, Hyderabad	AMIT BISWAS		ITO(Hqrs), O/o.Pr.CIT-4, Hyderabad	8985970750
		CIT(Appeal Unit)-4, Hyderabad				
		CIT(Appeal Unit)-7, Hyderabad				
9		CCIT, Hyderabad	CCIT, Hyderabad	M. Raja Reddy	DCIT(Hqrs), O/o.CCIT, Hyderabad	8985970205
10	CIT(Judl), Hyderabad		ALOK DIXIT	ITO(Hq)(Jdl), O/o.CIT(Jdl.), Hyderabad	8985971674	
11	Pr.CIT-2, Hyderabad		ASHISH KUMAR SINGH		ITO(Hqrs), O/o.Pr.CIT-2, Hyderabad	8985970754
	CIT(Appeal Unit)-2, Hyderabad					
	CIT(Appeal Unit)-5, Hyderabad					
12	Pr.CIT, Vijayawada		SVSS NAGESWARA RAO		ITO(Hqrs), O/o.Pr.CIT, Vijayawada	8985970870
	CIT(Appeal Unit)-1, Vijayawada					
	CIT(Appeal Unit)-1, Guntur					
13	Pr.CIT, Tirupati		RAMA KRISHNA S S		ITO(Hqrs), O/o.Pr.CIT, Tirupati	8985970502
	CIT(Appeal Unit)-1, Tirupati					
	CIT(Appeal Unit)-1, Kurnool					
14	CIT(TDS), Vijayawada		BHAVANI		ITO(Hqrs), O/o.CIT(TDS), Vijayawada	8985970848
15	Pr.CIT-1, Visakhapatnam		PRABIR KUMAR PAUL		ITO(Hqrs), O/o.Pr.CIT-1, Visakhapatnam	8985970823
	CIT(Appeal Unit)-1, Visakhapatnam					
	CIT(Appeal Unit)-2, Visakhapatnam					
	CIT(Appeal Unit), Rajahmundry					

16	CCIT Vijayawada	CCIT, Vijayawada	VAMSI MOHAN POPURI	ITO(Hq), O/o.CCIT(ReAC), Vijayawada	8985971140
17		Pr.CIT(AU)-1, Hyderabad	SREEDEVI MITTA	ITO(Hq), O/o.Pr.CIT(ReAC)(AU) -1, Hyderabad	8985970947
18		Pr.CIT(AU)-2, Hyderabad	JYOTSNA	ITO(Hq), O/o.Pr.CIT(ReAC)(AU) -2, Hyderabad	8985970825
19		Pr.CIT(AU)-3, Hyderabad	PAIDESHWAR RAO	ITO(Hq), O/o.Pr.CIT(ReAC)(AU) -3, Hyderabad	8985970653
20		Pr.CIT (AU)-4, Hyderabad	SHASHIBHUSHAN KUMAR	ITO(Hq), O/o.Pr.CIT(ReAC)(AU) -4, Hyderabad	8985970801
21		Pr.CIT (VU)-1, Hyderabad	B ANITHA	ITO(Hq), O/o.Pr.CIT(ReAC)(VU) -1, Hyderabad	8985970716
22		Pr.CIT (RU)-1, Hyderabad	V SHOBHA RANI	ITO(Hq), O/o.Pr.CIT(ReAC)(RU) -1, Hyderabad	8985970607
	CCIT, Visakhapatnam	CCIT, Visakhapatnam	DURGA PRASAD DASH	ITO(Hq), O/o.CCIT(ReAC), Visakhapatnam	8985972385
24		Pr.CIT (AU)-1, Visakhapatnam	CHANDRA SEKHAR PRADHAN	ITO(Hq), O/o.Pr.CIT(ReAC)(AU) -1, Visakhapatnam	8985970719
25		Pr.CIT(VU)-1, Guntur	G ARUN KUMAR	ITO(Hq), O/o.Pr.CIT(ReAC)(VU) -1, Guntur	8985970579
26	DGIT(Inv.), Hyderabad	DGIT(Inv.), Hyderabad	Ramasubramanian Narayanan Iyer	DDIT(Inv.)(Hqrs),O/o.D GIT(Inv.), Hyderabad	
27		Pr.DIT(Inv.), Hyderabad	Rakesh Kumar	ADIT(Inv.)(Hqrs),O/o.P R.DIT(Inv.), Hyderabad	9969234542
28		Pr.CIT (Central), Hyderabad	G Kodanda Rama Reddy	DCIT(Hqrs), O/o.Pr.CIT©, Hyderabad	8985970250
		CIT(Appeals)-11, Hyderabad			
29		CIT(Appeals)-12, Hyderabad	Sri C V A Rama Rao	DCIT(Hqrs)(C), Visakhapatnam	8985970203
		Pr.CIT(Central), Visakhapatnam			
	CIT(Appeals)-3, Visakhapatnam				
30	Residuary Charges	DIT(I& CI), hyderabad	Y PRABHAKAR	ITO(Hqrs), O/o.DIT(I & CI), Hyderabad	8985970696
31		CIT(Exemptions), Hyderabad	Guruswamy Radhakrishnan, ACIT(HQ), O/o.CIT(Exem), Hyderabad	DCIT(Hq), O/o.CIT(Exemp), Hyderabad	9445960125
		CIT(Appeal Unit)-9, Hyderabad			
32		CIT(IT & TP), Hyderabad	MUNNANGI SRINIVASA RAO	ITO(Hqrs), O/o.CIT(IT & TP), Hyderabad.	8985970988/ 9951955545
	CIT(Appeals)-10, Hyderabad				

Annexure- B

Time schedule for preparation/completion of APAR
(Reporting year- Financial year)

S.No.	Activity	Date by which to be completed
1.	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31 st March. (This may be completed even a week earlier).
2.	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	30 th April.
3.	Submission of report by reporting officer to reviewing officer	30 th June
4.	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided.	31 st July
5.	Appraisal by accepting authority, wherever provided	31 st August
6.	(a) Disclosure to the officer reported upon where there is no accepting authority (b) Disclosure to the officer reported upon where there is accepting authority	01 st September 15 th September
7.	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8.	Forwarding of representations to the competent authority (a) where there is no accepting authority for APAR (a) where there is accepting authority for APAR	21 st September 06 th October
9.	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10.	Communication of the decision of the competent authority on the representation by the APAR Cell	15 th November
11.	End of entire APAR process, after which the APAR will be finally taken on record	30 th November