



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, AP&TS/Estt/Gr.B,Training/2019-20

Date: 20/01/2020

MEMORANDUM

Sub: Establishment – IT Department, AP & TS – Course on Soft Skills, Gender Sensitization & Rajbhasha Karyashala to be held on 24.02.2020 and 25.02.2020 - Nominations - Regarding.

Ref: 1. Letter in F.No.49/Planning/DTRTI/BNG/2019-20, dated 1.01.2020 received from the DTRTI, Bangalore

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The following Sr.PS / PS as per **Annexure** are hereby nominated for the Course on Soft Skills, Gender Sensitization & Rajbhasha Karyashala to be held on 24.02.2020 and 25.02.2020 at MSTU, Hyderabad.

2. Training for better delivery is a huge challenge in contemporary times. For the department of Income Tax, its sole and most significant asset is manpower and accordingly, equipping government personnel with necessary skills is utmost importance. Thus, the Heads of Office concerned are directed to relieve the officials so as to enable them to attend the training.
3. The Principal Chief Commissioner of Income Tax, AP&TS desires that the officers sponsored for training should not apply for leave during this period. If any of the officer has already applied for leave, he/she should suitably revise the period of leave so that he / she can attend the training. Attending the training is obligatory and absence there from will be treated as dereliction of duty.
4. Even if any of the officer is under orders of transfer from the present office, or any particular officer has not reported for duty at the place of posting, he/she should invariably attend the training course.
5. For any further queries regarding the Course and any assistance, the officers may contact:  
(a) Shri Gunvantha Rao, ITO, MSTU, Hyderabad – Tel/Fax : 040 23425302 / Mobile - 8985970586
6. The officers nominated for the training are directed to make return journey arrangements only after 6:00PM on the last day of training.
7. It is noticed that officers who are nominated for course are filing representations seeking exemptions from attending the training citing various reasons. In this regard the officers concern may note that unless there is communication from this office regarding cancellation their nomination for the training courses, the officers should attend the Training Course invariably. **Any requests for exemption to attend the training without recommendation of the head of office concerned shall not be considered.**

(M. MOHAN BABU)

Deputy Commissioner of Income Tax,  
(Hqrs)(Admin.),Hyderabad

Copy to:

1. All the Officers concerned through Head of Office.
2. The Addl. Director General (Trg.), Direct Taxes Regional Training Institute, Plot No.17, Near HMT Watch Factory, Jalahalli, BANGALORE 560 013
3. The Head of Office concerned.

## ANNEXURE

SL. NO	EMP. CODE	NAME OF THE OFFICER (SRPS/PS)	DESIGNATION	OFFICE IN WHICH THE OFFICER WORKING	MOBILE NO
1	115979	PADMAVATHI T	SR PS	PR.CIT-1, HYDERABAD	8985970486
2	116356	SANTOSHAMMA E	SR PS	PR.CIT-2, HYDERABAD	8985970476
3	142786	LAKSHMI YELESWARAPU	SR PS	PR.CIT-5, HYDERABAD	8985970472
4	112844	GANESAN V	SR PS	PR.CIT-6, HYDERABAD	8985970480
5	116340	PRASANNA VANI VAKKALAGADDA	SR PS	PR.CIT, VIJAYAWADA	8985970466
6	117336	RAJA SEKHAR UPPULURU	SR PS	PR.CIT-1, VISAKHAPATNAM	8985970477 /9492954452
7	116918	KUNWARYA AMAR NARAYAN SINGH	SR PS	PR.CIT-2, VISAKHAPATNAM	9963884349
8	112853	VANI SHREE S	SR PS	PR.CIT(CENTRAL), HYDERABAD	8985970479
9	147723	SUDHA YOGENDRA	SR PS	PR.DIT(INV.)(HQRS), HYDERABAD	8985970478
10	117742	VEERANJANEYULU YAKKALA	SR PS	CIT(A)-6, HYDERABAD	9160674958
11	110539	VENKATESWARA RAO A	SR PS	CIT(A)-2, GUNTUR	8985971032
12	117593	NAGESWARA RAO MOTUPALLI	SR PS	CIT(A), RAJAHMUNDRY	8985970484
13	143060	SAILAJA PONNALURI	SR PS	CIT(JUDICIAL), HYDERABAD	8985970482
14	143800	MANIKYA LAXMI G	PS	PR.CIT-3, HYDERABAD	8985971107
15	159927	RAJANI GRANDHI	PS	PR.CIT-7, HYDERABAD	8985971099
16	133640	VEENA S SODADASI	PS	CIT(TDS), HYDERABAD	8985971082
17	149927	JAYALAKSHMI P A	PS	CIT(EXEMPTIONS), HYDERABAD	9959417336 /8985971112
18	127690	NAGARJUN K	PS	CIT(IT&TP), HYDERABAD	8985971094
19	115972	ARUNA JILLEPALLI	PS	CIT(A)-1, HYDERABAD	8985971020
20	147684	GEETHA KOTTAPALLI	PS	CIT(A)-2, HYDERABAD	8985971021
21	147722	SHILA KUMARI AUKNOOR	PS	CIT(A)-4, HYDERABAD	8985971060
22	147691	LAVANYA KUMARI M R	PS	CIT(A)-9, HYDERABAD	8985971105
23	134255	VIJAYALAKSHMI C	PS	CIT(A)-10, HYDERABAD	8985971033
24	141803	SAILATHA P	PS	CIT(A)-11, HYDERABAD	8985971110
25	130171	SANGEETHA LAXMI T	PS	CIT(A)-12, HYDERABAD	8985971115
26		SIVA SANKAR GUDE	PS	CIT(A), VIJAYAWADA	8985971064
27	143854	SIVA PRASAD SANGANI	PS	CIT(A)-3, VISAKHAPATNAM	
28	147627	UMA MAHESWARA RAO M	PS	CIT(A), ITAT-2, HYDERABAD	9059166044
29	122403	KALPANA PERIYALA	PS	PR.CIT(CENTRAL),	8985971118