



सत्यमेव जयते

प्रधान मुख्य आयकर आयुक्त कार्यालय,  
आन्ध्रप्रदेश एवं तेलंगाना, हैदराबाद.

**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX  
ANDHRA PRADESH & TELANGANA, HYDERABAD**

10वीं मंजिल, 'सी' ब्लॉक, आयकरशिखर, ए.सी. गार्ड्स, हैदराबाद-500 004

10<sup>th</sup> Floor, 'C' Block, IT Towers, AC Guards, Hyderabad-500 004

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F.No. Pr. CCAP/1(16)(a)/Steno/Estt./2023-24

Date: 26.12.2023.

**MEMORANDUM**

Sub: Establishment - I.T. Department, Andhra Pradesh & Telangana, Hyderabad-  
**Appointment of Stenographer grade-II - Allotment of candidates - Reg.**

\* \* \* \* \*

The following candidates sponsored by the Staff Selection Commission for appointment as **Stenographer grade-II** in the Income Tax Department, Andhra Pradesh & Telangana Region in the Pay Band/ Scale of Level-4 of 7<sup>th</sup> Pay Commission Pay Matrix (Pre revised scale PB-I, Rs. 5200/- - 20200/- and Grade Pay of Rs. 2400/-) under the Direct Recruitment Quota, are allotted to the below mentioned appointing authorities (col.3) for being posted to the station mentioned(col.4) against their names:

S.No	NAME OF THE CANDIDATE (Shri/Smt/Kum)	APPOINTING AUTHORITY TO WHOM ALLOTTED	STATION
(1)	(2)	(3)	(4)
1	SHAIK MANSOOR ALI S/o. SHAIK SUBHANI, 6-32-1(2), NEAR POLYTECHNIC COLLEGE, SUNDIPENTA, KURNOOL DISTRICT, ANDHRA PRADESH- 518102	PCIT, TIRUPATI	KURNOOL
2	POLUPARTHI RAJULANAIDU S/o.POLUPARTHI BENAYYA, DNO.3-231, M.B.PATNAM, NATHAVARAM MANDAL, VISAKHAPATNAM, ANDHRA PRADESH- 531115	PR.CIT-1, VISAKHAPATNAM	KAKINADA
3	OM LAXMI NARAYAN ANNAY, S/o.AMBADAS ANNAY, 13-2-319/1, JALI HANUMAN MANGALHAT,ARAMGHAR QRTS, DHOOLPET, HYDERABAD, TELANGANA-500006	PR.CIT(REVIEW UNIT)-1, HYDERABAD	HYDERABAD



*(Handwritten signature)*

4	<b>B SHIVASHANKAR,</b> S/o.NARSIMHULU, 1-7-46/F/1, BAPU NAGAR, NARAYAN PET, MAHABUBNAGAR,TELANGANA-509210	PR.CIT-1, HYDERABAD	HYDERABAD
5	<b>IRFAN KHAN</b> S/o.RASOOL KHAN, 4-4-120/3/C/22/1, SANJAYNAGAR COLONY, NEAR LIC OFFICE, ADILABAD, TELANGANA-504001	PR.CIT-1, HYDERABAD	HYDERABAD
6	<b>MELLACHERUVU VAISHNAVI</b> D/o.MELLACHERUVU NAGESWARA SARMA, 26-29-18, 2ND LINE, A.T.AGRAHARAM, OPP. ANJENEYA SWAMY TEMPLE, GUNTUR, ANDHRA PRADESH-522004	PCIT, VIJAYAWADA	VIJAYAWADA
7	<b>SINGUPURAPU SAI</b> S/o.SINGUPURAPU SURYANARAYANA, KUNAYAVALLASA VILLAGE & POST, THERLAM MANDAL, VIZIANAGARAM, ANDHRA PRADESH-535124	CIT(DR)(ITAT), VISAKHAPATNAM	VISAKHAPATNAM
8	<b>KOTTE SANITH KUMAR</b> S/o.KOTTE SURESH, H.NO.19-5-63, RANGASHAIPET, KHILA WARANGAL. WARANGAL, TELANGANA-506005	PR.CIT(ASSSESSMENT UNIT)- 1, HYDERABAD	HYDERABAD
9	<b>GAVARA SWATHI</b> D/o.GAVARA VENKATA RATNAM, FLAT NO. 102, HANUMAN TERRACE, CO AXIAL ROAD, NEAR SSS SCHOOL, SAJJAPURAM, TANUKU, WEST GODAVARI DIST, ANDHRA PRADESH-534211	PR.CIT-1, VISAKHAPATNAM	RAJAMAHENDRAVARAM
10	<b>RAIKINDHI SURESH</b> S/o. RAIKINDHI SRINU, H.NO.3-23, MOLKAPATNAM, VEMULAPALLY, NALGONDA, TELANGANA-508217	PR. CIT(CENTRAL), HYDERABAD	HYDERABAD
11	<b>SUCHITRA KUMARI</b> D/o.SUBODH KUMAR PRASAD, FLAT NO. A6, RAMDAS BLOCK, DAYAL CITY, CHOTA GOVINDPUR, EAST SINGHBHUM DIST, JHARKHAND-831004	PR.CIT-1, HYDERABAD	HYDERABAD
12	<b>GURALA BALASUBRAHMANYAM</b> S/o.GURALA SRINIVASA RAO, ALBANA STREET, RAMA MANDIRAM,HAYATINAGARAM, GUJARATIPETA POST, SRIKAKULAM, ANDHRA PRADESH-532005	PR.CIT-1, VISAKHAPATNAM	VISAKHAPATNAM



13	<b>PHALGUNI PAL</b> D/o.CHANDAN PAL, 1A, MAGNOLIA, APSARA, CHOTTO CHANDPUR, BISHNUPUR, RAJARHAT, NORTH 24 PARAGANAS, WEST BENGAL-700135	PR.CIT(ASSASSESSMENT UNIT)- 2, HYDERABAD	HYDERABAD
14	<b>SUMAN MAJI</b> S/o. SUSANTA MAJI, VILL TALPUR PO, TALPUR PS, TARAKESWAR, HOOGHLY DIST, WEST BENGAL-712410	PR.CIT(ASSASSESSMENT UNIT)- 1, VISAKHAPATNAM	VISAKHAPATNAM
15	<b>ABBANI S DINESH</b> S/o.ABBANI SRINIVAS, 12-11-1303/C, RAGHAVENDRA NAGAR, SECUNDERABAD, HYDERABAD, TELANGANA-500061	PCIT-4, HYDERABAD	HYDERABAD
16	<b>AMIT KUMAR GHOSH</b> S/o. ARUN KUMAR GHOSH, HOLDING NO:48, BAIDIK PARA ROAD, RADHA BAZAR, NABADWIP PO, NADIA DIST, WEST BENGAL-741302	PCIT, VIJAYAWADA	VIJAYAWADA
17	<b>AVEEK GHOSH</b> S/o. ARUN KUMAR GHOSH, 497/1, DAKSHIN BEHALA ROAD, KOLKATA, WEST BENGAL-700061	PR.CIT-1, VISAKHAPATNAM	VISAKHAPATNAM
18	<b>ADARSH</b> S/o.NOBAD RAM, GRAM HATHNAPUR TEHSIL, SEONI, MADHYA PRADESH- 480661	PR.CCIT, AP&TS, HYDERABAD	HYDERABAD
19	<b>DEVANDLA PAVAN KUMAR</b> S/o. DEVANDLA VENKATESWARLU, FLAT NO.302, SRI SAI ENCLAVE, KRISHNA VENI NAGAR, NEAR KRISHNA VENI SCHOOL, PORANKI, VIJAYAWADA RURAL, KRISHNA DIST, ANDHRA PRADESH- 521137	PR. DIT(INV), HYDERABAD	VIJAYAWADA
20	<b>APPALA GOPI NATH</b> S/o.APPALA HARI PRASAD, DNO 19-14- 171, IPD COLONY, IST LANE, SANGADIGUNTA, GUNTUR DIST, ANDHRA PRADESH-522003	PR.CIT(VERIFICATION UNIT)-1, GUNTUR	GUNTUR



21	<b>KAPIL MITTAL</b> S/o.RAMKUMAR MITTAL, OLD BUS STAND, NEAR RANG OFFICE, POHARI, SHIVPURI, MADHYA PRADESH-473775	PR.CIT(ASSSESSMENT UNIT)-4, HYDERABAD	HYDERABAD
22	<b>SHANKAR BHAKAT</b> S/o.DILIP BHAKAT, 25 NONADANGA ROAD, SHEORAPHULI PO, HOOGHLY DIST, WEST BENGAL-712223	PR.CIT-1, VISAKHAPATNAM	VISAKHAPATNAM
23	<b>P VAISHNAVI</b> D/o. P GOPINATH, 37-14/5/1, FLAT NO.301, PADMAJA RESIDENCY, DEFENCE COLONY, SAINIKPURI, SECUNDERABAD, RANGAREDDY DIST, TELANGANA-500094	PR.CIT(ASSSESSMENT UNIT)-3, HYDERABAD	HYDERABAD
24	<b>YASH SHARMA</b> S/o.NARESH SHARMA, GALI NO.4, BASANT VIHAR COLONY, SHAHPUR TIGRI, MORADABAD DIST, UTTAR PRADESH-244001	PR.CIT-2, HYDERABAD	HYDERABAD
25	<b>MOHD SAHIL</b> S/o.MOHD YUSUF, K-1271, GALI NO.19/15, SANGAM VIHAR, SOUTH DELHI DIST, DELHI-110062	PCIT, TIRUPATI	TIRUPATI
26	<b>RIMA GHOSH</b> D/o.GOPAL GHOSH, 89 GHOSH DANGA, SCM ROAD, BAIDYABATI, HOOGHLY DIST, WEST BENGAL-712222	PR.CCIT, AP&TS, HYDERABAD	HYDERABAD
27	<b>MEGHA JAIN</b> D/o.VIKESH JAIN, 93-J, EXTEN LAXMI NAGAR DELHI 92, NEW DELHI, DELHI-110092	DIT(I&CI), HYDERABAD	HYDERABAD
28	<b>GADIPALLI MOUNIKA</b> D/o.GADIPALLI VENKATESHAM, H.NO.1-3-27/4/C/6, SRI SAI RESIDENCY, PADMASHALI COLONY, GANDHI NAGAR COLONY, HYDERABAD. TELANGANA-500080	PR.CIT(ASSSESSMENT UNIT)-4, HYDERABAD	HYDERABAD



29	<b>MOHANKUMAR P</b> S/o. PERIYASAMY, A 38, SAKKARAIYAR NAGAR, VARATHARAJAPURAM, COIMBARORE DIST, TAMIL NADU- 641015	PCIT, TIRUPATI	TIRUPATI
30	<b>KANDURI NARESH</b> S/o. KANDURI RAMULU, HNO.2-46, VLG KOUTLA, B MDL, SARANGPUR, NIRMAL DIST, TELANGANA-504110	PR.CIT-2, HYDERABAD	KARIMNAGAR
31	<b>PATHAN AZHARUDDIN</b> S/o. PATHAN BABA KHAN, 25-17-389, 11 LANE, SRINIVASARAO THOTA, GUNTUR DIST, ANDHRA PRADESH- 522004	PCIT, VIJAYAWADA	GUNTUR
32	<b>PATTAMSETTY ALEKHYA</b> D/o. PATTAMSETTY RAVI, DNO. 25-17- 114/A, 10TH LANE, SRINIVASARAO THOTA, NEAR TIRUPATTAMMA TEMPLE, GUNTUR DIST, ANDHRA PRADESH- 522004	PR.CIT(VERIFICATION UNIT)-1, GUNTUR	GUNTUR
33	<b>ASTHA BHADORIYA</b> D/o.SANTOSH SINGH BHADORIYA, G- 3/421, A GULMOHAR COLONY, BHOPAL DIST, MADHYA PRADESH-462039	CIT(APPEALS), UNIT-2, HYDERABAD	HYDERABAD
34	<b>MUSINI SAI BHARGAVI,</b> D/OMUSINI VIJAYA BHASKARA RAO, DNO 10-315, TARAKARAMA NAGAR, AMALAPURAM, ESAT GODAVARI DIST, ANDHRA PRADESH-533201	CIT(APPEALS) UNIT-1, RAJAMAHENDRAVARAM	RAJAMAHENDRAVARAM
35	<b>MOHSEEN AHMAD,</b> S/O ABID HUSAIN, VILL RAJPUR POST, SUGAR MILL, NADEHI THE JASPUR, UDHAM SINGH NAGAR DISTRICT, UTTARAKHAND-244717	CIT(APPEALS) UNIT-1, VIJAYAWADA	VIJAYAWADA
36	<b>NIKUL,</b> S/O VINOD, VPO BUDHPUR, THANA, RAMALA TEHSIL, BARAUT, BAGHPAT DIST, UTTAR PRADESH-250623	CIT(TDS), VIJAYAWADA	VIJAYAWADA



37	<b>KAPIL DEV PRABHAKAR,</b> S/O KESHAV SINGH, VPO REHAR BLOCK, AFZALGARH THE DHAMPUR, BIJNOR DIST, UTTAR PRADESH-246722	CIT(TDS), VIJAYAWADA	VISAKHAPATNAM
38	<b>DIMPLE RAJPUT,</b> D/O PRATAP SINGH RAJPUT, 39/888, GURU KRIPA BHAVAN, GAYATRI COLONY, BANKHANDI ROAD, GOPALPURA, MORENA DIST, MADHYA PRADESH-476001	PR.CIT(VERIFICATION UNIT)-1, HYDERABAD	HYDERABAD
39	<b>GULSHAN KATIYAR ,</b> S/O MANOJ KATIYAR, VILLAGE TARMAUGARHI, POST MITRA SENPUR, KANNAUJ DIST, UTTAR PRADESH- 209727	PCIT, TIRUPATI	TIRUPATI
40	<b>ABHIRAJ SINGH,</b> S/O KAUSHAL KISHOR SINGH, VILLAGE BAHADURPUR , KAWALPURA POST, SARAN DIST, BIHAR-841417	PCIT, TIRUPATI	TIRUPATI
41	<b>PRIYANKA,</b> D/O DHIRENDRA SINGH, Z-13, ROAD NO 3, SHYAM VIHAR, NAZAFGARH, SOUTH WEST DELHI DIST, DELHI-110045	CIT(TDS), HYDERABAD	HYDERABAD
42	<b>GONDELA BALA VENKATA HARI PRASAD,</b> S/OGONDELA VENKATA RAO, DNO.7- 62,MAINROAD,GOLLAVEEDI, GAJULAREGA, VIZIANAGARAM, ANDHRA PRADESH-535001	PR.CIT(ASSESSMENT UNIT)- 1, VISAKHAPATNAM	VISAKHAPATNAM
43	<b>BOKINALA RICHA SUNEELA,</b> D/O BOKINALA BHUSHANA CLEMENT,DNO 24C-1-1/1, BRAMAMGARI STREET, MANCHINE,A THOTA, PATHEBADA, ELURU, WEST GODAVARI DIST, ANDHRA PRADESH- 534002	PR.CIT(CENTRAL), VISAKHAPATNAM	RAJAMAHENDRAVARAM



44	<b>BHAWNA,</b> D/O RANJEET SINGH, E-2/168, 3RD FLOOR, GALI NO.4, SHASTRI NAGAR, NORTH WEST DELHI DIST, DELHI-110052	CIT(IT & TP), HYDERABAD	HYDERABAD
45	<b>SHIVA SINGH,</b> D/O BABU SINGH, 737 GALI NO2, RAJA GARDEN SHANTI VIHAR, BAREILLY DIST, UTTAR PRADESH-243003	PR.CCIT, AP&TS, HYDERABAD	HYDERABAD
46	<b>CHENTHOTI PRAMOD KUMAR,</b> S/O CHENTHOTI RUBEN, 26/940-1, MITTAMADI STREET, PRODDATUR, YSR KADAPA DIST, ANDHRA PRADESH-516360	PR. DIT(INV), HYDERABAD	GUNTUR
47	<b>SONU,</b> S/ O SATPAL, DHANA ROAD, BISIYA WALI JOHRI, DADRI GATE, BHIWANI DIST, HARYANA-127021	PR.CIT(ASSESSMENT UNIT)-3, HYDERABAD	HYDERABAD
48	<b>AMBIKA RANJAN,</b> D/O HOTI LAL, A-30, SAINIK ENCLAVE, VIKAS NAGAR, UTTAM NAGAR, NEW DELHI, WEST DELHI DIST, DELHI-110059	PR. DIT(INV), HYDERABAD	VIJAYAWADA
49	<b>ADITYA VERMA,</b> S/O RAMESH KUMAR, WZ 91A, INDERIPURI, CENTRAL DELHI DIST, DELHI-110012	PR.CIT(ASSESSMENT UNIT)-4, HYDERABAD	HYDERABAD
50	<b>PRERNA SAGAR,</b> D/O SHIV CHARAN SINGH, INDRA COLONY, DHAN MEEL KE SAMNE KATGHAR, MORADABAD DIST, UTTAR PRADESH-244001	DIT(I&CI), HYDERABAD	HYDERABAD
51	<b>SUDHANSHU KUMAR,</b> S/O PRADEEP KUMAR, MOH MAGADH COLONY, BARI PAHARI PO, PS-SOHSARAI, NALANDA DIST, BIHAR-803118	PR.CIT(ASSESSMENT UNIT)-1, VISAKHAPATNAM	VISAKHAPATNAM
52	<b>SANGEETA,</b> D/O BRIJ LAL, 24 B, 2ND FLOOR, JANTA FLATS, POCKET2, PASCHIM PURI, NEW DELHI, WEST DELHI DIST, DELHI-110063	PR.CIT(ASSESSMENT UNIT)-1, HYDERABAD	HYDERABAD



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53	<b>ISHAN KAPOOR,</b> S/O VICKY KAPOOR, N-573, RAGHUBIR NAGAR, WEST DELHI DIST, DELHI- 110027	PR.CCIT, AP&TS, HYDERABAD	HYDERABAD
54	<b>VANDNA,</b> D/O GUNAI RAM, ARAZI NO.837, K SAHA URF, PIPALGAON, ALLAHABAD DIST, UTTAR PRADESH-211012	PR.CIT(ASSESSMENT UNIT)- 3, HYDERABAD	HYDERABAD
55	<b>ADITYA KUMAR KUNDAN,</b> S/O SUKHDEO BAITHA, WARD NO 12, HARPUR LAHORI, SHRI RAM NAGAR COLONY, MIT MUZAFFARPUR DIST, BIHAR-842003	CIT(IT & TP), HYDERABAD	HYDERABAD
56	<b>VEENU,</b> D/O HARI PRASAD, F-391, MADIPUR, J.J.COLONY, NEW DELHI, WEST DELHI DIST, DELHI-110063	PR.CCIT, AP&TS, HYDERABAD	HYDERABAD
57	<b>HARISH,</b> S/O SANT LAL, JITU WALA JOHAR, NEAR ROHTAS KI CHAKKI, BHIWANI DIST, HARYANA-127021	PCIT, VIJAYAWADA	VIJAYAWADA
58	<b>JYOTI KUMARI,</b> D/O UMA SHANKAR PATEL, SHANTIPURAM, PHAPHAMAU, ALLAHABAD DIST, UTTAR PRADESH- 211013	PCIT, TIRUPATI	TIRUPATI
59	<b>ANKIT GAJBHIYE,</b> S/O VINOD GAJBHIYE, RAMA NAGAR, NEAR DR. AMBEDKAR VACHNALAYA, KAMPTEE, NAGPUR DIST, MAHARASTRA-441001	CIT(IT & TP), HYDERABAD	HYDERABAD
60	<b>SUMAN,</b> D/O SHYAM BIHARI PRASAD, HNO.299/224, KOTLA VILLAGE, NEAR MAYUR VIHAR PH 1, EAST DELHI DIST, DELHI-110091	PR.CIT(REVIEW UNIT)-1, HYDERABAD	HYDERABAD
61	<b>KAILASH YADAV,</b> S/O RAMAPATI YADAV, VILL DINGURPUR POST, MUKHLISPUR, AZAMGARH DIST, UTTAR PRADESH-276141	PR.CIT(ASSESSMENT UNIT)- 2, HYDERABAD	HYDERABAD



*[Handwritten signature]*

2. The appointing authority mentioned at Column No. 3 is/are requested to issue the appointment order immediately without changing the station mentioned at column No.4 to the candidate(s) incorporating the following conditions:

(i) ***The appointment of the candidate is subject to verification of his/her Character and antecedents. If anything unsatisfactory or negative found, the services will be terminated without assigning any reasons or notice.***

(ii) The candidate is required to take an oath of allegiance to the Constitution of India in the format given below:

*“ I.....do swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established that I will uphold the sovereignty and integrity of India and that I will carry out the duties of my office loyally, honestly and with impartiality.”*

(iii) His/her retention in service is further subject to his/her being found suitable for Govt. Service, in all respects.

(iv) He/she is warned that furnishing of incorrect information on any points will render him liable to disciplinary action.

(v) He/she is informed that his/her appointment will be purely on a provisional basis. He/she will initially be on probation for a period of two years. If in the opinion of the Government his/her work or conduct is unsatisfactory or shows that he/she is unlikely to become an efficient Stenographer Grade-II, the Govt. may discharge him/her at any time.

(vi) His/her appointment will be subject to the rules and regularizations framed by the Govt. of India from time to time for the employees of the Income Tax Department.

(vii) He/she must produce original certificates in proof of his/her discharge from service from his previous employer, if applicable.

(viii) He/she must produce original certificates in proof of his/her academic qualifications, caste (if applicable) and age to the Head of Office of posting.

(ix) The Pension Scheme communicated vide Department of Expenditure, Ministry of Finance, Government of India letter in F.No.1(7)(2)/2003/TA/11 dated 07.01.2004 will be applicable to him/her. Immediately on joining Government service, he/she should provide particulars such as his name, designation, scale of pay, date of birth, nominee(s) for the fund, relationship of the nominee etc., in the prescribed form (Annexure-I) enclosed.

(x) If he/she is re-employed pensioners/re-employed ex-servicemen, he/she should file an option for fixation of his pay as required in Government of India Decision No.(5) of CCS (Fixation of Pay of Re-employed Pensioners) Order 1986 (read with Order No.16 of these orders) and such an option to have the pay fixed on re-employment should be filed and such an option should be exercised within three months of his employment and such an option will be treated as final.

(xi) If he/she, who is a re-employed Military Personnel, desires to take advantage of the retirement benefits based on the Combined Military and Civil Services, as per Rule 19 of CCS(Pension) Rules read with G.I.D there under, he/she should exercise an option within a period of one year from the date of joining the civil service or post.



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If no option is exercised within the period specified, he/she will be deemed to have opted to continue to draw the Military Pension or retain gratuity received on discharge from Military Service and consequently his/her former Military Service shall not count as qualifying service for civil pension.

(xii) *He/she is informed that the offer of appointment would lapse automatically after the expiry of six months from the date of issue of original offer of appointment as per the DOPT O.Ms No. 35016/2/93-Estt.(D) dated 09.08.1995 and 1259494-Estt.(D)dated 09.08.2017.*

(xiii) *He/she is informed that the Inter Charge Transfer in the Income Tax Department has been withdrawn vide CBDT's letter in F.No.HRD/CMD-1/108/1/2020-21/6406 dated 22.12.2020.*

(xiv) *He/she should intimate about the previous competitive/recruitment examinations appeared, if any.*

3. The Appointing Authority should collect the Registration Card (X-10) issued by respective Employment Exchange (if registered), from the appointees at the time of his/her joining duty. The appointee may be informed of the same well in advance enabling him/her to carry it along with him/her while joining duty. Thereafter, the same may be forwarded to the respective Employment Exchange where the candidate is registered for cancellation of his/her registration, wherever applicable.

4. A copy of the appointment order and joining report may be marked to this office for record.

5. This issues with the approval of the Pr. Chief Commissioner of Income Tax, A.P & Telangana.

Sd/-

**(K. RAVI KIRAN)**

आयकर आयुक्त (प्रशासन एवं करदाता सेवाएं),  
Commissioner of Income Tax (Admn. & TPS),  
हैदराबाद, Hyderabad.

Encl: As above.

**To**  
**The Appointing Authorities mentioned at Column No.3 above.**

Copy to:

1. The Confidential Section of this office.
2. The personal files.
3. The Secretary, ITEF, Group 'C' Circle, A.P.& Telangana, Hyderabad.

  
(SUYASIS DAS)

उप आयकार आयुक्त(मुख्यालय)(प्रशासन)  
Dy. Commissioner of Income Tax(Hqrs.)(Admn.),  
प्र.मु.अ.आ कार्यालय, आ.प्र & तेलंगान,हैदराबाद  
O/o. Pr.CCIT, AP & TS, Hyderabad



FORM 3  
[See rule 54 (12)]  
Details of Family

1. Name of the Government servant
2. Designation
3. Date of birth
4. Details of the members of family as on-----:

S. No	Names of the members of family	Date of birth	Relationship with the officer	Marital status	Remarks	Dated signature of Head of Office
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of the Office any addition or alteration.

Signature of Government servant

Place :

Date :

Note 1. – The original Form submitted by the Government servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government servant should submit the details of family afresh along with Form 5.

Note 2. – The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3. – The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.

Note 4. - Wife and husband shall include judicially separated wife and husband.