



OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX  
Andhra Pradesh & Telangana, 10<sup>th</sup> Floor, Income Tax Towers  
A C Guards, Masab Tank, Hyderabad – 500 004

F.No.Pr CCIT/AP&TS/Income Tax Day/2019-20

Date:11-07-2019

**MEMORANDUM**

The following Committees are being constituted for the smooth conduct of 159<sup>th</sup> Income Tax Day Celebrations on 24-07-2019 at JRC Convention Centre, Narne Road, Jubilee Hills, Hyderabad :

**I. Arrangements / organizing committee**

Sl. No	Name of the officer	Appointed as	Contact Number
1.	Shri Peeyush Sonkar, CIT	Chairman	9969238170
2.	Shri Ravi Babu, ADDL.CIT	Member-Secretary	8985970130
3.	Shri Subrahmanyam, DCIT	Member	8985970104
4.	Shri Sri Vijay, DCIT	Member	8985970642
5.	Shri MohanBabu, DCIT	Member	8985971872
6.	Shri Manas Ranjan Behra, ITO( welfare)	Member	8985970745
7.	Shri GV Subrahmanyam, ITO	Member	8985970584
8.	Shri Jagadish Prasad Meena, ITI	Member	8985970158
9.	Shri Sankar Pade, ITI	Member	8985972384
10.	Shri PVVK Srinivas , ITI	Member	8985971014
11.	Shri Manoj Kumar, ITI	Member	8985971497

**Responsibilities of the committee:**

The committee is requested to

1. look in to the arrangements/ floral decoration of the Hall
2. check functioning of sound system, mikes
3. affix welcoming banner
4. make floral decoration to podium
5. arrange name plates
6. Make a green room in the hall
7. Arrange flower bouquets etc
8. Monitor overall celebrations

**II. Cultural committee**

Sl. No	Name of the officer	Appointed as	Contact number
1.	Smt Anjala Sahu, Addl.CIT	Chairman	8985970083
2.	Shri R Mohan Reddy, Addl CIT	Member-Secretary	8985970098
3.	Sruthi Kollabathula, DCIT	Member	7045007436
4.	Smt Sandhya Rani Kure, DCIT	Member	8985970220
5.	Shri N Kumar Mangalam , ITI	Member	8985971012
6.	Shri RNVC Sekhar, ITI	Member	8985970903
7.	Shri Bitragunta Rama Rao	Member	8985971066
8.	ITRC/ Department Band		

**Responsibilities of the committee:**

The committee is requested to

1. Conduct songs, dance, skit performances
2. Any other cultural activities deem fit

**III. School / Rangoli Committee**

Sl. No	Name of the officer	Appointed as	Contact number
1.	Smt D Komali Krishna , Addl CIT	Chairman	8985972310
2.	Smt K. J. Divya, JCIT	Member-Secretary	8985970385
3.	Smt.Ranjani Parvati Manickam, DCIT	Member	8985970256
4.	Smt Aasha Latha, ITI	Member	8985971038
5.	Smt Jyotsna Dasari, PS	Member	8985971120
6.	Smt V Venkata Laxmi, OS	Member	8985971691

**Responsibilities of the committee:**

The committee is requested to

1. Conduct Essay writing Competition, Elocution, Slogan writing competition on the theme of Income- tax to the school & college students.
2. Conduct Rangoli competition
3. Conduct any other activities deem fit

**IV. Chief Guest and Guest of Honour / r eception Committee**

Sl. No	Name of the officer	Appointed as	Contact number
1	Shri K V N Charya	Chairman	8985970041
2	Shri YVST Sai , CIT	Member-Secretary	9848077721
3	Shri Kiran Katta, Addl.CIT	Member	8985970049
4	Shri Sandeep Mehta, DCIT	Member	8985972395
5	Shri Nagi Reddy, ITI	Member	8985972049
6	Shri M Srinivasa Rao, ITI	Member	8985971232

**Responsibilities of the committee:**

The committee is requested to

1. Select the chief guest and other guests of honour
2. Prepare the invitations
3. Design the invitation card and cover
4. Coordinating with the guests

**V.Escort Committee**

Sl. No	Name of the officer	Appointed as	Contact Number
1.	Shri Rajeev Ranka	Chairman	9013850776
2.	Shri KJ Rao, Addl CIT	Member-Secretary	8985970084
3.	Shri Suresh Lakavath, DCIT	Member	8985972359
4.	Shri Y Sudarshan, DCIT	Member	8985970251
5.	Shri Gopal Sarkar , ITI	Member	8985972277
6.	Shri RK Yadav, ITI	Member	8985970912
7.	Shri Timothy Ravi Kumar, ITI	Member	8985971134
8.	Shri P Ram Kumar, ITI	Member	8985971004
9.	Shri P Rama Krishna , ITI	Member	8985970876

**Responsibilities of the committee:**

The committee is requested to

1. Escorting the chief guest and guests of honour
2. Make them to sit in the designated seats

The Chairperson and the member-secretaries of the committees are requested to co-ordinate with other members of the committee.

This issues with the prior approval of the Pr.CCIT, AP&TS, Hyderabad.

  
(SUBRAHMANYAM TOTA)  
Dy. Commissioner of Income Tax  
(H.Qrs)(Admn.)  
O/o.the Pr.CCIT,AP&TS,Hyderabad.

Copy to the Chairperson and all the Members.