



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

### ORDER

The following committee has been constituted to screen the applications received from Officers/Officials, for awarding of "Pr.CC's Certificate for Distinguished Service" on 26<sup>th</sup> January, 2024 (on the occasion of Republic Day), in order to acknowledge and reward the efforts, accomplishments, and contributions of our workforce which reflect the values, mission, and goals of the organization.

Sl. No.	Name of the Officer S/Shri/Smt./Ms.	Designation	Remarks
1.	G Mallikarjun	Pr.CIT-2, Hyderabad	Chairman
2.	M. Vijay Kumar	DIT (I&CI), Hyderabad	Member
3.	Ashish Chaurasia	JCIT(HQ)(Tech), Hyderabad, O/o. Pr.CCIT, Hyderabad	Member
4.	D. Venkateshwara Rao	DCIT(HQ)(Infra.), O/o. Pr.CCIT, Hyderabad	Member-Secretary
5.	P. Raghunandan	ACIT (HQ)(Tech & Pros), Hyderabad	Member
6.	J. Shivaji Yadav (ITGOA)	ITO(RU)-1(1)(3), Hyderabad	Member
7.	A.Vijay (ITEF)	ITI, O/o . CIT (TDS), Hyderabad	Member

The Screening Committee shall submit its report by 18.01.2024.

This is issued with the approval of the competent authority.

  
(SUVASIS DAS)

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

Copy to: The Officers concerned.

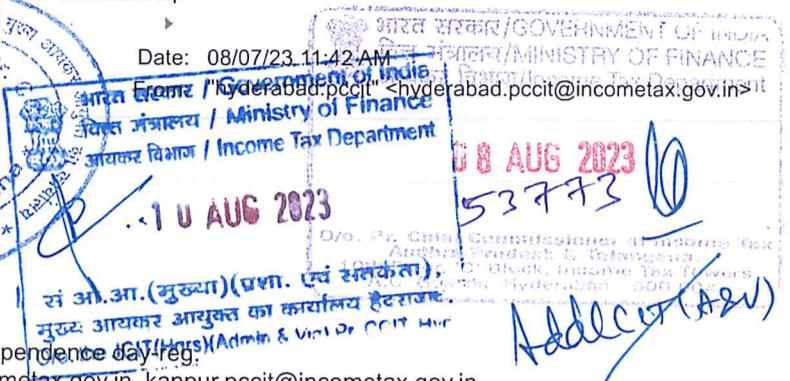
Encl : Copy of HRD letter dated 04.08.2023.

Subject: Fwd: Regarding Pr. CC's Certificate for merit during Independence day-reg.

To: "Hyderabad CIT (ADMIN & TPS), Hyderabad" <hyderabad.cit.admin.tp>

Date: 08/07/23 11:42 AM

Pr CC certificate for merit on independence day.pdf (6.5MB)



----- Original Message -----

From: Delhi ADG-1 <adg1.hrd@incometax.gov.in>

Date: Aug 4, 2023 6:18:45 PM

Subject: Regarding Pr. CC's Certificate for merit during Independence day-reg.

To: bhubaneswar.pccit@incometax.gov.in, pune.pccit@incometax.gov.in, kanpur.pccit@incometax.gov.in, patna.pccit@incometax.gov.in, bangalore.pccit@incometax.gov.in, Chandigarh.pccit@incometax.gov.in, jaipur.pccit@incometax.gov.in, mumbai.pccit@incometax.gov.in, chennai.pccit@incometax.gov.in, delhi.pccit@incometax.gov.in, ccit.guwahati@incometax.gov.in, kochi.pccit@incometax.gov.in, nagpur.pccit@incometax.gov.in, hyderabad.pccit@incometax.gov.in, ahmedabad.pccit@incometax.gov.in, bhopal.pccit@incometax.gov.in, kolkata.pccit@incometax.gov.in, lucknow.pccit@incometax.gov.in

Respected Sir/Madam,

Kindly find attached herewith the letter dated 04/08/2023 on the subject mentioned above for your kind necessary action.

With regards,

Meeta Singh

Addl. Director General-1,  
Directorate of Income Tax (HRD)  
Central Board of Direct Taxes

Room 133, 2nd Floor, K Ramp,  
JLN Stadium, Gate-1,  
New Delhi-110003  
Phone: 011 24360582

P V N Reddy

DCIT Admin



GOVERNMENT OF INDIA  
DIRECTORATE OF INCOME TAX  
(HUMAN RESOURCES DEVELOPMENT)  
CENTRAL BOARD OF DIRECT TAXES

2<sup>nd</sup> Floor, Jawaharlal Nehru Stadium, New Delhi - 110003

F.No. HRD/AD/960/10/2023-24/ 3525

Dated: 04.08.2023

To,

All the Pr. Chief Commissioner of Income Tax (CCAs)

Madam/Sir,

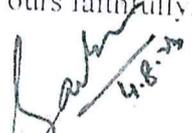
**Sub: Regarding "Pr. CC's Certificate for Merit" during Independence Day-Reg.**

As per the Central Action Plan 2023-24 issued by the CBDT, MoF, Government of India, the "Pr. CC's Certificate for Merit" to be awarded during Independence Day and "Pr. CC's Certificate for Distinguished Service" to be awarded on Republic Day is to be institutionalized at Pr. CCIT (CCA) level.

2. As per the scheme the process has been delegated to the regions/CCA. However, to bring uniformity and transparency in the process of selection the SOP/guidelines of the Awards at National level along with MHA's Best Practices Manual for Awards Ecosystem is being shared with the field formations.
3. These guidelines /Best Practices are only advisory in nature and may be used in the process of selection at the CCA level.
4. This issues with the prior approval the competent authority.

Encl: As above

Yours faithfully,

  
DDIT (Admin. & HRMS)  
Directorate of HRD

## SOP of approved award scheme

### 1. Nomination

- Self-nomination by the employee concerned in the specified proforma along with a write-up detailing exceptional performance or achievements.

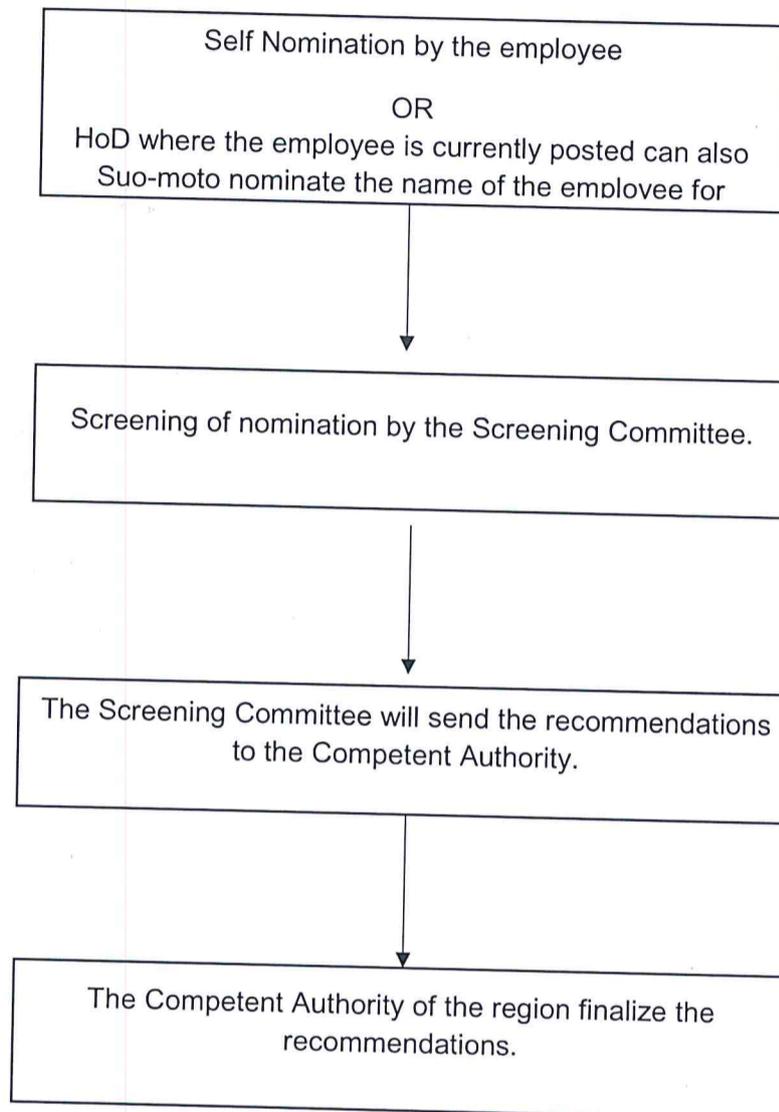
**OR**

- The Head of Office where the employee(s) is currently posted can also Suo-moto recommend the name of the employee(s) for nomination to the Screening Committee.
- The objective is to give due recognition to employee(s) who have made exceptional efforts and contributed significantly in diverse areas of direct tax administration and/or for going the call of duty which may be as; -
  - (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. Screening Committee

- A Screening Committee shall be notified by Pr. CCIT of each Region.
- ~~The Chair of the Committee will co-opt such members to the Screening Committee as deemed necessary.~~
- The Committee in each region shall also include the representative of ITEF and ITGOA.
- As far as possible, an employee who is being recommended for the recognition may not be a member of the screening committee.
- In case where any member of the Screening Committee is also nominated, such nominations shall also be screened by the Screening Committee. However, such employee shall recuse himself from being a part of the screening committee while screening his own nomination.

Annexure-A



Screening Committee shall submit its recommendations to the Pr.CCIT (CCA) concerned

### 3. Screening of Nomination

- Evaluation criteria for the screening committee may be as follows:
  1. Exceptional Work
  2. Innovativeness
  3. Sustainability of work
  4. Impact
  5. Scope of Work
  6. Any other criteria that the central committee deems fit
- The Scoring Matrix providing weightage to each of the evaluation criteria may be decided by the Pr. CCIT (CCA) concerned.

### 4. Finalization of Nomination

- The nominations shall be finalized by the Pr. CCIT (CCA) concerned.

### 5. Vigilance clearances / APAR

- All vigilance clearances shall be obtained and it must be ensured that the recommendations shall be clear from vigilance angle.
- APAR Gradings may also be considered for selection.

6. The above SOP is intended to create a uniform approach among all the regions/CCAs in respect of the procedure for awarding 'Pr. CC's Certificate for Merit' and 'Pr. CCIT certificate for distinguished service' and is therefore only indicative in nature. However, each region shall formulate a policy for the 'Pr. CC's Certificate for Merit' and 'Pr. CCIT certificate for distinguished service' on their own.
7. It is also advised that the policy formulated at regional level is in sync with MHA's Best Practices Manual for Awards Ecosystem.