



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, फ़ैक्स/ Fax 040-23241427

F. No.Pr. CCIT/Estt/ITAT/17A/2020-21

Date: 27 -08-2020.

ORDER

Sub: Establishment – IT Department, A.P. & Telangana, Hyderabad – Addl. Charge arrangements – for the posts of Sr.AR-I & Sr.AR-II ITAT-1, A Bench, Hyderabad and Sr.AR-I & Sr.AR-II, ITAT-2, B Bench, Hyderabad – reg.

Ref: 1. Transfer & Posting of Addl./JCsIT order No.27 of 2019 dated :26 .08.2019.  
2. Transfer & Posting of Addl./JCsIT order No.31 of 2019 dated :09 .10.2019.  
3. Transfer & Posting of Addl./JCsIT order No.59 of 2019-20 dated :27 .12.2019.

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Please refer to the above.

2. The posts of Sr.AR-I & Sr.AR-II ITAT-1, A Bench, Hyderabad and Sr.AR-I & Sr.AR-II, ITAT-2, B Bench, Hyderabad remain vacant.

3. Considering the above, the following officers shall hold the additional charge of the posts of Sr.AR-I & Sr.AR-II ITAT-1, A Bench, Hyderabad and Sr.AR-I & Sr.AR-II, ITAT-2, B Bench, Hyderabad for the period as specified below, in addition to their regular charge:

**ROSTER FOR 'A' BENCHE:**

S.No.	Name & Designation of the Officer S/Shri/Smt/Mrs.	Addl. Charge for the post of	Period for which Additional Charge to be held
1.	N SWAPNA, ADDL. CIT (TP), HYDERABAD	Sr.AR-I & Sr.AR-II , ITAT-1, A Bench, Hyderabad	From 31.08.2020 to 04.09.2020
2.	D J PRABHAKAR ANAND, ADDL. CIT, KARIMNAGAR RANGE, KARIMNAGAR	Sr.AR-I & Sr.AR-II , ITAT-1, A Bench, Hyderabad	From 07.09.2020 to 11.09.2020
3.	M NARMADA, ADDL.CIT, RANGE-3, HYDERABAD	Sr.AR-I & Sr.AR-II , ITAT-1, A Bench, Hyderabad	From 14 .09.2020 to 18.09.2020
4.	SANDEEP KUMAR MEHTA, JCIT(OSD), O/O. ADDL.CIT, RANGE-17, HYDERABAD	Sr.AR-I & Sr.AR-II , ITAT-1, A Bench, Hyderabad	From 21.09.2020 to 25.09.2020
5.	SOLGY JOSE T KOTTARAM, ADDL.CIT, RANGE-1, HYDERABAD	Sr.AR-I & Sr.AR-II , ITAT-1, A Bench, Hyderabad	From 28.09.2020 to 01.10.2020

**ROSTER FOR 'B' BENCHE:**

S.No.	Name & Designation of the Officer S/Shri/Smt/Mrs.	Addl. Charge for the post of	Period for which Additional Charge to be held
1.	RS ARVINDHAKSHAN, ADDL. CIT (TDS), TDS RANGE-2, HYDERABAD	Sr.AR-I & Sr.AR-II, ITAT-2, B Bench, Hyderabad	From 31.08.2020 to 04.09.2020
2.	A C ROUT, ADDL. CIT, RANGE-7, HYDERABAD	Sr.AR-I & Sr.AR-II, ITAT-2, B Bench, Hyderabad	From 07.09.2020 to 11.09.2020
3.	Dr. K J DIVYA, ADDL.CIT, RANGE-5, HYDERABAD	Sr.AR-I & Sr.AR-II, ITAT-2, B Bench, Hyderabad	From 14 .09.2020 to 18.09.2020

4.	SOLGY JOSE T KOTTARAM, ADDL.CIT, RANGE-1, HYDERABAD	Sr.AR-I & Sr.AR-II, ITAT- 2, B Bench, Hyderabad	From 21.09.2020 to 25.09.2020
5.	RAJAT MITRA ADDL.CIT, RANGE-14, HYDERABAD	Sr.AR-I & Sr.AR-II, ITAT- 2, B Bench, Hyderabad	From 28.09.2020 to 01.10.2020

4. I am directed to inform that the officers are requested not to apply for any leave during the above period, plan their work accordingly, and attend the ITAT duties without fail.

5. Further I am directed to inform that the CIT (Admn & TPS) has directed to request the Addl.CsIT/JCsIT who have been assigned as Sr.ARs of ITAT, A & B Benches to attend the SMC cases of "A" & "B" Benches in addition to attending the DB Bench cases. In case only one Bench is functioning for the above period, the Sr.ARs of ITAT, A & B Benches are further directed to attend to ITAT duties to the active Bench and also directed to plan their work to attend the cause list cases of Bench which is inactive.

6. Further, the directions of the CIT (Admn. & TPS) are communicated as under:

**"Officers posted on roster duty at the ITAT shall ensure that cases as per the cause list are represented. In case of unavoidable circumstances only, suitable adjournment petitions should be moved as per procedure with valid reasons and documentary evidences, if any and with the prior approval of respective CIT(DR)."**

7. This issues with the approval of the CIT (Admn. & TPS), Hyderabad.

  
 (SARISH IRUKULLA)  
 Addl. Commissioner of Income Tax,  
 (Hqrs)(Admn & Vig),Hyderabad

Copy to:

1. Officers concerned.
2. Chief Commissioners of Income Tax in AP & Telangana.
3. Director General of Income Tax(Inv.), Hyderabad.
5. CIT(IT & TP), Hyderabad.
6. CIT(DR), ITAT-1, A-Bench, Hyderabad.
7. CIT(DR), ITAT-2, B-Bench, Hyderabad.
8. DDOs concerned
9. ZAO, Hyderabad / Visakhapatnam. CBDT