



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/5A/ ITAT/Estt. /2020-21

Date: 08.10.2020.

**ORDER**

Sub: Establishment – IT Department, A.P. & Telangana, Hyderabad – Addl. Charge arrangements in the cadre of CsIT - for the post of CIT (DR), ITAT-1, A-Bench, Hyderabad - Order – Issue of - reg.

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Smt. Nivedita Biswas, Commissioner of Income Tax (DR), ITAT-I , A-Bench Hyderabad has extended the Commuted Leave for a period of 30 days from 14.10.2020 to 12.11.2020.

2. Considering above, the following officers shall hold the additional charge of the post of CIT (DR), ITAT-1, 'A' Bench, Hyderabad for the period as specified below, in addition to their regular charge.

Sl. No.	Name & Designation of the Officer S/ Sri / Smt/Mrs.	Period for which Additional Charge to be held
1.	P chandrasekhar, CIT(Appeal Unit)-3, Hyderabad	From 12.10.2020 to 16.10.2020
2.	Ashok Kumar Kardam CIT(Audit), Hyderabad	From 19.10.2020 to 23.10.2020
3.	Rajeev Ranka, CIT(Appeal Unit)-2, Hyderabad	From 26.10.2020 to 30.10.2020
4.	Dr.Dipak P Ripote, CIT(Appeal Unit)-7, Hyderabad	From 02.11.2020 to 06.11.2020
5.	S Praveena, CIT(Appeal Unit)-6, Hyderabad	From 09.11.2020 to 12.11.2020

3. Keeping in view the above roster, the CIT is directed to plan his work accordingly, and attend the ITAT duties without fail. It is noticed that many requests for postponement of ITAT duties are received at the week end and the Administration is facing many difficulties for re-arrangement of ITAT roster and communicating the same to the officers at the flag end. Hence, it is requested that the officers holding additional charge of CIT (DR) at ITAT shall not apply leave. If applied, the officers are requested to revise the leave accordingly. In case of unavoidable circumstances the officers requested to coordinate with the other officers for swapping of ITAT duties and the same may be communicated to this office for necessary re-arrangement can be made.

The Pr. Chief Commissioner of Income Tax desires strict compliance on the above matter.

Further, the directions of the Pr. Chief Commissioner of Income Tax 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 by them with valid reasons and documentary evidences, if any."*

4. This issues with the prior approval of competent authority.

*B. Srivasa*  
21/10/2020

(B. SRINIVASA RAO)

Deputy Commissioner of Income Tax  
(Hqrs)(Admn),  
O/o Pr.CCIT, AP & TS, Hyderabad.

Copy to:

1. Officers concerned.
2. The Pr. DGIT (Inv.), Hyderabad
3. All CCsIT in AP & Telangana Region.
4. Stock File/Personal File.
5. ZAO, CBDT, Hyderabad
6. All Sections in O/o Pr.CCIT, AP&TS & O/o CCIT, Hyderabad