



Office of the Pr. Chief Commissioner of Income Tax
Andhra Pradesh & Telangana
10th Floor, Income Tax Towers, AC Guards, Hyderabad-500 004
Tel No. 040 23425475, Fax: 23241427/23240403

F.No. Pr.CCIT/Estt./CCD/2020-21

Date:05-01-2021

To

All HODs of,
Andhra Pradesh and Telangana region,

Sir/Madam,

- Sub :- Scanning and Uploading of Service Books in the cadre of Group A, Group B and Group C officers and officials on PIS Module of HRMS
-Uploading of leave balance on Leave Management Module –Calling for report - Regarding.
- Ref:- 1. Pr. CCIT, A.P. & TS, Hyderabad in F. No. Pr. CCIT/Circular/ 2020- 21 dated 24.07.2020.

Kind reference is invited to the above.

2. It is communicated to the HOO/AO/DDOs to complete the task of Scanning and uploading of written pages of Service Books along with their enclosures in respect of Group "A" Cadre, Group B cadre & Group C cadre in their office. Updation of leave and Leave Balance may also be uploaded in Leave Management Module in the HRMS, ITBA Portal. In this regard, information is sought by this office as per Annexure-I enclosed to this letter on or before 26.02.2021 positively.
- 3 The AO/DDOs are required to follow the provisions of SR199 and SR 202 related to nature of entries in Service Books and **Periodical Inspection of Service Books by the Govt. Servant to avoid delay at the last hour.**
- 4 Further, It is informed that for Issue of service verification certificate on completion of qualifying service above 18 years, after 30 years and also 5years before retirement of an employee may be done at DDO level as per the provision required in Form 24 (under Rule 32 of the CCS(Pension) Rules, 1972) and then forwarded to the Office of the Zonal Accounts Office, CBDT, Hyderabad or PAOs concerned for concurrence. (Copy of Form 24 enclosed).

The above instructions are to be followed scrupulously. The work may be supervised by HODs and a **Compliance Report is to be sent by 05/03/2021.**

This is issued with the approval of the Pr. Chief Commissioner of Income Tax, A.P.& Telangana, Hyderabad.

Yours faithfully,

(PEEYUSH SONKAR)
Commissioner of Income Tax
(H.Qrs)(Admn. & TPS),
A.P. & Telangana , Hyderabad.

Encl.: Form 24

Copy to : All HOOs/DDOs.

FORM 24

[See rule 32]

Form of certificate of verification of service for pension

No

Government of India
Ministry of
Department/Office

Dated the

Certificate

It is certified, in consultation with the Accounts Officer, that Shri/Smt./Km. of years months, days as on (Name and Designation) has completed a qualifying service below. The service has been verified on the basis of his service documents and in accordance with the rules regarding qualifying service in force at present. The verification of service under sub-rules (1) and (2) of rule 32 of the Central Civil Services (Pension) Rules, 1972, shall be treated as final and shall not be re-opened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension.

DETAILS OF QUALIFYING SERVICE

S. No.	Name of Ministry/Department/Office	From	To	Length of qualifying service
1.				
2.				
3.				

To
Shri.....
(Name & Designation)"

Signature & Stamp of Head of Office

MULTI TASKING STAFF IN AP&TS REGION.

ANNEXURE-I

S.NO	Name of the official	Designation	Name of office in which working	DOB	Date of joining in Government Service*	Completed years of service	Whether Service Register Scanned & uploaded in HRMS Portal?	Remarks, if any
1	KAVURU BRAHMANANDAM	MTS	IT OFFICE, AMALAPURAM	10/3/1961				
2	SINGAMPALLI DURGAMMA	MTS	IT OFFICE, ANAKAPALLE	1/7/1966				
3	G SREENIVASULU	MTS	IT OFFICE ANANTAPUR (UNDER ADMINISTRATIVE CONTROL OF	1/6/1964				
4	BATTI MANOJ KUMAR	MTS	IT OFFICE, BHIMAVARAM	14/09/1993				
5	KURTHIVINTI SAMUEL	MTS	IT OFFICE, ELURU	11/4/1999				
6	ALLAMPALLI DHANALAKSHMI	MTS	IT OFFICE, GUDIVADA	4/3/1987				
7	HANSLAL	MTS	ADCIT(IT), HYDERABAD	13/09/1963				
8	B SHANTAMMA	MTS	ADCIT(TP), HYDERABAD	15/07/1967				
9	D L SHAKUNTHALA	MTS	ADCIT, CENTRAL, RANGE-1, HYDERABAD	8/3/1964				
10	SYED SADDIQ ALI	MTS	ADCIT, CENTRAL, RANGE-1, HYDERABAD	05.08.1994				
11	JANARDHAN PUTTU	MTS	ADCIT, RANGE-1, HYDERABAD	6/20/1969				
12	N NEELAMMA	MTS	ADCIT, RANGE-1, HYDERABAD	11/5/1969				
13	RANI KANCHERLA	MTS	ADCIT, RANGE-1, HYDERABAD	3/10/1969				
14	SURESH	MTS	ADCIT, RANGE-13, HYDERABAD	15/09/1969				

15	D LAKSHMI	MTS	ADCIT, RANGE-5, HYDERABAD	5/20/1961				
16	ARVIND KUMAR BANDARU	MTS	ADCIT, RANGE-6, HYDERABAD	27/12/1975				
17	SABAMMA S	MTS	ADCIT, RANGE-9, HYDERABAD	15/01/1969				
18	SHEELA BAI	MTS	ADCIT, RANGE-9, HYDERABAD	12/4/1965				
19	SIDDAPPA SHANKARA	MTS	CIT(A)-1, HYDERABAD	5/12/1965				
20	K LALITHA	MTS	CIT(A)-10, HYDERABAD	10/5/1962				
21	SIDDAIAH DUDEKULA	MTS	CIT(A)-12, HYDERABAD	6/1/1965				
22	RAMA BAI J	MTS	CIT(A)-4, HYDERABAD	11/10/1969				
23	J LAVANYA	MTS	CIT(A)-6, HYDERABAD	7/6/1971				
24	HANEEF MOHAMMED ABDUL	MTS	CIT(A)-8, HYDERABAD	4/1/1962				
25	KASI SUSEELA	MTS	CIT(A)-9, HYDERABAD	1/7/1969				
26	BANOTH RAMESH	MTS	CIT(AUDIT), HYDERABAD	1/7/1967				
27	KUTHADI VENKATESH	MTS	CIT(EXEM), HYDERABAD	21/01/1968				
28	N SATYAVANI	MTS	CIT(JUDL.), HYDERABAD	7/9/1974				
29	NARENDER EPPALAPALLY	MTS	CIT(TDS), HYDERABAD	2/1/1975				
30	K SRINIVAS	MTS	DGIT(INV), HYDERABAD	1/26/1964				
31	NARESHA DEVI	MTS	DIT(I&CI), HYDERABAD	11/10/1961				
32	B ANUP KIRAN	MTS	PR. CCIT, AP & TS, HYDERABAD	8/20/1997				

33	AVULA SIRISHA	MTS	PR. CCIT, AP & TS, HYDERABAD	12/26/1998				
34	D LATHA	MTS	PR. CCIT, AP & TS, HYDERABAD	6/3/1979				
35	G YADAGIRI	MTS	PR. CCIT, AP & TS, HYDERABAD	10/6/1973				
36	GYANESWAR P	MTS	PR. CCIT, AP & TS, HYDERABAD	9/3/1965				
37	RAMESH TADICHETTU	MTS	PR. CCIT, AP & TS, HYDERABAD	6/15/1965				
38	TANGALAPALLI RAMESH	MTS	PR. CCIT, AP & TS, HYDERABAD	12/2/1965				
39	MOHD GHOUSE	MTS	Pr.DIT(Inv), HYDERABAD	4/6/1964				
40	MUMTAZ BEGUM	MTS	PrCIT(Central), HYDERABAD	17/05/1971				
41	VENKATESH K	MTS	PrCIT(ReAC)(AU)-2, HYDERABAD	20/06/1972				
42	NARASINGA RAO RUDRALA	MTS	PrCIT(ReAC)(AU)-3, HYDERABAD	15/06/1967				
43	C B RAVI	MTS	PrCIT(ReAC)(RU)-1, HYDERABAD	30/08/1966				
44	P DAMAYANTHI	MTS	PrCIT(ReAC)(VU)-1, HYDERABAD	28/12/1968				
45	ASHRAFUNNISA	MTS	PRCIT-1, HYDERABAD	11/3/1976				
46	BIMOLU SULOCHANA	MTS	PRCIT-4, HYDERABAD	18/07/1967				
47	D MOHANA RAO	MTS	ADCIT, KAKINADA	26/12/1967				
48	B VENKATESWARA RAO	MTS	ITO(INT TXN), KAKINADA	10.01.1968				
49	SYED KHAJA HUSSAIN	MTS	ADCIT, KARIMNAGAR	7/10/1973				
50	K NAGARAJU	MTS	ADCIT, KURNOOL	11/6/1964				

51	BHIKSHAPATHI KONGARI	MTS	ITOFFICE, NALGONDA	10/10/1968				
52	VENKATA RAMANA ANUMULA	MTS	ITOFFICE, NALGONDA	7/10/1968				
53	BAKKAMANTHULA SUSHMA	MTS	ADCIT, NELLORE	4/4/1998				
54	SATYANARAYANA PENTIMENU	MTS	ITOFFICE, PALAKOL	22/12/1965				
55	KUMARA SWAMY NANADIGUTTU	MTS	ITOFFICE, SIDDIPEET	23/06/1975				
56	CH. GOVINDA RAJU	MTS	ITOFFICE, SRIKAKULAM	15/08/1971				
57	S M FARHIN	MTS	PRCIT, TIRUPATI	1/2/1993				
58	JAMUNA	MTS	ADCIT, RANGE-1, VIJAYAWADA	19/04/1970				
59	M RAVI KUMAR	MTS	ADCIT, RANGE-2, VIJAYAWADA	8/7/1987				
60	GANGA	MTS	CCIT(ReAC), VIJAYAWADA	3/1/1970				
61	D APPAYAMMA	MTS	CIT(TDS), VIJAYAWADA	5/11/1962				
62	N YASHODA LAKSHMI	MTS	PRCIT, VIJAYAWADA	07.05.1984				
63	KANTHAMMA MADUGULA	MTS	ADCIT, RANGE-1, VISAKHAPATNAM	5/10/1969				
64	Y KRISHNA RAO	MTS	ADCIT, RANGE-2, VISAKHAPATNAM	15/07/1963				
65	SUKHADEVU NALINI KUMARI	MTS	ADCIT, TDS RANGE, VISAKHAPATNAM	27.07.1986				
66	SANKARA RAO MARRAPU	MTS	CCIT(ReAC), VISAKHAPATNAM	#N/A				
67	AMMAJI DODDIPATLA	MTS	CIT(A)-1, VISAKHAPATNAM	7/15/1964				
68	GANGI VENKATA RAO	MTS	PRCIT(Central), VISAKHAPATNAM	10/3/1963				

