

भारत सरकार
कार्यालय प्रधान मुख्य आयकर आयुक्त
आंध्रप्रदेश व तेलंगाना, हैदराबाद
'सी' ब्लॉक, 10 वीं तल, आयकर शिखर
10-2-3, ए.सी. गार्ड्स, हैदराबाद - 500 004



GOVERNMENT OF INDIA
Office of the
Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad
'C' Block, 10th Floor, IT Towers,
10-2-3, A.C.Guards, Hyderabad – 500 004.

टिप्पण एवं मसौदा लेखन प्रतियोगिता
(हिंदी भाषियों के लिए)

दिनांक: 03.09.2021

समय: दोपहर 12.00 - 01.00 बजे
अंक: 50

- उत्तर पुस्तिका पर *हिंदी भाषी का अनिवार्य रूप से उल्लेख करें ।
(*परिपत्र फा.सं.प्र.मु.आ.आ.हैद/राभा7(11)/हि.दिवस/2021-22 दिनांक: 23.08.2021 के अनुसार)
- उत्तर पुस्तिका में प्रतियोगी का नाम, पदनाम, कार्यालय का नाम, मोबाइल नंबर, बैंक खाता संख्या और आई.एफ.एस.सी. कोड का उल्लेख किया जाना अनिवार्य है ।
- मूल्यांकनकर्ता का निर्णय अंतिम माना जायेगा ।
- उत्तर पुस्तिका प्रतियोगिता समाप्ति के आधे घंटे के भीतर hyderabad.cit.admin.tps@incometax.gov.in पर अपलोड किये जाने पर ही उसे वैध माना जाएगा।

I. मसौदा लेखन (Drafting)

निम्नलिखित में से किन्हीं दो विषयों पर यथानुसार मसौदे हिंदी में तैयार करें ।

अंक...30

- Inspectors have been selected by the Staff Selection Commission to fill the vacant posts of Income Tax Inspectors in the Income Tax Offices of Andhra Pradesh and Telangana charge. Prepare a draft letter for medical examination, character and antecedent verification of any one of these selected candidates and send the offer of appointment.
- 50 computers have been installed in your office for official use. Prepare a draft tender with terms and conditions for inviting tenders for Annual Maintenance (AMC) of these computers.
- It has been observed that the attendance of Officers and Officials are negligible on important official functions like Republic Day, Independence Day etc. The Head of Office has taken this matter very seriously. An office order has to be issued to make everyone's participation mandatory on such events. Prepare a draft office order in this regard.

II. टिप्पणी लेखन (Noting)

निम्नलिखित में से किन्हीं दो विषयों पर टिप्पणी हिंदी में तैयार करें ।

अंक...20

- In the context of Covid Care Programme, for well being and immunity development of the officers and employees of AP and Telangana charge some online Programmes are to be conducted for one hour every day for two weeks. Submit a self-contained note in this regard stating the details of the Programmes, guests and honorarium etc.
- The amount allocated for medical expenditure in your office has been exhausted. Medical bills of about 10 Lakhs are still pending for payment. Submit a note to the Accounts Officer giving details of the bills demanding of additional amount of 10 Lakhs in this Head.
- The Parliamentary Committee on Official Language is visiting to your office for inspection. Submit a note for the formation of committees for preparing the questionnaire and other arrangements etc in this regard.
