



**Office of the
Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana
10th Floor, Income Tax Towers, AC Guards, Hyderabad – 500004,
Tel. No. 040 – 23425474, Fax : 040-23241427, 23240403**

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F.No.Pr.CCIT/2(6)(a)/Estt/2022

Date: 31 /12/2022

MEMORANDUM

Sub. : Establishment - I.T. Department, Hyderabad - Promotion to the cadre of Private Secretary (Group 'B' Gazetted, Ministerial) on Regular basis for the vacancy years 2023- Allotment of Officers - Regarding.

The following Stenographers Grade-I, whose names have been approved by the Departmental Promotion Committee for promotion to the cadre of Private Secretary (Group B Gazetted, Ministerial) on regular basis for the vacancy year 2023 (w.e.f 01.01.2023 or date of reporting to duty as Private Secretary by the promoted officials, whichever is later) in the Level 7 of 7th CPC Pay Matrix [Pre-Revised pay band of Rs. 9,300-34800 [PB-2] with corresponding grade pay of Rs. 4600/-] and such allowances as may be sanctioned by the Government of India from time to time, are allotted to the appointing authorities mentioned in column No.3 for being posted in the office mentioned against their name in Column No.4 of the table below:

S. No	NAME OF THE OFFICIAL (S/SRI/SMT)	TO WHOM ALLOTTED O/o.	POSTED IN THE OFFICE OF
(1)	(2)	(3)	(4)
1	S.BABU RAO	CIT(APPEALS UNIT)-1, GUNTUR	CIT(APPEALS UNIT)-1, GUNTUR
2	MD.MAHABOOB MOHIUDDIN	DGIT(INV), HYDERABAD	DGIT(INV), HYDERABAD
3	V L V SUNEELA	CIT(JUDICIAL), HYDERABAD	CIT(JUDICIAL), HYDERABAD
4	R SITA KALYANI	PCIT-4, HYDERABAD	ADDL.CIT, RANGE-13, HYDERABAD
5	T SAILAJA	PCIT, TIRUPATI	PCIT, TIRUPATI
6	R VENKATESWARA RAO	CIT(APPEALS UNIT)-1, VIJAYAWADA	CIT(APPEALS UNIT)-1, VIJAYAWADA

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2. The official should note that his / her promotion is subject to the following conditions:
- a) His / her promotion is purely provisional.
 - b) He /she will be liable for reversion.
 - i) If on a review of the vacancies, it is found that his / her promotion is in excess of the vacancies available.
 - ii) If found unfit for retention in the post of Private Secretary, (Group 'B' Gazetted, Ministerial).
 - c) His / her promotion/appointment as Private Secretary, (Group 'B' Gazetted, Ministerial) is subject to the outcome of Hon'ble CAT / Hon'ble Court's Order, if any.
 - d) His / her attention is invited to MHA's O.M. in F.No.7/1/80-Estt.P.I dated 26.09.1981 read with CCS (Revised) Pay Rules, 2016 regarding exercising of option for fixation of pay on regular promotion.
 - e) His / her seniority in the cadre of Private Secretary will be liable for revision at any point of time if any bonafide mistake is found with reference to any records.
 - f) The official will not be eligible for pay fixation consequent on this promotion, if his / her pay has already been upgraded in the scale of Private Secretary (Group 'B' Gazetted, Ministerial) under ACP/MACP Scheme.
 - g) His /her promotions will be subject to the directions / clarifications issued by the Board / DOPT in connection with the following OMs and any other OMs relating to the subject matter:
 - (i) DOPT's OM No. 36012/2/96-Estt(Res.) dated 02/07/1997
 - (ii) DOPT's OM No.360281/17/2001/Estt(Res) dated 11/07/2002
 - (iii) Clarification issued by the DOPT vide I.D.No.36028/11/2007-Ess(Res.) dated 24/07/2007,
 - (iv) DOPT's OM No. 36012/11/2016-Estt(Res) dated 30/09/2016
 - (v) DOPT OM No A-130.13/22/2016-Ad.VII dated 18/08/2017
 - (vi) DOPT OM No F.No.36012/11/2016-Estt(Res-I){Pt-II} dated 15/06/2018
 - (vii) DOPT OM No.20011 /2/2019-Estt(D) dt 13.08.2021
 - (viii) CBDT, New Delhi's letter in F.No.A-35015/26/2018-Ad.VI, dated 27.05.2019 & A-35015/26/2018-Ad.VI dated 20.02.2020, 12/02/2021 & 26.10.2021.
3. The promotion order should be issued in the prescribed proforma immediately.
4. Promotions to the cadre of *Private Secretary is on in-situ basis* till further orders.

5. This issues with the approval of the Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana.

Sd/-
(K.RAVI KIRAN)
Commissioner of Income tax
(ADMN &TPS),Hyderabad.

To:

The appointing authorities mentioned in Column No.3 with a request to issue promotion order in respect of the officers concerned immediately endorsing a copy thereof to this office. A copy of the same may also be marked to the Secretary, ITGOA, Hyderabad.

Copy to :

1. The Director General of Income tax (Inv.), Hyderabad / The Chief Commissioner of Income tax, Hyderabad / Vijayawada / Visakhapatnam.
2. The Confidential Section/DPC file/ Database file.
3. The General Secretary, ITGOA, AP&TS.
4. The Gen. Secretary, ITEF, AP&TS Circle, Hyderabad
5. The ZAO, CBDT, Hyderabad/Visakhapatnam.
6. The Hindi Section, O/o. Pr. CCIT, AP & TS, Hyderabad


(THAMBA MAHENDRA)

Dy. Commissioner of Income Tax(HQ)(Admn.)
O/o Pr.CCIT, A.P&T.S, Hyderabad.