



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 / 10TH 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/AP & TS/Admn/Excellence Awards /25/23-24

Date : 04/01/ 2024

### CIRCULAR

**Sub** Republic Day Celebrations on 26<sup>th</sup> January 2024- Calling for nominations for **"Pr.CC's Certificate for Distinguished Service" - Reg.**

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The Pr. Chief Commissioner of Income Tax, Andhra Pradesh & Telangana region will be felicitating Officers / Officials of the Income Tax Department on the Republic Day on 26th January, 2023 with **"Pr.CC's Certificate for Distinguished Service"**. The certificate shall be presented in recognition of the efforts, accomplishments, and contributions of our workforce which reflect the values, mission, and goals of the organization.

2. In this regard, nominations are invited from the Officers/Officials in Proforma A/B/C detailed here under, **for activities performed during the period from 01.04.2022 to 31.12.2023**, under the following categories:

- i) Tax payers services and facilitation/communication, including ease of doing business and grievance redressal;
- ii) Designing and re-engineering business processes including automation
- iii) Enforcement, including tax assessment, investigation, recovery, and prosecution
- iv) Widening of the tax base;
- v) International taxation and judicial functions;
- vi) Litigation management and judicial functions;
- vii) Audit functions and improving accountability;
- viii) Infrastructure development;
- ix) Human resource development, including training and capacity building;
- x) Policy making Secretariat functions;
- xi) Beyond the call of duty.

2.1 Officer/Officials who retired on superannuation/VRS during the period 01.04.2022 to till date, are also eligible for **"Pr.CC's Certificate for Distinguished Service"**.

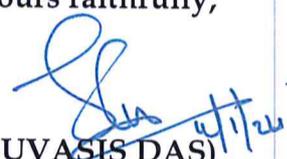
3. Nominations in **Proforma A** and **Proforma C** should necessarily be submitted through proper channel. An individual (Officer/staff) can file one nomination, either in **Proforma A** or **Proforma B**. The details of the proformas are tabulated below:

Proforma A	Individual Nominations from Officers/Officials with recommendation of the Reporting Officers.
Proforma B	Self Nominations (to be sent directly - recommendation of Reporting Officer is not required)
Proforma C	Nomination of the Officer/Official made by the Reporting/Reviewing Officer concerned.

4. All nominations in the prescribed Proforma: A/B/C enclosed, may be sent to this office latest **before 5.00 pm on 12th January, 2024**, to email id: [hyderabad.dcit.hq.admin@incometax.gov.in](mailto:hyderabad.dcit.hq.admin@incometax.gov.in).

5. This issues with the approval of the Pr. CCIT, AP & TS, region.

Yours faithfully,

  
(SUVASIS DAS)

Jt. Commissioner of Income Tax (in-situ)  
(Hqrs)(Admn.),  
O/o Pr.CCIT, AP&TS, Hyderabad