



Office of the Pr. Chief Commissioner of Income Tax
Andhra Pradesh & Telangana
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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 (date), as per details given
 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

STAFF CAR DRIVERS IN AP & TELANGANA REGION

ANNEXURE -I

S.No	Name of the official	Designation	Name of office in which working	DOB	Date of joining Government Service**	Completed years of service	Whether Service Register Scanned & Uploaded in HRMS Portal?	Remarks, if any
1	SATHAIAH D	SCD SG	PRCCIT, HYDERABAD	5/4/1966				
2	JANARDHAN BADRINATH CHAMARTHI	SCD GR-1	DIT(INV), HYDERABAD	3/31/1962				
3	VEERA SWAMY K	SCD GR-1	PRCCIT, HYDERABAD	6/21/1963				
4	MALLIKARJUNA GUTTA	SCD GR-1	PRCCIT, TIRUPATI	9/6/1968				
5	SALEEM BAIG	SCD GR-1	PRCCIT, HYDERABAD	7/1/1961				
6	SATYA NARAYANA B	SCD GR-1	PRCCIT, HYDERABAD	10/15/1963				
7	SURESH BABU M	SCD GR-1	PRCCIT, HYDERABAD	5/10/1964				
8	NAGESHWER RAO PASPULA	SCD GR-1	PRCCIT, HYDERABAD	9/14/1964				
9	NARSING RAO BANDELA	SCD GR-1	PRCCIT, HYDERABAD	7/20/1967				
10	VENKATESWER RAO AAVULA	SCD GR-1	PRCCIT, HYDERABAD	5/5/1964				
11	EMANDI RAMBABU	SCD GR-1	ADDIT(INV), VISAKHAPATNAM	7/15/1965				
12	MALLESH MOGLI	SCD GR-II	PRCCIT, HYDERABAD	5/3/1962				
13	VENKATAIAH NALAPARAJU	SCD GR-II	PRCCIT, HYDERABAD	11/6/1965				
14	SRIRAMULU SHEKAR BHOOMPALLY	SCD GR-II	DIT(INV), HYDERABAD	6/1/1966				

S.No	Name of the official	Designation	Name of office in which working	DOB	Date of joining Government Service**	Completed years of service	Whether Service Register Scanned & Uploaded in HRMS Portal?	Remarks, if any
15	HARI BABU PAMARTHY	SCD GR-II	ADDIT(INV), VIJAYAWADA	5/6/1967				
16	SRINIVASA RAO CHALLA	SCD GR-II	PRCIT(REAC), GUNTUR	6/4/1970				

****Note: Date of joining in Government Service/ IT Department of the officials may be verified from the service books maintained in your office and accordingly information may be submitted.**