



प्रधान मुख्य आयकर आयुक्त का कार्यालय,  
आन्ध्र प्रदेश एवं तेलंगाना

Office of the Principal Chief Commissioner of Income Tax  
Andhra Pradesh & Telangana

10वीं मंजिल , 'सी' ब्लॉक, आयकर शिखर, ए.सी. गार्ड्स, हैदराबाद-500 004  
10<sup>th</sup> Floor, 'C' Block, IT Towers, AC Guards, Hyderabad-500 004  
टेलिफोन-040 : 23425474, फैक्स 23241427, फैक्स 040-23240403

Tel.No. -04023425474, Fax 23241427, Fax 040-23240403

F.No.Pr.CCIT/6(18)/Estt./2020

Date: 21.12.2020

To

As per the list in Annexure-C (Offices).

Madam/sir,

Sub: Declaration of probation and confirmation in the cadre of Tax  
Assistants - Calling for information about leave details – Reg.

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In connection with the declaration/confirmation in the cadre of tax assistants who have completed/completing two years of service on or before **24.12.2020**, I am directed to request you to communicate all the leave details (any kind of leave i.e EL/HPL/Paternity Leave/EOL etc.) the official was sanctioned during the period of probation and attested copy of the SR first & Second pages, page containing the details about date of joining in this charge and Ministerial Staff Examination Passed.

| Sl. No | Name of the official (S/Sri./Smt./Ms.) | Date Of Joining in this Charge | Office in which present Working     | Station |
|--------|--|--------------------------------|-------------------------------------|---------|
| 1      | «Name_of_the_Official»                 | «DOJ»                          | «Office_in_which_presently_working» | Station |

I am also directed to request you to kindly treat the matter as **URGENT** and send the information by return of FAX.

Yours faithfully,

(गीता विजय कुमार) / (GEETHA VIJAY KUMAR)

प्रशासनिक अधिकारी(स्थापना)

Administrative Officer(Establishment)

प्रधान मुख्य आयकर आयुक्त का कार्यालय  
O/o. Pr.CCIT(CCA), AP & Telangana.

**ANNEXURE-C**

| Sl. No. | Name of the official | Date of Joining | Office in which presently working | STATION   |
|---------|----------------------|-----------------|-----------------------------------|-----------|
| 1       | ANUJ KUMAR           | 10.12.2018      | ADCIT(ReAC)(RU)-1(1), HYDERABAD   | HYDERABAD |
| 2       | RIA JAIN             | 24.12.2018      | PRCIT(ReAC)(RU)-1, HYDERABAD      | HYDERABAD |
| 3       | RAVI RAI             | 11.12.2018      | PRCIT-1, HYDERABAD                | HYDERABAD |
| 4       | KASTURI SAMEENDRA    | 24.12.2018      | IT OFFICE, SURYAPET               | SURYAPET  |

  
गीता विजय कुमार  
GEETHA VIJAY KUMAR  
प्रशासनिक अधिकारी (स्था.)  
Administrative Officer (Estt.)  
प्रधान मुख्य आयकर आयुक्त का कार्यालय  
O/c Pr Chief Commissioner of Income tax,  
आंध्र प्रदेश एवं तेलंगाना, हैदराबाद  
Andhra Pradesh & Telangana, Hyd.