



Office of the Principal Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana
10th Floor, Income Tax Towers, AC Guards, Hyderabad – 500 004,
Tel. No. 040 – 23425474, Fax : 040 – 23241427, 23240403

F.No.PrCCIT/Estt/19(14)/2017

Dated 04.01.2018

M E M O R A N D U M

Sub: Establishment - I.T Department, Andhra Pradesh, Hyderabad –
–Special Course for officials retiring in the year 2018 in the cadre up
to Office Superintendents (i.e. from the cadre MTS to OS) - from
08.01.2018 to 10.01.2018 (3 working days) - Nomination of
officials – Regarding.

The officials from the cadres MTS to Office Superintendents who are going to retire in the year 2018, as per the **Annexure** are hereby nominated for the **Special Course for officials retiring in the year 2018** to be held at MSTU, Aayakar Bhavan, Hyderabad for three working days from **08.1.2018 to 10.01.2018**.

VENUE : MSTU,
1st Floor, Annexe Building, Aayakar Bhavan,
Basheerbagh, Hyderabad

TIME : Sharp by 9.15 AM

The concerned Heads of Office are directed to relieve the officials so as to enable them to attend the training.

The Principal Chief Commissioner of Income Tax desires that the officials sponsored for training should not apply for leave during this period. It is needless to emphasize that the trainees should avoid going on leave during the training period. If any of the officials has already applied for leave, he/she should suitably revise the period of leave so that he/she can attend the training. Attending the training is obligatory and absence there from will be treated as dereliction of duty.

Even, if any of the officials is under the orders of transfer from the present office, or any particular official has not reported for duty at the place of posting, he/she should invariably attend the training course.

It is noticed that officials nominated for training courses are seeking exemption from attending the training citing various reasons. In this regard, it may be noted that the officials filing representations for cancellation of nominations should attend the training invariably unless there is a communication from this office regarding cancellation of their nomination for the training.

The officials working at mofussil stations should send their applications well in advance to the Income Tax Officer (HQrs) (Welfare), O/o PrCCIT, AP&TS, Hyderabad, for availing guest house facility at Hyderabad during the training period.

The officials who are attending training are hereby directed to switch off their Mobile phones before entering the premises of MSTU.

(RANJANI PARVATHI MANICKAM)
Asst Commissioner of Income Tax,
(HQrs)(Admn), Hyderabad.

Copy to:

1. The officials concerned through the Head of office.
2. The ITO, MSTU, Hyderabad.
3. The ITO (HQrs) (Welfare) / ITO (HQrs) (PR), O/o CCIT, Hyderabad-I.
4. ITO, (P.R), Aayakar Bhavan,

ANNEXURE

Sr.No.	Name	Designation	Office	Birth Date	Retirement Date
1	SOMA RAO GANDIKOTA	OS	CCIT, VIJAYAWADA	12/01/1958	31/01/2018
2	ESWARA RAO G	OS	ADCIT, RNG-2 [SAL], VISAKHAPATNAM	04/05/1958	31/05/2018
3	APPA RAO B	STA	IT OFFICE, ANAKAPALLI	01/06/1958	31/05/2018
4	ABDUL KHADER	TAX ASSISTANT	ADCIT, ELURU	27/01/1958	31/01/2018
5	HAFEEZ KHAN P	TA	ADCIT, ANANTAPUR	01/07/1958	30/06/2018
6	SATYA NARAYANA L	NS	ADCIT, RNG-1, VISAKHAPATNAM	12/01/1958	31/01/2018
7	VEERABHADRA RAO PATNALA	NS	ITO(INT TXN), KAKINADA	18/02/1958	28/02/2018
8	VENKATA RAMUDU CHITRA	NS	IT OFFICE, HINDUPUR	25/02/1958	28/02/2018
9	MADAN MOHAN K	NS	ADCIT(TDS), TDS RANGE-1, HYDERABAD	05/03/1958	31/03/2018
10	HAFEEZ KHAN	NS	CIT(A)-6, HYDERABAD	15/04/1958	30/04/2018
11	DEENDAYAL J	NS	CIT(A), HYDERABAD-IV	06/06/1958	30/06/2018
12	V HARI BABU	NS	ADCIT, RNG-1, RAJAHMUNDRY	01/07/1958	30/06/2018
13	LAXMANA RAO JOGA	NS	ADCIT, KAKINADA	12/08/1958	31/08/2018
14	SHOBHA RANI NALLA	MTS	PR CCIT, AP & TELANGANA	17/02/1958	28/02/2018
15	SHANKAR RAO S	MTS	ADCIT, KURNOOL	08/03/1958	31/03/2018
16	NARASIAH S	MTS	ADCIT, RNG-4, HYDERABAD	15/04/1958	30/04/2018
17	DAYANAND SABINKAAR	MTS	ADCIT, RNG-9, HYDERABAD	20/06/1958	30/06/2018
18	OMI BAI	MTS	DIT(INV), HYDERABAD	01/07/1958	30/06/2018
19	SATYANARAYANA DOODIPATLA	MTS	ADCIT, KAKINADA	18/06/1958	30/06/2018
20	SARADA SADHU	MTS	CIT(A), VIJAYAWADA	02/08/1958	31/08/2018
21	SHAIK HYDER	SCD SG	PR CCIT, AP & TELANGANA	03/09/1958	30/09/2018