

**Office of the Pr. Chief Commissioner of Income Tax
Andhra Pradesh & Telangana**

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F.No. Pr.CCIT/AP&TS/Estt/2018-19

Date:14-08-2018

MEMORANDUM

Sub: Establishment-I.T.Department, Andhra Pradesh & Telangana -
Outsourcing Staff for Secretarial assistance- Reg.

It is brought to the kind notice of Pr.CsIT and other Administrative CsIT in the region of AP & TS, that since there is shortage of staff in the cadre of Group—C, the HODs may engage Outsourcing Personnel to render only Secretarial Assistance, upon absolute need basis, not exceeding the shortage figure indicated against the Offices as per Annexure-A.

While engaging the outsourcing personnel, the following rules of GFR 2017 needs to be strictly complied with:

Rule 199: Identification of likely contractors:

The HOD should prepare a list of likely and potential contractors on the basis of formal or informal enquiries from other Ministries or Departments and Organisations involved in similar activities, scrutiny of 'Yellow pages' , and trade journals, if available, web site etc.

Rule 200: Preparation of Tender enquiry:

The HOD should prepare as tender enquiry containing, inter alia:

- i) The details of the work or service to be performed by the contractor;
- ii) The facilities and the inputs which will be provided to the contractor by the HOD;
- iii)The outsourcing personnel engaged should have proficiency certificate in MS Office.
- iv)The statutory and contractual obligations to be complied with by the contractor

Rule 201: Invitation of Bids:

For estimated value of the non-consulting service up to Rupees 10 Lakhs or less: The HOD should scrutinize the preliminary list of likely contractors as identified as per Rule 199 above, decide the prima facie Eligible and capable contractors and issue limited tender enquiry to them asking for their offers by a specified date and


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time etc. as per standard practice. The number of the contractors so identified for issuing limited **tender enquiry should be more than three.**

ii) **For estimated value of the non-consulting service above Rs. 10 lakhs:**

The HOD should issue advertisements in such case should be given on Central Public Procurement Portal(CPPP)at **www.eprocure.gov.in** and on GeM. An organization having its own website should also publish all its advertised tender enquires on the website. The advertisements for invitation of tenders should give the complete web address from where the bidding documents can be downloaded.

It is also brought to the kind notice of the PCsIT/CsIT that on deployment of regular staff in the cadre of OS/STA/TA/Steno, the service of the outsourcing personnel may be discontinued with immediate effect. Therefore, it is requested that the contract agreement for engaging such personnel should be made accordingly. The contract should categorically mention that such deployment shall not confer any right on the engaged personnel to claim continuation/reengagement/permanency.

The HODs are requested to send the report of number of outsourced personnel engaged, within one week of awarding the contract/work order, with a copy marked to the ZAO concerned.

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

Encl: as above.



(RAJAT MITRA)

Addl. Commissioner of Income Tax
(HQrs)(Admn)(I/c), Hyderabad

Copy submitted to:

1. The DGIT(Inv), Hyderabad.
2. The CCIT, Hyderabad/Vijayawada/Visakhapatnam.
3. All the PCsIT/PDIT/CsIT in AP & TS Charge.
4. The ZAO, Hyderabad/Visakhapatnam.

ANNEXURE - A

SANCTIONED AND WORKING AS ON 14.08.2018

Asst./ Nasst.	Office Details	Head of office	STATION	OS SS	STA SS	TA SS	STENO SS	Sanctioned strength OS+ STA+ TA+STENO	OS Working Strength as on 14.08.18	STA Working Strength as on 14.08.18	TA Working Strength as on 14.08.18	STENO Working Strength as on 14.08.18	Working strength OS+STA+ TA+STENO as on 14.08.18	Diff with SS/WS (shortage of staff)
A	Nizamabad Range	ITO	Adilabad	0	1	1	0	2	0	0	1	0	1	-1
A	Kurnool Range	ITO	Adoni	0	1	1	0	2	0	1	0	0	1	-1
A	Rajahmundry Range 2	ITO	Amalapuram	0	2	2	0	4	0	1	1	0	2	-2
A	Kakinada Range	ITO	Anakapalle	0	1	1	0	2	0	0	1	0	1	-1
A	Anantpur Range	Addl/JCIT	ANANTPUR	2	6	6	3	17	4	2	1	0	7	-10
A	Ongole Range	ITO	Bapatla	0	1	1	0	2	1	1	0	0	2	0
A	Rajahmundry Range 1	ITO	Bhimavaram	0	2	2	0	4	1	0	1	0	2	-2
A	Ongole Range	ITO	Chirala	0	1	1	0	2	1	0	0	0	1	-1
A	Range-1, Tirupati	ITO	Chittoor	0	2	2	0	4	0	2	1	0	3	-1
A	Eluru Range	Addl/JCIT	ELURU	2	5	5	3	15	2	0	4	0	6	-9
NA	TDS Range, Visakhapatnam	ITO (TDS)	ELURU	0	1	1	0	2	0	1	1	0	2	0
A	Range-1, Vijayawada	ITO	Guduwada	0	2	2	0	4	1	1	1	0	3	-1
A	Range-2, Tirupati	ITO	Gudur	0	1	1	0	2	1	1	0	0	2	0
A	Anantpur Range	ITO	Guntakal	0	1	1	0	2	0	1	0	0	1	-1

Asst./ Nasst.	Office Details	Head of office	STATION	OS SS	STA SS	TA SS	STENO SS	Sanctioned Strength OS+ STA+ TA+STENO	OS Working Strength as on 14.08.18	STA Working Strength as on 14.08.18	TA Working Strength as on 14.08.18	STENO Working Strength as on 14.08.18	Working strength OS+STA+ TA+STENO as on 14.08.18	Dif with SS/WS (shortage of staff)
A	Central Range - Guntur	Addl./JCIT	Guntur	2	5	4	2	13	0	2	1	1	4	-9
A	Range-1, Guntur	Addl./JCIT	GUNTUR	2	6	6	3	17	1	2	4	1	8	-9
A	Range-2, Guntur	Addl./JCIT	GUNTUR	2	7	6	3	18	1	2	4	0	7	-11
NA	CIT(A), Guntur - II	CIT	GUNTUR	0	0	1	1	2	0	0	1	1	2	0
NA	CIT(A), Guntur - I	CIT	GUNTUR	0	0	1	1	2	0	1	0	0	1	-1
NA	Inv. UNIT-IV, Vijayawada	DC/ACIT	GUNTUR	1	2	6	2	11	0	0	1	0	1	-10
NA	Exemption Range (New) Vijayawada	ITO	GUNTUR	0	1	1	0	2	0	0	1	0	1	-1
NA	I&CI	ITO (I&CI)	GUNTUR	0	1	0	0	1	1	0	1	0	2	1
NA	Addl. CIT(Audit), Hyderabad	ITO(IAP)	GUNTUR	0	1	1	0	2	0	0	1	0	1	-1
NA	TDS Range, Vijayawada	ITO(TDS)	GUNTUR	0	1	1	0	2	1	0	1	0	2	0
NA	Pr-CIT -Guntur	PrCIT(PrC)	GUNTUR	2	1	2	2	7	2	2	1	1	6	-1
NA	TRO Guntur	TRO Guntur	GUNTUR	0	1	1	1	3	0	0	0	0	0	-3
A	Anantpur Range	ITO	Hindupur	0	1	1	0	2	0	0	1	0	1	-1
NA	Addl. CIT(Audit), Hyderabad	Addl./JCIT	HYDERABAD	2	8	6	3	19	1	1	1	0	3	-16
NA	Addl. CIT (Computer Operations)	Addl./JCIT	HYDERABAD	1	4	0	1	6	0	0	0	0	0	-6

Asst./ Nasst.	Office Details	Head of office	STATION	OS SS	STA SS	TA SS	STENO SS	Sanctioned STA+ TA+STENO	OS Working Strength as on 14.08.18	STA Working Strength as on 14.08.18	TA Working Strength as on 14.08.18	STENO Working Strength as on 14.08.18	Working strength OS+STA+ TA+STENO as on 14.08.18	Diff with SS/WS (shortage of staff)
NA	Inv. UNIT - I, Hyderabad	Addl/JCIT	HYDERABAD	2	18	10	6	36	0	0	0	0	0	-36
NA	Inv. UNIT - II, Hyderabad	Addl/JCIT	HYDERABAD	2	18	10	6	36	0	0	0	0	0	-36
NA	CIT(I&C), Hyderabad	Addl/JCIT	HYDERABAD	1	10	16	8	35	2	2	2	1	7	-28
A	Central Range 1, Hyderabad	Addl/JCIT	HYDERABAD	2	9	8	4	23	4	6	11	2	23	0
A	Central Range 2, Hyderabad	Addl/JCIT	HYDERABAD	2	9	8	4	23	0	0	0	0	0	-23
A	Central Range 3, Hyderabad	Addl/JCIT	HYDERABAD	2	9	8	4	23	0	0	0	1	1	-22
A	Range 1, Hyderabad	Addl/JCIT	HYDERABAD	2	8	9	6	25	3	6	3	2	14	-11
A	Range 2, Hyderabad	Addl/JCIT	HYDERABAD	2	8	9	6	25	3	3	6	2	14	-11
A	Range 3, Hyderabad	Addl/JCIT	HYDERABAD	2	8	9	6	25	5	2	6	2	15	-10
A	Range 16, Hyderabad	Addl/JCIT	HYDERABAD	2	8	9	6	25	4	4	4	2	14	-11
A	Range-17, Hyderabad (NEW)	Addl/JCIT	HYDERABAD	2	8	9	6	25	4	5	4	2	15	-10
A	Range 4, Hyderabad	Addl/JCIT	HYDERABAD	2	8	8	3	21	1	3	6	2	12	-9
A	Range 6, Hyderabad	Addl/JCIT	HYDERABAD	2	8	8	3	21	4	5	4	2	15	-6
A	Range 9, Hyderabad	Addl/JCIT	HYDERABAD	2	8	8	3	21	2	0	6	2	10	-11
A	Range 10, Hyderabad	Addl/JCIT	HYDERABAD	2	8	8	3	21	4	4	5	1	14	-7
A	Range 11, Hyderabad	Addl/JCIT	HYDERABAD	2	8	8	3	21	1	1	9	2	13	-8
NA	Range 12, Hyderabad	Addl/JCIT	HYDERABAD	2	8	8	3	21	2	0	4	0	6	-15
NA	Range 13, Hyderabad	Addl/JCIT	HYDERABAD	2	8	8	3	21	1	0	5	0	6	-15
A	Range-14, Hyderabad	Addl/JCIT	Hyderabad	2	8	8	3	21	2	5	3	1	11	-10
A	Range-15, Hyderabad	Addl/JCIT	Hyderabad	2	7	7	3	19	2	0	4	2	8	-11
A	Range 5, Hyderabad	Addl/JCIT	HYDERABAD	2	6	6	3	17	2	1	5	1	9	-8
A	Range 7, Hyderabad	Addl/JCIT	HYDERABAD	2	6	6	3	17	1	4	6	1	12	-5
A	Range 8 Hyderabad	Addl/JCIT	HYDERABAD	2	6	6	3	17	3	4	4	1	12	-5

Asst./ Nasst.	Office Details	Head of office	STATION	OS SS	STA SS	TA SS	STENO SS	Sanctioned strength OS+ STA+ TA+STENO	OS Working Strength as on 14.08.18	STA Working Strength as on 14.08.18	TA Working Strength as on 14.08.18	STENO Working Strength as on 14.08.18	Working strength OS+STA+ TA+STENO as on 14.08.18	Diff with SS/WS (shortage of staff)
NA	TDS Range -I, Hyderabad	Addl/JCIT	HYDERABAD	2	6	7	3	18	2	1	4	0	7	-11
NA	TDS Range -II, Hyderabad	Addl/JCIT	HYDERABAD	2	6	7	3	18	2	4	1	1	8	-10
A	Exemption Range	Addl/JCIT	HYDERABAD	2	6	8	3	19	1	1	4	1	7	-12
NA	IT Range, Hyderabad	Addl/JCIT	HYDERABAD	2	6	8	3	19	2	0	3	0	5	-14
NA	TP Range, Hyderabad	Addl/JCIT	HYDERABAD	2	6	8	3	19	1	0	3	0	4	-15
NA	Addl. CIT(Judicial), Hyderabad	Addl/JCIT	HYDERABAD	2	5	1	1	9	0	1	2	0	3	-6
NA	Addl. CIT(Hqrs)(Inv), Hyderabad	Addl/JCIT	HYDERABAD	2	2	0	0	4	0	0	0	0	0	-4
NA	SR AR-I (A Bench), Hyderabad	Addl/JCIT	HYDERABAD	1	3	1	1	6	0	0	1	0	1	-5
NA	SR AR-II (A Bench), Hyderabad	Addl/JCIT	HYDERABAD	0	3	1	1	5	0	1	0	0	1	-4
NA	SR AR-I (B Bench), Hyderabad	Addl/JCIT	HYDERABAD	1	3	1	1	6	0	1	1	0	2	-4
NA	SR AR-II (B Bench), Hyderabad	Addl/JCIT	HYDERABAD	0	3	1	1	5	0	0	1	0	1	-4
NA	CCsIT, HYD	CCIT	HYDERABAD	0	2	2	1	5	0	0	0	0	0	-5
NA	CIT(Computer Operations)	CIT	HYDERABAD	0	0	1	0	1	0	0	1	0	1	0
NA	CIT(I&CI), Hyderabad	CIT	HYDERABAD	2	1	1	1	5	0	2	0	0	2	-3
NA	CIT(Exem), Hyderabad	CIT	HYDERABAD	2	4	2	2	10	0	0	3	1	4	-6
NA	CIT(Judicial), Hyderabad	CIT	HYDERABAD	2	0	1	1	4	0	1	1	1	3	-1
NA	CIT(A)-12, Hyderabad	CIT	HYDERABAD	0	0	0	1	1	0	1	0	1	2	1
NA	CIT(A)-8, Hyderabad	CIT	HYDERABAD	0	0	0	1	1	0	0	1	1	2	1
NA	CIT(A)-9, Hyderabad	CIT	HYDERABAD	0	0	0	1	1	0	0	1	1	2	1

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NA	CIT(A)-10, Hyderabad	CIT	HYDERABAD	0	0	0	1	1	0	1	0	1	2	1
NA	CIT(TDS), Hyderabad	CIT	HYDERABAD	2	1	2	2	7	2	0	2	1	5	-2
NA	CIT(A)-11, Hyderabad	CIT	HYDERABAD	0	0	0	1	1	0	0	1	1	2	1
NA	CIT(A)-1, Hyderabad	CIT	HYDERABAD	0	0	0	1	1	0	0	1	1	2	1
NA	CIT(A)-2, Hyderabad	CIT	HYDERABAD	0	0	0	1	1	0	0	1	1	2	1
NA	CIT(IT & TP), Hyderabad	CIT	HYDERABAD	2	1	2	2	7	2	0	0	0	2	-5
NA	CIT(A)-3, Hyderabad	CIT	HYDERABAD	0	0	0	1	1	0	1	1	1	3	2
NA	CIT(A)-4, Hyderabad	CIT	HYDERABAD	0	0	0	1	1	0	0	1	1	2	1
NA	CIT(A)-5, Hyderabad	CIT	HYDERABAD	0	0	0	1	1	0	1	0	1	2	1
NA	CIT(A)-6, Hyderabad	CIT	HYDERABAD	0	0	0	1	1	0	0	1	1	2	1
NA	CIT(A)-7, Hyderabad	CIT	HYDERABAD	0	0	0	1	1	0	0	1	1	2	1
NA	CIT(TTAT) -1, Hyderabad	CIT	HYDERABAD	1	0	0	1	2	0	1	0	0	1	-1
NA	CIT(TTAT) -2 Hyderabad	CIT	HYDERABAD	1	0	0	1	2	1	0	0	0	1	-1
NA	CIT(Audit), Hyderabad	CIT	HYDERABAD	2	0	0	1	3	1	0	1	1	3	0
NA	CCIT Vijayawada	DC/ACIT	VJAYAWADA	0	1	2		3	0	0	0		0	-3
NA	DCIT(Hqrs), (Inv.) Hyderabad	DC/ACIT	HYDERABAD	0	2	0	1	3	0	0	0	0	0	-3
NA	Valuation Cell, Hyderabad		HYDERABAD	0	0	0	0	0	0	0	0	0	0	0
NA	DGIT(Inv.)	DGIT(Inv.)	HYDERABAD	2	4	6	2	14	0	2	2	1	5	-9
NA	MSTU HYDERABAD	ITO	HYDERABAD	0	0	2		2	0	0	0		0	-2
NA	PrCCIT(CCA)	PrCCIT(CCA)	HYDERABAD	12	17	12	6	47	15	6	20	11	52	5
NA	CIT(Central), Hyderabad	PrCIT	Hyderabad	2	1	2	2	7	1	0	1	1	3	-4
NA	PrCIT(I), Hyderabad	PrCIT(C)	HYDERABAD	2	1	2	2	7	2	0	1	1	4	-3
NA	PrCIT(II), Hyderabad	PrCIT(C)	HYDERABAD	2	1	2	2	7	2	0	2	2	6	-1

Asst./ NAsst.	Office Details	Head of office	STATION	OS SS	STA SS	TA SS	STENO SS	Sanctioned strength OS+ STA+ TA+STENO	OS Working Strength as on 14.08.18	STA Working Strength as on 14.08.18	TA Working Strength as on 14.08.18	STENO Working Strength as on 14.08.18	Working strength OS+STA+ TA+STENO as on 14.08.18	Diff with SS/WS (shortage of staff)
NA	PrCIT(III), Hyderabad	PrCIT(C)	HYDERABAD	2	1	2	2	7	2	1	1	1	5	-2
NA	PrCIT(IV), Hyderabad	PrCIT(C)	HYDERABAD	2	1	2	2	7	1	0	2	1	4	-3
NA	PrCIT - V, Hyderabad	PrCIT(C)	HYDERABAD	2	1	2	2	7	1	1	3	2	7	0
NA	PrCIT - VI, Hyderabad	PrCIT(NC)	HYDERABAD	2	1	2	2	7	0	1	2	1	4	-3
NA	PrCIT - VII, Hyderabad	PrCIT(NC)	HYDERABAD	2	1	2	2	7	0	1	2	1	4	-3
NA	PrDIT(Inv), Hyderabad	PrDIT	HYDERABAD	2	2	3	2	9	2	1	1	1	5	-4
NA	TRO 1	TRO 1	HYDERABAD	0	1	1	1	3	0	0	0	0	0	-3
NA	TRO 2	TRO 2	HYDERABAD	0	1	1	1	3	0	0	0	0	0	-3
NA	TRO 3	TRO 3	HYDERABAD	0	1	1	1	3	0	0	0	0	0	-3
NA	TRO 4	TRO 4	HYDERABAD	0	1	1	1	3	0	0	0	0	0	-3
NA	TRO 5	TRO 5	HYDERABAD	0	1	1	1	3	0	0	0	0	0	-3
NA	TRO 6	TRO 6	HYDERABAD	0	1	1	1	3	0	0	0	0	0	-3
NA	TRO 7	TRO 7	HYDERABAD	0	1	1	1	3	0	0	0	0	0	-3
NA	CIT(Central), Hyderabad	TRO(Central)	HYDERABAD	0	1	1	0	2	0	0	0	0	0	-2
NA	TRO(E)	TRO(E)	HYDERABAD	0	1	1	0	2	0	0	0	0	0	-2
NA	TRO(IT&TP)	TRO(IT&TP)	HYDERABAD	0	1	1	0	2	0	0	0	0	0	-2
NA	CIT(TDS), Hyderabad	TRO(TDS), ITO(Hq)	HYDERABAD	0	1	1	0	2	0	0	0	0	0	-2
A	Kadapa Range	Addl/JCIT	Kadapa	2	6	6	3	17	0	0	5	0	5	-12
A	Kakinada Range	Addl/JCIT	KAKINADA	2	6	6	3	17	5	0	2	1	8	-9
NA	IT Range, Vijayawada	ITO(INT Tax)	KAKINADA	0	1	1	0	2	0	1	1	0	2	0
A	Karimnagar Range	Addl/JCIT	KARIMNAGAR	2	7	7	3	19	2	3	1	1	7	-12

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A	Khammam Range	Addl/JCIT	KHAMMAM	2	6	6	3	17	1	2	1	0	4	-13
A	Khammam Range	ITO	Kothagudem	0	2	2	0	4	0	0	2	0	2	-2
A	Kurnool Range	Addl/JCIT	Kurnool	2	6	4	3	15	2	2	2	1	7	-8
A	CIT(A), KURNOOL	CIT	Kurnool	0	0	0	1	1	0	0	1	0	1	0
NA	PtCIT, Kurnool	PtCIT(NC)	Kurnool	2	1	2	2	7	2	0	1	0	3	-4
NA	TRO, Kurnool	TRO, Kurnool	Kurnool	0	1	1	1	3	0	0	0	0	0	-3
NA	TDS Range, Vijayawada	ITO (TDS)	Kurnool	0	1	1	0	2	0	1	0	0	1	-1
A	Range-2, Vijayawada	ITO	Machilipatnam	0	1	1	0	2	0	0	1	0	1	-1
A	Range-2, Tirupati	ITO	Madanapalle	0	1	1	0	2	1	0	1	0	2	0
A	Range 5, Hyderabad	ITO	Mahaboobnagar	0	2	2	0	4	0	0	2	0	2	-2
A	Karimnagar Range	ITO	Mancherial	0	1	1	0	2	0	2	0	0	2	0
A	Range 7, Hyderabad	ITO	Nalgonda	0	1	1	0	2	0	0	1	0	1	-1
A	Kurnool Range	ITO	Nandayal	0	1	2	0	3	0	1	1	0	2	-1
A	Range-2, Guntur	ITO	Narasaraopet	0	1	2	0	3	0	1	0	0	1	-2
A	Nellore Range	Addl/JCIT	NELLORE	2	8	8	3	21	3	5	6	0	14	-7

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NA	IT Range, Vijayawada	ITO(INT Tax)	NELLORE	0	1	1	0	2	0	1	0	0	1	-1
A	Nizamabad Range	ITO	Nirmal	0	1	1	0	2	1	0	0	0	1	-1
A	Nizamabad Range	Addl/JCIT	Nizamabad	2	6	6	3	17	0	1	4	0	5	-12
A	Ongole Range	Addl/JCIT	Ongole	2	6	6	3	17	0	2	1	1	4	-13
A	Rajahmundry Range 1	ITO	Palakole	0	1	1	0	2	0	1	0	0	1	-1
A	Kadapa Range	ITO	Proddatur	0	2	2	0	4	0	2	0	0	2	-2
A	Rajahmundry Range 2	Addl/JCIT	RAJAHMUNDARY	2	6	6	3	17	0	3	3	0	6	-11
A	Rajahmundry Range 1	Addl/JCIT	RAJAHMUNDARY	2	5	5	3	15	1	1	2	1	5	-10
NA	CIT(A) Rajahmundry	CIT	RAJAHMUNDARY	0	0	1	1	2	1	0	0	0	1	-1
NA	Inv. UNIT-III, Visakhapatnam	DC/ACT	RAJAHMUNDARY	0	2	7	2	11	1	0	0	1	2	-9
A	Central Range, Visakhapatnam	DC/ACT	RAJAHMUNDARY	0	2	2	1	5	0	0	1	1	2	-3
NA	Exemption Range (New) Vijayawada	ITO	RAJAHMUNDARY	0	1	1	0	2	0	0	1	0	1	-1
NA	Addl. CIT(Audit), Hyderabad	ITO(IAP)	RAJAHMUNDARY	0	1	1	0	2	0	0	1	0	1	-1
NA	TDS Range, Visakhapatnam	ITO(TDS)	RAJAHMUNDARY	0	1	2	0	3	1	2	0	0	3	0
NA	Pr-CIT -Rajahmundry	Pr-CIT(NC)	RAJAHMUNDARY	2	1	2	2	7	0	0	2	1	3	-4

Asst./ Nasst.	Office Details	Head of office	STATION	OS SS	STA SS	TA SS	STENO SS	Sanctioned strength OS+ STA+ TA+STENO	OS Working Strength as on 14.08.18	STA Working Strength as on 14.08.18	TA Working Strength as on 14.08.18	STENO Working Strength as on 14.08.18	Working strength OS+STA+ TA+STENO as on 14.08.18	Dif with SS/WS (shortage of staff)
NA	TRO Rajahmundry	TRO Rajahmundry	RAJAHMUNDRY	0	1	1	1	3	0	0	0	0	0	-3
A	Range 8 Hyderabad	ITO	Sangareddy	0	1	1	0	2	0	0	0	0	0	-2
A	Range-15, Hyderabad	ITO	Siddipet	0	1	1	0	2	0	1	0	0	1	-1
A	Range-4, Visakhapatnam	ITO	Srikakulam	0	3	2	0	5	1	1	1	0	3	-2
A	Range 7, Hyderabad	ITO	Suryapet	0	1	1	0	2	0	0	1	0	1	-1
A	Eluru Range	ITO	Tadepalligudem	0	1	1	0	2	0	0	1	0	1	-1
A	Eluru Range	ITO	Tanuku	0	2	2	0	4	1	1	1	0	3	-1
A	Range-1, Guntur	ITO	Tenali	0	2	2	0	4	1	2	1	0	4	0
A	Range-1, Tirupati	Addl/JCIT	TIRUPATI	2	6	6	3	17	0	2	3	1	6	-11
A	Range-2, Tirupati	Addl/JCIT	TIRUPATI	2	6	6	3	17	1	1	4	0	6	-11
NA	CIT(A),Tirupati	CIT	TIRUPATI	0	0	1	1	2	0	1	0	1	2	0
NA	Inv. UNIT-IV, Vijayawada	DC/ACT	TIRUPATI	0	2	6	2	10	0	0	1	0	1	-9
A	Central Range - Guntur	DC/ACT	TIRUPATI	0	2	1	1	4	0	1	0	0	1	-3
NA	Exemption Range (New) Vijayawada	ITO	TIRUPATI	0	1	1	0	2	0	0	2	0	2	0
NA	CIT(I&CI), Hyderabad	ITO(I &CI)	TIRUPATI	0	1	2	0	3	0	0	1	0	1	-2

Asst./ Nsast.	Office Details	Head of office	STATION	OS SS	STA SS	TA SS	STENO SS	Sanctioned strength OS+ STA+ TA+STENO	OS Working Strength as on 14.08.18	STA Working Strength as on 14.08.18	TA Working Strength as on 14.08.18	STENO Working Strength as on 14.08.18	Working strength OS+STA+ TA+STENO as on 14.08.18	Diff with SS/WS (shortage of staff)
NA	Addl. CIT(Audit), Hyderabad	ITO(IAP)	TIRUPATI	0	1	1	0	2	0	0	0	0	0	-2
NA	TDS Range, Vijayawada	ITO(TDS)	TIRUPATI	0	1	1	0	2	0	1	0	0	1	-1
NA	Pr-CIT -Tirupati	Pr-CIT(NC)	TIRUPATI	2	1	2	2	7	2	0	0	1	3	-4
NA	TRO Tirupati	TRO Tirupati	TIRUPATI	0	1	1	1	3	0	0	0	0	0	-3
NA	ITO(PR), TIRUPATI	ITO (PR)	TIRUPATI	0	0	1	0	1	0	1	0	0	1	0
A	Kakinada Range	ITO	Tuni	0	1	1	0	2	1	0	0	0	1	-1
NA	Exemption Range (New) Vijayawada	Addl/JCIT	VIJAYAWADA	2	2	4	2	10	2	1	1	1	5	-5
A	Range-3, Vijayawada	Addl/JCIT	VIJAYAWADA	2	8	8	3	21	0	3	4	0	7	-14
A	Range-2, Vijayawada	Addl/JCIT	VIJAYAWADA	2	7	7	3	19	3	3	3	1	10	-9
A	Range-1, Vijayawada	Addl/JCIT	VIJAYAWADA	2	6	6	3	17	2	3	4	1	10	-7
NA	Inv. UNIT-IV, Vijayawada	Addl/JCIT	VIJAYAWADA	2	12	8	4	26	0	0	1	1	2	-24
NA	TDS Range, Vijayawada	Addl/JCIT	VIJAYAWADA	2	3	5	3	13	2	0	2	0	4	-9
NA	CCIT, VIJAYAWADA	CCIT	VIJAYAWADA	3	2	1	3	9	0	0	2	1	3	-6
NA	CIT(TDS), Vijayawada	CIT	VIJAYAWADA	2	1	2	2	7	0	0	2	0	2	-5
NA	CIT(A) Vijayawada	CIT	VIJAYAWADA	0	0	1	1	2	0	0	1	1	2	0
A	Central Range - Guntur	DC/ACIT	VIJAYAWADA	0	2	1	1	4	0	1	0	1	2	-2
NA	CIT(I&CI), Hyderabad	ITO(I &CI)	VIJAYAWADA	0	1	1	0	2	0	0	1	0	1	-1
NA	Addl. CIT(Audit), Hyderabad	ITO(IAP)	VIJAYAWADA	0	1	1	0	2	0	0	1	0	1	-1
NA	Pr-CIT -Vijayawada	Pr-CIT(NC)	VIJAYAWADA	2	1	2	2	7	1	0	1	1	3	-4
NA	TRO Vijaywada	TRO Vijaywada	VIJAYAWADA	0	1	1	1	3	0	0	0	0	0	-3

Asst./ Masst.	Office Details	Head of office	STATION	OS SS	STA SS	TA SS	STENO SS	Sanctioned strength OS+ STA+ TA+STENO	OS Working Strength as on 14.08.18	STA Working Strength as on 14.08.18	TA Working Strength as on 14.08.18	STENO Working Strength as on 14.08.18	Working strength OS+STA+ TA+STENO as on 14.08.18	Diff with SS/WS (shortage of staff)
NA	CIT(TDS), Vijayawada	TRRO(TDS), ITO(Hq)	VIJAYAWADA	0	1	1	0	2	0	0	0	0	0	-2
NA	IT RANGE, VIJAYAWADA	Addl/JCIT	VIJAYAWADA	1	2	0	3	6	1	0	0	0	1	-5
A	Range 8 Hyderabad	ITO	Vikarabad	0	1	1	0	2	1	0	1		2	0
NA	Inv. UNIT-III, Visakhapatnam	Addl/JCIT	VIZAG	2	15	9	5	31	0	0	1	1	2	-29
A	Central Range, Visakhapatnam	Addl/JCIT	VIZAG	2	7	5	3	17	3	2	2	1	8	-9
A	Range-1, Visakhapatnam	Addl/JCIT	VIZAG	2	8	8	3	21	1	6	2	1	10	-11
A	Range-2, Visakhapatnam	Addl/JCIT	VIZAG	2	8	8	3	21	4	1	2	0	7	-14
A	Range-5, Visakhapatnam	Addl/JCIT	VIZAG	2	8	8	3	21	1	3	5	1	10	-11
A	Range-3, Visakhapatnam	Addl/JCIT	VIZAG	2	6	6	3	17	2	6	0	1	9	-8
A	Range-4, Visakhapatnam	Addl/JCIT	VIZAG	2	5	6	3	16	3	3	1	1	8	-8
NA	TDS Range, Visakhapatnam	Addl/JCIT	VIZAG	2	4	5	3	14	2	1	0	1	4	-10
NA	IT Range, Vijayawada	DCIT/ACIT	VIZAG	0	2	0	1	3	2	0	0	0	2	-1
NA	Addl. CIT(Hqrs)(Admn), Vizag	Addl/JCIT	VIZAG	0	0	0	1	1	0	0	0	0	0	-1
NA	SR AR, Visakhapatnam	Addl/JCIT	VIZAG	1	2	1	1	5	0	0	0	0	0	-5
NA	CCIT, Vizag	CCIT	VIZAG	3	2	6	4	15	2	0	5	2	9	-6

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NA	CIT(A), Visakhapatnam - II	CIT	VIZAG	0	0	1	1	2	0	0	1	1	2	0
NA	CIT(A), Visakhapatnam - III	CIT	VIZAG	0	0	1	1	2	0	0	1	0	1	-1
NA	CIT(A), Visakhapatnam - I	CIT	VIZAG	0	0	1	1	2	0	0	1	1	2	0
NA	CIT(ITAT) Vizag	CIT	VIZAG	1	0	1	1	3	0	0	1	0	1	-2
NA	DCIT(Hqrs), o/o CCIT, Vizag	DC/ACIT	VIZAG	0	1	0	1	2	0	0	0	0	0	-2
NA	Exemption Range (New) Vijayawada	DC/ACIT	VIZAG	0	1	0	1	2	0	0	1	0	1	-1
NA	MSTU VIZAG	ITO	VIZAG	0	0	2	0	2	0	0	0	0	0	-2
NA	CIT(I&CI), Hyderabad	ITO(I &CI)	VIZAG	0	1	1	0	2	1	0	0	0	1	-1
NA	Addl. CIT(Audit), Hyderabad	ITO(IAP)-I	VIZAG	0	1	1	0	2	0	0	1	0	1	-1
NA	Addl. CIT(Audit), Hyderabad	ITO(IAP)-II	VIZAG	0	1	1	0	2	0	0	0	0	0	-2
NA	CIT(Central), Vizag	PrCIT	VIZAG	2	1	2	2	7	1	0	2	1	4	-3
NA	PrCIT- Vizag-1	PrCIT(NC)	VIZAG	2	1	2	2	7	2	1	0	1	4	-3
NA	PrCIT- Vizag-2	PrCIT(NC)	VIZAG	2	1	2	2	7	3	0	1	1	5	-2
NA	TRO Vizag-1	TRO Vizag-1	VIZAG	0	1	1	1	3	0	0	0	0	0	-3
NA	TRO Vizag-2	TRO Vizag-2	VIZAG	0	1	1	1	3	0	0	0	0	0	-3

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NA	CIT(Central), Vizag	TRO(Central)	VIZAG	0	1	1	0	2	0	0	1	0	1	-1
NA	Valuation Cell, Visakhapatnam	CCIT	VIZAG	0	0	0	0	0	0	0	0	0	0	0
A	Range-3, Visakhapatnam	ITO	Vizianagaram	0	2	2	0	4	1	2	0	0	3	-1
A	Warangal Range	Addl/JCIT	WARANGAL	2	8	8	3	21	1	2	5	0	8	-13
A	Special Ranges (Hyderabad)	Addl/JCIT	HYDERABAD	0	14	1	3	18	0	0	0	0	0	-18
	Special Range Guntur	Addl/JCIT	GUNTUR	0	3	0	2	5	0	0	0	0	0	-5
	Special Range Vizag	Addl/JCIT	VIZAG	0	3	0	2	5	0	0	0	0	0	-5
	APA		HYDERABAD	0	1	0	0	1	0	0	0	0	0	-1
			TOTAL	202	655	644	343	1844	177	187	317	107	788	-1056