



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, फैक्स/ Fax 040-23241427

F.No. Pr.CCIT/Estt/I.T.Day/2023

Date: 06.07.2023

CIRCULAR

Sub: Income Tax Day Celebration on 24th July, 2023 - Calling for nominations -
Pr. CC's Certificate of Excellence – Reg.

The Pr. Chief Commissioner of Income Tax, Andhra Pradesh & Telangana region will be felicitating Officers / Officials of the Income Tax Department on the **Income Tax Day** on **24th July, 2023** with “**Pr. CC's Certificate of Excellence**”.

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 25.06.2023, under the following categories:

- (i) Outstanding devotion/commitment to duty
- (ii) Innovative/special efforts made to promote the image of the Department and/or resulting in substantial benefit to the Department.
- (iii) Individual excellence in the field of Sports/Cultural activities/Literature.
- (iv) Activities undertaken which have benefited the society at large by an individual/group of individuals.

2.1 Officer/Officials who retired on superannuation/VRS during the period 01.04.2022 to 30.06.2023, are also eligible for “**Pr. CC's Certificate of Excellence**”.

3. Nominations in Proforma A and 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 14th July, 2023, to email id: hyderabad.dcit.hq.admin@incometax.gov.in.

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


(THAMBA MAHENDRA)

Dy. Commissioner of Income Tax
(Hqrs)(Admn.),
O/o. Pr.CCIT, AP&TS, Hyderabad.

Copy to:

1. All the CCsIT/DGIT(Inv), AP&TS Region
2. All the PCsIT/CsIT/DsIT, AP&TS Region
3. All the Range Heads, AP&TS Region
4. All the ACsIT/DCsIT/ITOs, AP&TS Region
5. The DD(OL), Hyderabad for Hindi version.
6. All the Admn. Officer/DDOs, AP&TS, Region – with a request to circulate this issue among the Officers/Officials.
7. The IRS Association/ITGOA/ITEF. AP&TS Circle, AP&TS, region – with a request to circulate this issue among its members.
8. The Notice Board.

Proforma A

Individual Nominations from Officers/Officials with recommendation of the Reporting Officer.

S.No			
1	Name of the Officer/ Official		
2	Employee Code/Civil Code:		
3	Designation		
4	Date of Birth		
5	Mobile Number		
6	E-mail ID of the Officer/ Official		
7	Date of Joining / Years of Service completed	/	
8	Present Office		
9	Details of Awards/Certificates/Appreciation received in the last five years, if any		
10	APAR grading for the last three years	2022-23	
		2021-22	
		2020-21	
11	Whether any Civil/Criminal case, FIR or disciplinary action is/was initiated/pending against the Officer/Official	(Yes/No) If yes, details thereof.	
12	Brief description, in not more than 300 words, about the outstanding work carried out by the Official / Officer during the FY 2022-23 for which this nomination is made (Please mention the office details, if it is different from present office mentioned in Row No. 8)		
	Signature (of the officer/official in respect of whom the nomination is filed)		

13	Recommendation of the Reporting Officer (not more than 100 words):
14	Signature of the Reporting Officer: Name, Designation & Office Date : Place:

Note: Instructions for filling the Proforma

1. All the columns should be mandatorily filled in.
2. Please mention NA, wherever, the column is Not Applicable
3. S.No 1 to 12 is to be filled and signed by the officer in respect of whom this nomination is filed
4. S.No 13 & 14 is to be filled and signed by the Reporting Officer.

**Proforma B
Self Nominations**

S.No			
1	Name of the Officer/ Official		
2	Employee Code/Civil Code:		
3	Designation		
4	Date of Birth		
5	Mobile Number		
6	E-mail ID of the Officer/ Official		
7	Date of Joining / Years of Service completed	/	
8	Present Office		
9	Details of Awards/Certificates/Appreciation received in the last five years, if any		
10	APAR grading for the last three years	2022-23	
		2021-22	
		2020-21	
11	Whether any Civil/Criminal case, FIR or disciplinary action is/was initiated/pending against the Officer/Official	(Yes/No) If yes, details thereof.	

12	Brief description, in not more than 300 words, about the outstanding work carried out by the Official / Officer during the FY 2022-23 for which this nomination is made (Please mention the office details, if it is different from present office mentioned in Row No. 8)
13	Signature of the Officer/Official : Name, Designation & Office Place : Date:

Note: Instructions for filling the Proforma

1. All the columns should be mandatorily filled in.
2. Please mention NA, wherever, the column is Not Applicable

Proforma C Nomination of the Officer/Official made by the Reporting/Reviewing Officer.		
S.No		
1	Name of the Nominated Officer/ Official	
2	Employee Code/Civil Code of the Nominated Officer/ Official:	
3	Designation of the Nominated Officer/ Official	
4	Date of Birth of the Nominated Officer/ Official	
5	Mobile Number of the Nominated Officer/ Official	
6	E-mail ID of the Nominated Officer/ Official	
7	Date of Joining / Years of Service completed	/
8	Present Office	
9	Brief description, in not more than 300 words, about the outstanding work carried out by the Official / Officer during the FY 2022-23 for which this nomination is made (Please mention the office details, if it is different from present office mentioned in Row No. 8)	
10	Signature of the Reporting/Reviewing Officer: Name, Designation & Office Date: Place:	

Note: Instructions for filling the Proforma

1. All the columns should be mandatorily filled in.
2. Please mention NA, wherever, the column is Not Applicable
3. S.No 1 & 10 is to be filled and signed by the Officer who is submitting this form.