



OFFICE OF THE

**PR. CHIEF COMMISSIONER OF INCOME TAX**

ANDHRA PRADESH AND TELANGANA,  
10<sup>TH</sup> FLOOR, 'D' BLOCK, INCOME TAX TOWERS,  
AC GUARDS, HYDERABAD - 500 004.

☎ 040-23425474, Fax: 23241427, Fax: 040 - 23240403.

F.No.Pr.CCIT/Estt/19(14)/2019-20

Date: 09.09.2019

**MEMORANDUM**

Sub: Establishment - I.T Department, Hyderabad - Special Course for Women Officials - From 16.09.2019 to 17.09.2019 (02 working days) - Nomination of candidates (**second list**) - Regarding.

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The officials (**second list**) as per the **Annexure** are hereby nominated for the above mentioned course to be held at MSTU, Hyderabad for 02 working days from **16.09.2019 to 17.09.2019 (02 working days)**.

**VENUE :** MSTU,  
1<sup>st</sup> Floor, Annexe Building,  
Aayakar Bhavan,  
Hyderabad.  
**TIME :** Sharp by 9.45 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 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 who have already attended training should invariably attend. 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 who are attending training are hereby directed to switch off their Mobile phones before entering the premises of MSTU.

  
(M. MOHAN BABU)

Dy. Commissioner of Income tax  
(Hqrs)(Admn.)  
O/o. Pr.CCIT, AP & Telangana.

1. The officials concerned through their Heads of office.
2. The Heads of office concerned/The Addl. Asst. Director, MSTU, Hyderabad.
3. The Heads of office concerned/The Addl. Asst. Director, MSTU, Visakhapatnam.
4. The ITO (Hqrs) (PR), O/o Pr.CCIT, A.P & Telangana.

**SPECIAL COURSE FOR WOMEN OFFICIALS OFFICIALS AT MSTU, HYDERABAD FROM 16.09.2019 TO 17.09.2019 (SECOND LIST)**

Sr.No.	Name of the Official (S/Sri./Smt./Ms.)	Designation	Office in which working	Station	Mobile No.
1	TARA RAMANADHAM	OS	IT OFFICE, TADEPALLIGUDEM	TADEPALLYGUDEM	89859 71720
2	PALLAVI PAMPANA	OS	IT OFFICE, VIZIANAGARAM	VIZIANAGARAM	9441597636/ 8985971569
3	LAKSHMI BASWA	TA	ADCIT, RNG-3, VISAKHAPATNAM	VISAKHAPATNAM	8985970433
4	A ARCHANA	STA	ADCIT, RNG-2[SAL], VISAKHAPATNAM	VISAKHAPATNAM	8985972399
5	PERI NAGA DURGA SRI RAMYA	STENO GR-II (PB-I)	CIT(A)-1, VISAKHAPATNAM	VISAKHAPATNAM	9491419866
6	DEBIKA DAS	STENO GR-II (PB-I)	CIT(A)-2, VISAKHAPATNAM	VISAKHAPATNAM	7980572643
7	VIJAYALAKSHMI A B	OS	CCIT, VISAKHAPATNAM	VISAKHAPATNAM	8985971751
8	JAYANTHI DIVYA	MTS	IT OFFICE, VIZIANAGARAM	VIZIANAGARAM	8500627895
9	SRIKANTI ACHARYA	STA	IT OFFICE, VIZIANAGARAM	VIZIANAGARAM	8985972327