



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/ 10<sup>th</sup> 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/ITAT/17A/2021-22

Date: 28-12-2021

**ORDER**

Sub: Establishment – IT Department, A.P. & Telangana, Hyderabad – nomination of officers to represent cases before ITAT Benches in Hyderabad – reg.

Ref: Transfers & Postings of Addl./JsIT, vide order No.15 of 2021, dated 05.10.2021.

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Please refer to the above.

2. Considering that the posts of Sr.AR-II, ITAT-1, A-Bench, Hyderabad and Sr.AR-II, ITAT-2, B-Bench, Hyderabad remain vacant and that the cases in Division Benches and Small Matter Cases are being heard simultaneously, the following officers are hereby directed and authorized to represent Small Matter Cases before both ITAT-1, A-Bench, Hyderabad and ITAT-2, B-Bench, Hyderabad for the period mentioned against their names, in addition to their regular charge:

S.No.	Name & Designation of the Officer (S/Shri/Smt/Mrs.)	Period
1.	Ramakrishna Bandi, Addl.CIT, Range-3, Hyderabad	From 03.01.2022 to 07.01.2022
2.	K. N. Suresh Babu, JCIT, Range-1, Hyderabad	From 10.01.2022 to 14.01.2022
3.	Kanika Aggarwal, JCIT, Range-5, Hyderabad	From 17.01.2022 to 21.01.2022
4.	A Venkata Rao, JCIT, Range-9, Hyderabad	From 24.01.2022 to 28.01.2022

4. I am directed to inform that the officers are requested not to apply for any leave during the above period, plan their work accordingly, and attend to the ITAT duties without fail.

5. Further, the directions of the CIT (Admin. & TPS) are communicated as under:

**“Officers posted on roster duty at the ITAT shall ensure that cases as per the cause list are represented. In case of unavoidable circumstances only, suitable adjournment petitions should be moved as per procedure with valid reasons and documentary evidences, if any.”**

6. This issues with the approval of the Competent Authority.

  
(P. KRISHNA KUMAR)

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

Copy to:

1. Officers concerned.
2. Chief Commissioner of Income Tax, Hyderabad.
3. Pr.CIT-1, Hyderabad.
4. Pr.CIT-4, Hyderabad.
5. CIT(DR), ITAT, A-Bench, Hyderabad.
6. CIT(DR), ITAT, B-Bench, Hyderabad.
7. DDOs concerned.
8. ZAO, CBDT, Hyderabad.