



**Office of the  
Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana  
10th Floor, Income Tax Towers, AC Guards, Hyderabad – 500004,  
Tel. No. 040 – 23425474, Fax : 040-23241427, 23240403**

F.No.Pr.CCIT/2(6)(a)/Estt/2022,2023

Date: 29/12/2023

**MEMORANDUM**

Sub.: Establishment - I.T. Department, Hyderabad - **Promotion to the cadre of Private Secretary (Group 'B' Gazetted, Ministerial) on Regular basis for the vacancy year 2024- Allotment of Officers - Regarding.**

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The name of the following Stenographers Grade-I have been approved by the Regular Departmental Promotion Committee for promotion to the cadre of Private Secretary (Group B Gazetted, Ministerial ) on **regular basis for the vacancy year 2024** in the **Level 7** of 7th CPC Pay Matrix [Pre-Revised pay band of Rs. 9,300-34800 [PB-2] with corresponding **grade pay of Rs. 4600/-] with effect from 01.01.2024** and such allowances as may be sanctioned by the Government of India from time to time. are allotted to the appointing authorities mentioned in column No.3 for being posted in the office mentioned against their names in Column No.4 of the table below:

S. No	NAME OF THE OFFICIAL (MS/SHRI/SMT/KUM)	TO WHOM ALLOTTED O/o.	POSTED AS
(1)	(2)	(3)	(4)
1	CHING SUAN NIANG	CIT(TDS), HYDERABAD	Private Secretary O/o CIT(TDS), HYDERABAD
2	SEELAM GANGA BHAVANI	PCIT-2, HYDERABAD	Private Secretary O/o PCIT-2, HYDERABAD

The respective Controlling Authority, under whose charge the official is presently posted shall issue the promotion order immediately and endorse a copy thereof to this office. The date of joining of the Officer shall be intimated to this office by respective CCIT/DGIT/PCIT/PDIT/CIT/DIT by **08/01/2024**

2. Promotions to the cadre of Private Secretary is on *in-situ* basis. The postings of Private Secretary will be reviewed in the AGT-2024.
3. The following conditions should be mentioned in the promotion order to be issued by the appointing authority mentioned at column no.3 above:
  - a) Her promotion is purely provisional.
  - b) She will be liable for reversion.
  - i) If on a review of the vacancies, it is found that her promotion is in excess of the vacancies available.
  - ii) If found unfit for retention in the post of Private Secretary, (Group 'B' Gazetted, Ministerial)
  - c) Her promotion/appointment as Private Secretary, (Group 'B' Gazetted, Ministerial) is subject to the outcome of Hon'ble CAT / Hon'ble Court's Order, if any.



- d) Her attention is invited to MHA's O.M. in F.No.7/1/80-Estt.P.I dated 26.09.1981 read with CCS (Revised) Pay Rules, 2016 regarding exercising of option for fixation of pay on regular promotion.
- e) Her seniority in the cadre of Private Secretary will be liable for revision at any point of time if any bonafide mistake is found with reference to any records.
- f) The officer will not be eligible for pay fixation consequent on this promotion, if her pay has already been upgraded in the scale of Private Secretary (Group 'B'-Gazetted, Ministerial) under ACP/MACP Scheme.
- g) Her promotions will be subject to the directions / clarifications issued by the Board / DOPT in connection with the following OMs and any other OMs relating to the subject matter:
- (i) DOPT's OM No. 36012/2/96-Estt(Res.) dated 02/07/1997
  - (ii) DOPT's OM No.360281/17/2001/Estt(Res) dated 11/07/2002
  - (iii) Clarification issued by the DOPT vide I.D.No.36028/11/2007-Ess(Res.) dated 24/07/2007,
  - (iv) DOPT's OM No. 36012/11/2016-Estt(Res) dated 30/09/2016
  - (v) DOPT OM No A-130.13/22/2016-Ad.VII dated 18/08/2017
  - (vi) DOPT OM No F.No.36012/11/2016-Estt(Res-I){Pt-II} dated 15/06/2018
  - (vii) DOPT OM No.20011 /2/2019-Estt(D) dt 13.08.2021
  - (viii) CBDT, New Delhi's letter in F.No.A-35015/26/2018-Ad.VI, dated 27.05.2019 & A-35015/26/2018-Ad.VI dated 20.02.2020, 12/02/2021 & 26.10.2021.

4. **This issues with the approval of the Principal Chief Commissioner of Income Tax, Andhra Pradesh & Telangana.**

Sd/-

**(K.RAVI KIRAN)**  
**Commissioner of Income tax**  
**(ADMN & TPS), Hyderabad.**

**To:**

The appointing authorities mentioned in Column No.3

**Copy to :**

1. The Director General of Income tax (Inv.), Hyderabad / The Chief Commissioner of Income tax, Hyderabad / Vijayawada / Visakhapatnam.
2. The Confidential Section/DPC file/ Database file.
3. The General Secretary, ITGOA, AP&TS.
4. The Gen. Secretary, ITEF, AP&TS Circle, Hyderabad
5. The ZAO, CBDT, Hyderabad/Visakhapatnam.
6. The Hindi Section, O/o. Pr. CCIT, AP & TS, Hyderabad



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