



OFFICE OF THE PR.CHIEF COMMISSIONER OF INCOME TAX
Andhra Pradesh and Telangana,
10th Floor, 'B' 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

Dated:13.11.2019

MEMORANDUM

Sub: Establishment - I.T Department, Hyderabad - a Special Course for Stenographers(Basic of I-T, Drafting letters/notices & Communications skills) - from **21.11.2019 to 22.11.2019** (2 working days) - Nomination of candidates - Regarding.

Stenographers as per the **Annexure** are hereby nominated for the above mentioned course to be held at MSTU, Aayakar Bhavan, Hyderabad for two working days from **21.11.2019 to 22.11.2019**.

VENUE : MSTU,
1st Floor, Annex,
Aayakar Bhavan,
Hyderabad
TIME :Sharp by 9.15 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 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 Mofussil officials who are willing to avail the Guest House facility at Hyderabad should send their applications well in advance to the Income-tax Officer(Hqrs)(PRO), O/o Pr.CCIT, AP & Telangana, Hyderabad.

The officials who are attending training are hereby directed to switch off their Mobile phones before entering the premises of MSTU.


(M. MOHANA BABU)

Deputy Commissioner of Income tax (Hqrs)(Admn)
O/o. Pr.CCIT, AP and TS, Hyderabad

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

ANNEXURE

Sr. No.	Name of the Official	Designation	Office in which Working	Name of the Station	Contact No.
1	GANGA BHAVANI SEELAM	STENO, GR II(PB-II)	ADDL.CIT, CENTRAL RANGE, GUNTUR	VIJAYAWADA	8985972009
2	GUNTUPALLI VENKATA PAVAN KUMAR	STENO, GR II(PB-II)	CIT(A)-1, GUNTUR	GUNTUR	8985970367
3	CHALLAPALLI NEEHARIKA	STENO, GR II(PB-II)	PR.CIT, GUNTUR	GUNTUR	8985970609
4	HARI SINGH	STENO, GR-II(PB-II)	CIT(A)-7, HYDERABAD	HYDERABAD	8985970632
5	V NAGARAJU	STENO, GR II(PB-II)	CIT(JUDICIAL), HYDERABAD	HYDERABAD	8985971031
6	R AMRUTHA VANI	STENO, GR II(PB-II)	ADDL.CIT, RANGE-14, HYDERABAD	HYDERABAD	8985972134
7	ABDUL KARIM	STENO, GR II(PB-II)	ADDL.CIT, RANGE-15, HYDERABAD	HYDERABAD	8985971563
8	CHING SUANNIANG	STENO, GR II(PB-II)	ADDL.CIT, RANGE-16, HYDERABAD	HYDERABAD	8985972161
9	GAURAV KUMAR YADAV	STENO, GR-II(PB-II)	ADDL.CIT, RANGE-17, HYDERABAD	HYDERABAD	8985971892
10	S. SADDIQUE MAHAMMAD	STENO, GR II(PB-II)	CIT(A)-5, HYDERABAD	HYDERABAD	8985971002
11	KULDEEP SINGH	STENO, GR II(PB-II)	ADDL.CIT, RANGE-3 HYDERABAD	HYDERABAD	8985971584
12	V L V SUNEELA	STENO, GR II(PB-II)	CIT(A)-1, HYDERABAD	HYDERABAD	8985970436
13	ANAND KUMAR	STENO, GR II(PB-II)	CIT(DR), ITAT-2, B-BENCH, HYDERABAD	HYDERABAD	8985970588
14	K SAI SANDEEP	STENO, GR II(PB-II)	CIT(A)-11, HYDERABAD	HYDERABAD	8985972380
15	KAMAL KUMAR BAIRWA	STENO, GR-II(PB-II)	PR.CIT(REAC), HYDERABAD-1	HYDERABAD	8985971389
16	JAYA PRAKASH G	STENO, GR II(PB-II)	CIT(A)-4, HYDERABAD	HYDERABAD	8985970575
17	VENKATA KIRAN KUMAR MUTYALA	STENO, GR-II(PB-II)	ADDL.CIT, RANGE-1, HYDERABAD	HYDERABAD	8985970552
18	SREENIVASULU J	STENO, GR II(PB-II)	CIT(A)-8, HYDERABAD	HYDERABAD	8985972013
19	RAJARAM SINGH	STENO, GR-II(PB-II)	CIT(A)-9, HYDERABAD	HYDERABAD	8985970559
20	R SITA KALYANI	STENO, GR II(PB-II)	CIT(EXEMPTIONS), HYDERABAD	HYDERABAD	8985970468
21	CH N A V S R KRISHNA	STENO, GR II(PB-II)	PR.CIT(CENTRAL), HYDERABAD	HYDERABAD	8985971737
22	MD AKBAR MAHFOOZ	STENO, GR II(PB-II)	PR.CIT-1, HYDERABAD	HYDERABAD	8985971845


एम. मोहन बाबु, चा.रा.से
M. MOHAN BABU, IRS
 आयकर उपायुक्त
 Deputy Commissioner of Income Tax
 (मुख्य प्रशा.) (H.Qrs.) (Admin.)
 प्रधान मु.आ.आ.का. कार्यालय आ.प्र. एवं तेलंगाना
 O/o. Pr. CCIT A.P. & Telangana

23	DEEPAK KUMAR	STENO, GR II(PB-II)	ADDL.CIT, RANGE-2, HYDERABAD	HYDERABAD	8985970439
24	ASHOK KUMAR	STENO, GR II(PB-II)	PR.CIT-6, HYDERABAD	HYDERABAD	8985970508
25	SHAIK PARIJATHAM ZILANI	STENO, GR I	ADDL.CIT, KAKINADA	KAKINADA	7901599680
26	NAGENDAR A	STENO, GR II(PB-II)	PR.CIT-3, HYDERABAD	HYDERABAD	8985970918
27	S BABU RAO	STENO, GR II(PB-II)	ADDL.CIT, RANGE-2, GUNTUR	ONGOLE	8985972316
28	TALLARI AMARENDRA PRASAD	STENO, GR II(PB-II)	CIT(A), RAJAHMUNDRY	RAJAHMUNDRY	8985970425
29	RAMESH NARINA	STENO, GR I	DDIT(INV), RAJAHMUNDRY	RAJAHMUNDRY	8985971822
30	SHAIK NAYAB RASOOL	STENO, GR II(PB-II)	ADDL.CIT, KURNOOL	KURNOOL	8985972314
31	T SAILAJA	STENO, GR II(PB-II)	CIT(A), TIRUPATI	TIRUPATI	8985972328
32	PODUGU PURNA CHANDRA RAO	STENO, GR II(PB-II)	ADDL.CIT, RANGE-2, VIJAYAWADA	VIJAYAWADA	8985970645
33	R VENKATESWARA RAO	STENO, GR II(PB-II)	PR.CIT, VIJAYAWADA	VIJAYAWADA	8985972339
34	JAMI SURESH KUMAR	STENO, GR II(PB-II)	ADDL.CIT(CENTRAL RANGE), VISAKHAPATNAM	VISAKHAPATNAM	8985971824
35	AKELLA VENKATA SUBRAHMANYAM	STENO, GR II(PB-II)	PR.CIT(CENTRAL), VISAKHAPATNAM	VISAKHAPATNAM	8985972297
36	KAMPA APPALA REDDY	STENO, GR I	CCIT, VISAKHAPATNAM	VISAKHAPATNAM	8985971823
37	MANOJ KUMAR	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-11, HYDERABAD	HYDERABAD	8341489178
38	V KRISHNA MOHAN SANKULA	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-16, HYDERABAD	HYDERABAD	7602757583
39	GYANENDRA KUMAR GUPTA	STENO, GR-II(PB-1)	ADDL.CIT(TP), HYDERABAD	HYDERABAD	7652001984
40	DHARMENDRA SINGH	STENO, GR II(PB-I)	ADDL.CIT, RANGE-4, HYDERABAD	HYDERABAD	8985971490
41	RAJNISH KUMAR	STENO, GR-II(PB-1)	ADDL.CIT, RANGE-5, HYDERABAD	HYDERABAD	6394725104
42	SAGARAM SREE KRISHNA	STENO, GR-II(PB-1)	PR.CCIT, HYDERABAD	HYDERABAD	8985972102
43	SURGYAN MEENA	STENO, GR-II(PB-1)	CIT(TDS), HYDERABAD	HYDERABAD	8058836781


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