



Office of the Principal Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana
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F.No.Pr.CCIT/2(8)/Estt/2016

Date: 15-04-2016

MEMORANDUM

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

The names of the following officials have been approved by the Departmental Promotion Committee for promotion to the cadre of Private Secretary (Group 'B'- Gazetted) on **regular basis** for the vacancy year 2016-17 in the pay band of Rs.9,300-34,800 [PB-2] with corresponding grade pay of Rs.4,600/- and such allowances as may be sanctioned by the Government of India from time to time. On promotion, their services are placed at the disposal of the appointing authority mentioned at Col.No.3 below, who will issue the Promotion and Posting Orders, for being posted in the office mentioned against their names in Col.No.4:

S. No.	Name of the official, Designation and office in which working S/Sri/Smt	To whom allotted	Posted as
1	2	3	4
1	VENKATESWARA RAO A, STENO GR-I, O/O. ADDL.CIT (EXEMPTIONS), VIJAYAWADA (UOT O/O. ADDL.CIT, RANGE-3, VIJAYAWADA)	CIT(A)-2, GUNTUR	PS to CIT(A)-2, GUNTUR
2	MURALI ANKARI, STENO GR-I, O/O.ADDL.CIT, WARANGAL.(UOT O/O. CIT(A)-5, HYDERABAD.)	CIT(A)-5, HYDERABAD	PS to CIT(A)-5, HYDERABAD
3	JYOTHSNA DASARI, STENO GR-I, O/O. PR.CCIT, AP & TELANGANA, HYDERABAD.	CIT(ADMN&CO), HYDERABAD	PS to CIT(ADMN&CO), HYDERABAD
4	MANIKYA LAXMI G, STENO GR-I, O/O. PRCIT-2, HYDERABAD (UOT O/O. CIT(A)-2, HYDERABAD.)	CIT(A)-2, HYDERABAD	PS to CIT(A)-2, HYDERABAD
5	JAYA LAKSHMI P. A., STENO GR-I, O/O. PRCIT-1, HYDERABAD. (UOT O/O. CIT(A)-4, HYDERABAD.)	CIT(A)-1, HYDERABAD	PS to CIT(A)-1, HYDERABAD


6	SAI LATHA P, STENO GR-I, O/O. ADDL.CIT, RANGE-11, HYDERABAD (UOT O/O. CIT(A)-6, HYDERABAD)	CIT(A)-6, HYDERABAD	PS to CIT(A)-6, HYDERABAD
7	SANGEETHA LAXMI T, STENO GR-I, O/O. DGIT(INV), HYDERABAD (UOT O/O. CIT(A)-7, HYDERABAD)	CIT(A)-8, HYDERABAD	PS to CIT(A)-8, HYDERABAD

2. The following conditions should be mentioned in the promotion order to be issued by the appointing authority :

- a) their promotion is purely provisional
- b) they will be liable for reversion,
 - i) If, after a review of the vacancies, it is found that their promotion is in excess of the vacancies available;
 - ii) If they are found unfit for retention in the post of Private Secretary, (Group-'B'-Gazetted).
- c) their promotion/appointment as Private Secretary is subject to the outcome of CAT/Court's Order, if any.
- d) their 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, 2008 regarding exercising of option for fixation of pay on regular promotion.
- e) The official whose pay has been upgraded in the scale of Private Secretary (Group-'B'-Gazetted) under ACP / MACP Scheme will not be eligible for pay fixation consequent on this promotion.

3. The promotion order should be issued in the prescribed proforma immediately.

4. This issues with the approval of the Principal Chief Commissioner of Incometax, Andhra Pradesh & Telangana, Hyderabad.


 (M. NAVEEN) 15.4.16
 Dy. Commissioner of Incometax,
 (Hqrs.)(Admn.),Hyderabad

To the Commissioner of Incometax mentioned in Column (3) above, with a request to issue promotion order in respect of the official concerned immediately, endorsing a copy to this office. A copy may also be marked to the ITGOA & ITEF, Group 'C', Hyderabad.

Copy to :

1. The Chief Commissioner of Incometax, Hyderabad / Vijayawada / Visakhapatnam, Director General of Incometax (Inv), Hyderabad.
2. The Vigilance Section, O/o Pr.CCIT, A.P. & Telangana, Hyderabad /DPC file/ Database file.