भारत सरकार
प्रधान मुख्य आयकर आयुक्त का कार्यालय,
10 वीं मंजिल, B ब्लॉक, आयकर शिखर,
10-2-3,ए.सी. गार्ड्स,
हैदराबाद-500 004
टेलीफोन :040-23241427

GOVERNMENT OF INDIA
Office of the Pr.Chief Commissioner of Income Tax,
10th Floor, B Block, Income tax Towers,
10-2-3, AC Guards, Hyderabad-500004
Tel No:040-23241427
Email:hyderabad.dcit.hq.admin@incometax.gov.in

F. No. Pr. CCIT/2(13)/Steno/Estt/2025-26 **Dated: 30.12.2025**

M E M O R A N D U M

Sub: Establishment – I.T. Department, Andhra Pradesh & Telangana - **Promotion** to the cadre of **Steno Gr-I on regular basis- Vacancy Year 2026 - Allotment of officials** – Regarding.

* * * * *

Consequent upon recommendations of the Departmental Promotion Committee, the following officials are, hereby, approved for promotion to the grade of **Stenographer Grade I** (Pay Level 6 of the Pay Matrix of 7th CPC [Pay scale Rs. 35,400-1,12,400 with corresponding Grade Pay of 4200] for the VY 2026 on regular basis **w.e.f. 01.01.2026 or the date of joining whichever is later** with such allowances as may be sanctioned from time to time and are allotted to the appointing authority mentioned in Column No.03 for posting in the station mentioned in Column No.04 of the table below:

(VACANCY YEAR-2026)

SL. NO.	NAME OF THE OFFICIAL (SRI/SHRI/SMT)	APPOINTING AUTHORITY	STATIONED AT
(1)	(2)	(3)	(4)
1	Karishma Mahapatra (Emp ID: 187053)	CIT(Admin & TPS) Hyderabad	Hyderabad
2	Manish Savita (Emp ID: 187893)	CIT(DR)-1, ITAT, A-Bench, Hyderabad	Hyderabad
3	Balkishan Prajapat (Emp ID: 188257)	PCIT-2, Hyderabad	Hyderabad
4	Deepak Kumar (Emp ID: 188256)	PDIT(Inv.), Hyderabad	Visakhapatnam
5	Aditya Verma (Emp ID: 188296)	PCIT-1, Visakhapatnam	Visakhapatnam
6	Farheen Naaz (Emp ID: 187782)	PCIT-1, Hyderabad	Hyderabad
7	Girraj Kumar Meena (Emp ID: 188913)	CIT(Appeals), Unit-6, Hyderabad	Hyderabad
8	Pattamsetty Ravali (Emp ID: 183646)	PCIT(Central), Visakhapatnam	Guntur
9	Savadi Venkata Ramana Vijayalakshmi (Emp ID: 183146)	CIT(TDS), Hyderabad	Hyderabad
10	Telukuntla Pooja (Emp ID: 183415)	PDIT(Inv.), Hyderabad	Hyderabad
11	Bikki Chandana (Emp ID: 182780)	CIT(IT&TP), Hyderabad	Hyderabad

12	Mokhamatam Mounica (Emp ID: 184282)	CCIT, Visakhapatnam	Visakhapatnam

The respective competent authority shall issue the promotion order in the prescribed proforma immediately and endorse a copy thereof to this office. The date of joining of the Official shall be intimated to this office by respective CCIT/DGIT/PCIT/PDIT/CIT/DIT by **08/01/2026.** The above posting is on in-situ basis and shall be reviewed in AGT 2026.

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

a) His/her promotion is purely provisional.

b) He/she will be liable for reversion –

(i) if after a review of the vacancies, it is found that his/her promotion is in excess of the vacancies available, Or

(ii) if found unfit for retention in the post of Steno Gr-I

c) His/her promotion and seniority in the cadre of Steno Gr-I will be liable for revision at any point of time subject to seniority made in accordance with outcome of the following cases;

(i) The orders that may be passed by the Hon'ble Supreme Court in Jarnail Singh and Ors Vs. Lachhmi Narain Gupta and Ors. [Civil Appeal No. 629 of 2022 arising out of SLP (C) No. 30621 of 2011] and other connected matters or any other Court case (s) before Hon'ble Court/Tribunal.

(ii) Outcome of any other case (s) pending before the Hon'ble Supreme Court of India, Hon'ble High Court of Telangana, Hon'ble High Court of Andhra Pradesh, Hon'ble CAT Bench Hyderabad, Hon'ble CAT Circuit Bench Vijayawada, Hon'ble CAT Principal Bench Delhi.

d) His/her promotion and seniority in the cadre of Steno Gr-I will be liable for revision at any point of time subject to any directions/clarifications issued by DoPT/CBDT.

e) His/her seniority in the cadre of Stenographer Grade-I will be liable for revision at any point of time if any bonafide mistake is found with reference to any records.

f) The 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 O.M. No.36012/2/96-Estt (Res.) dated 2/7/1997, (ii) DOPT's OM No.36028/17/2001/Estt(Res.) dated 24/7/2007.

g) His/ her promotion / inter se seniority is subject to the outcome of supplementary / Review DPC, if any and placement of his/her position as per reservation roster.

h) His/her promotion is subject to outcome of recasting of reservation rosters in the cadre of Stenographer Grade-I in accordance with i) DOP&T's O.M. No. 36012/45/2005-Estt (Res.) dated 10.08.2010 & ii) DOP&T's O.M. in F.No.36012/11/2016-Estt.(Res-I) (Pt-II), Dated. 15.06.2018.

3. If the pay of the official has already been upgraded under ACP / MACP scheme to the pay scale of Stenographer Grade-I then he/she will not be eligible for pay fixation consequent to this promotion.

4. The attention of the promoted official is invited to MHA's O.M. F. No.7/1/80-Estt-P.1 dated 26/09/1981 and Ministry of Finance, Department of Expenditure (Implementation Cell) O.M. in F.No.1/1/2008 & DOPT O.M no. 13/02/2017-Estt(Pay-I), dated. 27.07.2017 regarding Exercising of option for fixation of pay on promotion.

5. This issues with the approval of the Principal Chief Commissioner of Income Tax, AP & Telangana, Hyderabad.

Sd/-

(एम. नर्मदा /M. NARMADA)

आयकर आयुक्त (प्रशासन एवं करदाता सेवाएँ),

Commissioner of Income Tax (Admn. & TPS)(i/c)

आन्ध्र प्रदेश एवं तेलंगाना /Andhra Pradesh & Telangana.

To:
The Appointing Authority mentioned in Column No. 3.

Copy to:

1. The DGIT(Inv), Hyderabad.
2. The Chief Commissioners of Income Tax, Hyderabad/Vijayawada/Visakhapatnam.
3. The Confidential Section/DPC File.
4. The ZAO, CBDT, Hyderabad/Visakhapatnam.
5. Notice Board.

(Yaram Vijay Bharath Reddy)
(यारम विजय भारत रेड्डी)
ITO(HQ)(Personnel)(OSD)
आईटीओ (मुख्यालय) (कार्मिक) (ओएसडी)
O/o Pr. CCIT, AP & Telangana Hyderabad
कार्या. प्र.मु.आ.आ, आं. प्र.और तेलंगाना, हैदराबाद