



कार्यालय

OFFICE OF THE

प्रधान मुख्य आयकर आयुक्त

PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,
केन्द्रीय राजस्व भवन, आई.पी.एस्टेट, नई दिल्ली
CENTRAL REVENUE BUILDING, I.P. ESTATE, NEW DELHI
TELEPHONE NO. 011-23378721 Fax 011-23370444

F.No. Pr. CCIT/DCIT(Hqrs. Finance)/Reconstruction SB/2018-19/1319 Dated : 07/05/2018

To

All CCsIT/Pr. CsIT/CsIT,
New Delhi

Sir/Madam,

Sub: Reconstruction of Service Books of serving/retired Group B and Group A
officers-Appointment of Nodal Officers-regarding.

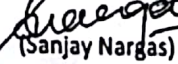
Kindly refer to this office letter F.No. Pr. CCIT/DCIT(Hqrs. Finance)/Reconstruction
SB/2018-19/ 1064 dated 27/04/2018 on the subject of re-casting of service books of
serving/retired officers which were destroyed in the fire incident in Room No. 382, C R
Building, Delhi on 24.04.2018.

In this connection, I am directed to enclose a list of officers as per 'Annexure A'
whose service books are available in good condition in this office. Besides, several service
books in partly damaged condition are also available in this office but the names of the
officers are not recognizable or if recognizable, the service particulars are not legible.

I am further directed to convey that all such officers under your control, whose
names are not figuring in the list at Annexure A may be requested to provide the
information as per proforma in 'Annexure B' alongwith the photocopies of evidencing
documents as stipulated in 'Annexure C' to facilitate this office to reconstruct the respective
service books at the earliest.

The officers concerned may file the same on the dak counter specified for this
purpose, in Room No. 142A First Floor, C R Building, New Delhi.

Yours faithfully,


(Sanjay Nargas)

Deputy Commissioner of Income Tax,
(Hqrs. Finance), New Delhi

End: as above

Copy to: All Addl. CsIT/JCsIT/DCsIT/ACsIT/ITOs through their Controlling Officers.

Deputy Commissioner of Income Tax,
(Hqrs. Finance), New Delhi

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Annexure B**PROFORMA DEPICTING PARTICULARS REQUIRED FOR RE-CONSTRUCTION OF SERVICE BOOK**

Name of the Officer _____

(Particulars given in the service book at the time of appointment)

S.No.		
1	Name in Full (In Block letters)	
2	Father's name	
3	Husband's name (In block letters)	
4	Nationality	
5	Whether a member of Scheduled Caste/Tribe/OBC?	
6	Date of birth by Christian era	
7	Educational qualification (a) At the time of first appointment (b) Subsequently acquired	
8	Professional and technical qualifications not Covered by 7	
9	Exact height by measurement (without shoes)	
10	Personal mark of Identification	
11	Permanent home address	

PART-II

1	Marital Status	
2	Declaration of Home Town (As furnished at the time of appointment)	
3	Family particulars	
4	GPF Account No.	

Signature of Officer

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PROFORMA DEPICTING PARTICULARS REQUIRED FOR RE-CONSTRUCTION OF SERVICE BOOK

Name of the Officer _____

S.No.		
1	Zerox copy of service book/personal file, if available with you	
2	Details as per Annexure A enclosed	
3	Date of Birth certificate	
4	First Appointment order	
5	Confirmation order passed by the competent authority	
6	2 Photographs	
7	Educational Qualifications Certificates	
8	Nomination forms for GPF, DCR Gratuity and family pension, CGEGIS and Leave encashment	
9	Promotion orders in various cadres along with joining letter copies	
10	Caste certificate	
11	Copy of Adhaar Card	
12	Copy of CGHS card	
13	Deputation orders if any	
14	Details of past service	
15	Copy of last leave application applied for wherein the balance of earned leave, CCL, commuted leave is certified by the DDO and orders passed by the competent authority in this regard	
16	Certificate issued by the Zonal Accounts Office regarding verification of qualifying service	

Annexure- C , Page - 2

17	Pay fixation orders passed on account of promotion	
18	Pay fixation orders passed on account of passing departmental exams	
19	Pay fixation orders passed consequent on implementation of IVth/Vth/VIth/VIIth CPC	
20	Sanction order in respect of small family norms	
21	Orders in respect of grant of special pay	

Self attested copies of the above referred documents to be submitted

Signature of Officer

Pr. CIT/ CIT service book list		
SL. NO.	NAME	DESIGNATION
1	SAROJ DESWAL	PR.CIT
2	SANJAY KUMAR JAIN	CIT
3	SANJEEV KUMAR SHARMA	CIT
4	SUNITA SINGH	CIT
5	SHEFALI SWAROOP	CIT
6	SATENDER SINGH RANA	CIT
7	SUNIL KUMAR SINGH	CIT
8	VIJAY VARMA	CIT
9	VISMITA TEJ	CIT
10	VINAY KUMAR KARAN	CIT
11	VANITA RATTAN SHARMA	CIT
12	YOGESH KUMAR VERMA	CIT
13	UPAMANYU BASU	CIT
14	SANGEETA GUPTA	CIT
Addl. CIT/JCIT service book list		
15	AASHNA PAUL	Addl. CIT
16	AASTHA LAKSHMI	JCIT
17	AMIT JAIN	JCIT
18	AMIT KUMAR JAIN	JCIT
19	ANUPAM KANT GARG	Addl. CIT
20	ARUN KUMAR YADAV	JCIT
21	DEVENDRA KUMAR	JCIT
22	EKTA JAIN	Addl. CIT
23	GAURAV DUDEJA	JCIT
24	GAUTAM DEB	JCIT
25	GHANSHYAM SHARMA	JCIT
26	JYOTI LEGHA	Addl. CIT
27	KUMAR PRANAV	JCIT
28	MRITUNJAYA BARNWAL	Addl. CIT
29	NK BANSAL	JCIT
30	PRAVEEN KUMAR	Addl. CIT
31	RAJIV KUMAR	Addl. CIT
32	RAKESH KUMAR	Addl. CIT
33	RANU MUKHARJEE	Addl. CIT
34	ROHIT ANAND	JCIT
35	SANDEEP KUMAR MISHRA	JCIT
36	SANJAY KUMAR	JCIT
37	SAROJ KUMAR DUBEY	Addl. CIT
38	SAWETA NAKARA DUTTA	Addl. CIT
39	SHIV RAJ SINGH	JCIT
40	SHYAM LAL ANURAGI	JCIT
41	SP GUPTA	Addl. CIT
42	SUBHAKANTA SAHU	Addl. CIT
43	SUDHIRANJAN SENAPATI	Addl. CIT

44	SUNIL KUMAR YADAV	JCIT
45	SURENDER PAL	Addl. CIT
46	UMESH TAKYAR	Addl. CIT
47	VJAY CHOUDHARY	JCIT
48	VIPUL AGRAWAL	JCIT
49	VIVEK GUPTA	Addl. CIT
50	YAMINI	JCIT
ACIT/DCIT service book list		
51	Ajay Kumar Goyal (AKG036M70002)	DCIT
52	Ajay Kumar Sood (AKS036M68008)	ACIT
53	Amitabh Sah (A*S036M66005)	DCIT
54	Anil Gandhi (A*G036M68001)	DCIT
55	Anita Verma (A*V036F70001)	DDIT(SYSTEMS)
56	Anurag Vardhan (A*V036M68001)	DCIT
57	Bhupinderjit Kumar (B*K036M68003)	DCIT
58	Binay Kumar Rai (BKR036M70002)	ACIT
59	D Babu Rao (DBR036M70001)	ACIT
60	Dal Chand (D*C036M59002)	ADIT(SYSTEMS)
61	Devender Singh Rathi (DSR036M66002)	DCIT
62	Devendra Kumar Arya (DKA036M61001)	ACIT
63	Giriraj Prasad Sharma (GPS036M72001)	ACIT
64	Girish Parihar (G*P036M67003)	DCIT
65	Gurpreet Shah Singh (GSS036M68001)	DCIT
66	Har Sahai Meena (HSM036M65001)	ACIT
67	Krishna Kumar (124692)	ACIT
68	Laljee Prasad (L*P036M63001)	DCIT
69	Mallikarjuna Rao Anumala (MRA036M72001)	DCIT
70	Manoj Aggarwal (M*A036M69001)	DCIT
71	Munshi Ram (M*R036M61002)	DCIT
72	Neeraj Sirohi (N*S036M66010)	ACIT
73	Pankaj Khanna (P*K036M69005)	DCIT
74	Premveer Singh (P*S036M65006)	DCIT
75	Pritpal Singh (P*S036M71008)	ACIT
76	Radhey Shyam Jaiswal (RSJ036M65001)	DCIT
77	Raghvendra Singh (R*S036M66016)	ACIT
78	Rajesh Dinghra (R*D036M67003)	DCIT
79	Rajesh Kumar (R*K036M64008)	DCIT
80	Rajiv Ratan Singh (RRS036M68001)	ACIT
81	Rakesh Kumar (R*K036M63014)	ACIT
82	Rakesh Kumar (RK*036M69001)	ACIT
83	S Pukeho Peter Khrasi (SPK036M64001)	ACIT
84	Salini Mohan Roy (SMR036F67001)	ACIT
85	Sanjay Kumar Nargas (SKN036M68003)	DCIT
86	Sanjay Sharma (S*S036M66007)	DCIT
87	Sarojini Xess (S*X036F62001)	DCIT
88	Shelendra Srivastva (S*S036M68017)	DCIT

89	Sunil Rana (S*R036M68006)	ACIT
90	Taigang John Maringmel (TJM036M70001)	ADIT(SYSTEMS)
91	Umesh Kumar Sharma (UKS036M69001)	ACIT
92	Vijay Kumar Mohanlal Soyantar (VMS036M69001)	ACIT
93	Vipin Kumar (V*K036M66006)	DCIT
94	Vipul Kashyap (V*K036M69008)	DCIT
95	Vivek Gulati (V*G036M67001)	DCIT
96	Yash Pal Chawla (YPC036M66001)	DCIT
97	Abhishek Tripathy (A*T036M87003)	ACIT
98	Akash Barnwal (A*B036M87006)	ACIT
99	Amit Kumar Singh Chauhan (AKC036M89002)	ACIT
100	Amrit Pritom Chetia (APC036M87001)	ACIT
101	Ankit Jain (A*J036M90003)	DCIT
102	Ankur Goyal (A*G036M83002)	DCIT
103	Anshu Sarawat (A*S036F90008)	ACIT
104	Anshul (A**036F86003)	ACIT
105	Apoorv Tiwari (A*T036M89003)	ACIT
106	Apoorvi Singhal (A*S036F90002)	ACIT
107	Arindam Misra (A*M036M88010)	ACIT
108	Arjun Singh (A*S036M84006)	ACIT
109	Ashish Sinha (A*S036M80007)	DCIT
110	Ashish Kumar Panda (AKP036M88001)	ACIT
111	Bhageerath Choudhary (B*C036M86001)	ACIT
112	Bhupender Kumar Singh (BKS036M85001)	ACIT
113	Choudhari Swapnil Yadaorao (CSY036M89001)	ACIT
114	Danish Abdullah (D*A036M88001)	ACIT
115	Davinder Chodha (D*C036M88002)	ACIT
116	Dheeraj (D**036M85001)	ACIT
117	Digvijay Singh (D*S036M87002)	ACIT
118	Divya Chaudhary (D*C036F90001)	ACIT
119	Divya Vashishta (D*V036F82001)	DCIT
120	G Sathish (G*S036M83004)	DCIT
121	Gaurav Singh (G*S036M89001)	ACIT
122	Harshit Bansal (H*B036M91001)	ACIT
123	Ibu Sanjeeb Garg (ISG036M86001)	ACIT
124	Ish Gupta (I*G036M88001)	ACIT
125	Jyoti Meena (J*M036F90001)	ACIT
126	Kanika Hasija (K*H036F87001)	ACIT
127	Kapil Kumar Singh (KKS036M88003)	ACIT
128	Karan Chaudhary (K*C036M88002)	ACIT
129	Karthik Dasari (K*D036M87001)	ACIT
130	Kavinder Singh Negi (KSN036M87001)	ACIT
131	Kavita Yadav (K*Y036F90002)	ACIT
132	Keshav Kishor Anand (KKA036M89001)	ACIT

131	Kondari Balaji Gurudutt (KBG036M91001)	ACIT
134	Kotapati Vamsi Krishna (KVK036M87001)	DCIT
135	Krishna Kumar Ramawat (KKR036M85001)	ACIT
136	Kritika Jaiswal (K*J036F86001)	ACIT
137	Kumar Ashutosh (K*A036M89001)	ACIT
138	Kunal Kishor (K*K036M92001)	ACIT
139	Malpure Kalyani Rajan (MKR036F91001)	ACIT
140	Mayur Kumar (M*K036M90014)	ACIT
141	Meghnad M Gavil (MMG036M89001)	ACIT
142	Monika Pangley (M*P036F85001)	ACIT
143	Monika Pawar (M*P036F85002)	ACIT
144	Naveen Kumar (N*K036M86004)	ACIT
145	Neeraj Gupta (N*G036M84001)	DCIT
146	Neeraj Kumar (N*K036M80009)	DCIT
147	Neha Sahay (N*S036F84004)	ACIT
148	Nikhil Saraswat (N*S036M89003)	ACIT
149	Nisheeth Yadav (N*Y036M80001)	ACIT
150	Om Prakash Meena (OPM036M84001)	ACIT
151	Payal Gupta (P*G036F86001)	ACIT
152	Pitamber Kumar (P*K036M88008)	ACIT
153	Praduman Meena (P*M036M91001)	ACIT
154	Pryati Sharma (P*S036F90001)	ACIT
155	Raj Kishore (R*K036M87016)	ACIT
156	Rajendra Jaipal (R*J036M86001)	ACIT
157	Rini Handa (R*H036F87001)	ACIT
158	Rohan Thakur (R*T036M91001)	ACIT
159	Sachin Kumar (S*K036M84023)	ACIT
160	Saresa Kartik Laxmanbhai (SKL036M85001)	ACIT
161	Saurabh Goyal (S*G036M88005)	ACIT
162	Saurabh Gupta (S*G036M86002)	ACIT
163	Saurabh Kumar Sharma (SKS036M87003)	ACIT
164	Shatarupa Mishra (S*M036F90003)	ACIT
165	Shefali Singh (S*S036F88007)	ACIT
166	Shilpi Chopda (S*C036F90001)	ACIT
167	Shreyans Gupta (S*G036M91003)	ACIT
168	Sri Vatsa Sehra (SVS036M87002)	ACIT
169	Sukhad Chaturvedi (S*C036M89003)	ACIT
170	Vaibhav Srivastava (V*S036M85002)	ACIT
171	Varunesh Mishra (V*M036M89001)	ACIT
172	Vijay Singh (V*S036M89005)	ACIT
173	Vijit Patel (V*P036M90003)	ACIT
174	Vikas Chaudhary (V*C036M83002)	ACIT
175	Vikash Singh Bagri (VSB036M86001)	ACIT
176	Vinod Kumar Chaudhary (VKC036M81001)	ACIT
177	Tatung Padi (T*P036M79002)	DCIT
178	Naina Karol (N*K036F87002)	DCIT
179	Abhishek Anand (A*A036M81001)	DCIT

180	Dinesh Antil (D*A036M81001)	DCIT
181	G Elamurugu (G*E036M76001)	DCIT
182	Gunjan Varshney (G*V036F82001)	DCIT
183	Harsh Siddarth Gautam (HSG036M81001)	DCIT
184	Hitisha Ruhella (H*R036F85001)	DCIT
185	Meenakshi Singh (M*S036F83001)	DCIT
186	Neha Tomar (N*T036F85001)	DCIT
187	Neha Yadav (N*Y036F86001)	DCIT
188	Prashant Shukla (P*S036M84001)	DCIT
189	Preeti Singh (P*S036F81002)	DCIT
190	R Lakshmi Narayanan (RLN036M82001)	DCIT
191	Reema Yadav (R*Y036F85001)	DCIT
192	Ridhima Vashisht (R*V036F83001)	DCIT
193	Rishi Kumar (R*K036M81008)	DCIT
194	Rohit Kumar (R*K036M78013)	DCIT
195	Saket Singh (S*S036M83013)	DCIT
196	Sanyam Suresh Joshi (SSJ036M84001)	DCIT
197	Sawni Dikshit (S*D036F83002)	DCIT
198	Smrithi Bharadwaj (S*B036F84002)	DCIT
199	Tarun Jarwal (T*J036M83001)	DCIT
200	Richa Jaiswal (R*J036F87001)	DCIT
201	Keshav Choudhary	ACIT

ITO service book list

202	HARI PRAKASH	ITO
203	JAYA JAITLEY	ITO
204	LAJPAT RAI	ITO
205	PRATAP CHAUHAN	ITO
206	V.S. DAHIYA	ITO
207	YASHPAL GANDHI	ITO
208	SHOBHNA RANJAN	ITO