



Office of the Commissioner of Income tax
(Admn & Computer Operations)
IIIrd Floor, IT Towers, AC Guards,
Hyderabad 500 004.

F. No. CIT(Admn. & CO)/ITBA/Prashikshan2017-18/

Dated: 10/10/2017

To
All the Pr. Commissioner of Income tax
Hyderabad.

Sub: Additional hands-on training on ITBA under Project Prashikshan – reg.

Ref: System/ITBA/Training/13-14/17-18-1195, Dated: 27/09/2017.

Please refer to the above. As requested by the trainee participants, it has been decided to conduct additional hands on training at MSTU, 1st Floor, Aayakar Bhavan, Hyderabad. The hands on training will be conducted and the training session will be 2 Hours each. It is requested to nominate 10 trainee participants (5 staff, 5 officers) from each Range i.e. 30 from each CIT and the session is as mentioned below:

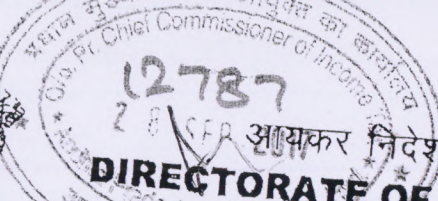
Sl. No	Date	Timings	CIT CHARGE
1	11/10/2017	10:30 to 13:30	Pr.CIT – 1, Hyderabad
2	11/10/2017	15:30 to 17:30	Pr.CIT – 2, Hyderabad
3	12/10/2017	10:30 to 13:30	Pr.CIT – 3, Hyderabad
4	12/10/2017	14:30 to 17:30	Pr.CIT – 4, Hyderabad
5	13/10/2017	10:30 to 13:30	Pr.CIT – 5, Hyderabad
6	13/10/2017	14:30 to 17:30	Pr.CIT – 6, Hyderabad
7	16/10/2017	10:30 to 13:30	Pr.CIT – 7, Hyderabad
8	16/10/2017	14:30 to 17:30	Pr.CIT ,Central Hyderabad

In view of the above, and to make this program successful, it is requested to direct the nominated trainees to attend the training at MSTU, Aayakar Bhavan, Hyderabad.

(M. RAVINDRA SAI)

Commissioner of Income tax
(Admn & TPS), Hyderabad

Copy to: the Pr. DGIT(Systems), New Delhi
the ADG(Systems)- 3, New Delhi.
the Addl.ADG(Systems) -3(1), New Delhi
the TCS personal.



आयकर निदेशक (पद्धति)
DIRECTORATE OF INCOME TAX (SYSTEMS)

ए. आर. ए. सेन्टर, भूमि-तल, ई-2, झण्डेवाला एक्सटेंशन
 ARA-Centre, Ground Floor, E-2, Jhandewalan Extension,
 नई दिल्ली / New Delhi-110055

No. System /ITBA/Training/13-14/17-18/ -11195

Dated: 27/09/2017

To,

All the Commissioner of Income-Tax(Admin. &TPS),
 Delhi(Admin. & TPS)/ Mumbai(Admin. & TPS)/ Chennai(Admin. & TPS)/
 Ahmedabad(Admin. & TPS)/ Ahmedabad(Admin. & TPS)/ Bhubneshwar(Admin. & TPS)/
 Kolkatta(Admin. & TPS)/ Cochin(Admin. & TPS)/ Chandigarh(Admin. & TPS)/
 Hyderabad(Admin. & TPS)/ Jaipur(Admin. & TPS)/ Kanpur(Admin. & TPS)/
 Lucknow(Admin. & TPS)/ Patna(Admin. & TPS)/ Pune(Admin. & TPS)/ Nagpur(Admin. &
 TPS)/ Guwahati(Admin. & TPS)

Sub: Additional hands-on training on ITBA under Project Prashikshan-reg.

Sir,

During the course of the ITBA training program, a number of requests and feedback have been received from various locations, for additional hands-on training as many of the trainee participants could not complete the hands-on training within the allotted time. In view of the problems faced by the officers/staff during hands-on training, it has been decided to conduct additional hands-on sessions at the following stations (at the same training venues, i.e. TCS iON centres) as per the schedule annexed herewith (As **Annexure A**):

- Delhi
- Pune
- Hyderabad
- Kolkata
- Mumbai
- Chennai
- Ahemdabad

2. **Batches and nominations:** The additional hands-on training will be conducted from 06-10-2017 to 13-10-2017. Each day there will be three sessions of **2 hours each** and a batch of **50** officers/officials can have hands-on training in a session. Separate sessions for staff (upto ITI),

AOs (ITO to DCIT) and Supervisory Officers (JCIT and above) have been planned for each day as under:

09:30 to 11:30: SO (Supervisory Officers, JCIT & above)

12:00 to 14:00: Staff (upto ITI)

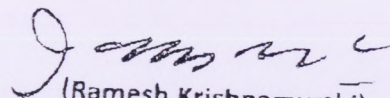
15:00 to 17:00: AOs (ITO to DCIT)

All nominations will be done online through Nodal Officers. Normally, an employee can attend only one session of additional hands-on training, however, subject to the availability of slots on the last day, an employee can avail another hands-on session on the last day. Nodal officer will be responsible for coordinating enrollment for hands-on sessions.

3. **Training facilitators:** The hands-on training will be facilitated by two TCS trainers for each hands-on session. However, one officer/official who attended Train-the-Trainer program under Project Prashikshan may also be directed to remain present during the additional hands-on sessions.

4. In view of the above, and to make this program successful, it is requested that the process of nomination of officers/staffs for different batches may please be commenced at the earliest. Any query in this regard may be sent to email-id itbatraining@incometax.gov.in

Your faithfully,

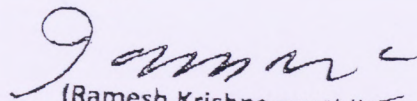

(Ramesh Krishnamurthi)

Addl. Director General (S)-3, CBDT

Encl. : As above.

Copy to :

1. Pr. Director General of Income Tax(S), New Delhi
2. Pr. CsCIT, Income Tax Department.
3. Database cell for uploading to irsofficersonline.gov.in


(Ramesh Krishnamurthi)

Addl. Director General (S)-3, CBDT