



**Office of the Principal Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana,**

10th Floor, Income Tax Towers, AC Guards, Hyderabad – 500 004,
Tel. No. 040 – 23425474 , Fax 23241427 Fax:040 23240403

F. No. CIT(Admn & CO)/ITBA Training/2017-18.

Date: 27/07/2017.

MEMORANDUM

Sub: Establishment – Income Tax Department, Andhra Pradesh, Hyderabad –**ITBA Training** scheduled from **31/07/2017 to 01/08/2017** – at **IDZ Mallapur, Hyderabad**– Nomination of officials – Regarding.

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The officials as per the **Annexure** are hereby nominated for the above mentioned course to be held at iON Digital Zone IDZ 1 Mallapur, Bhavani Grace Technologies, Nacharam-Mallapur Road, near Noma Convention centre, Mallapur, Hyderabad.

2. The rollout of Income Tax Business Application (ITBA) would be completed shortly. ITBA training through project Prashikshan would be imparted to the officials of the Department for effective use of ITBA/HRMS modules. The nominated officials would be treated as Local Resource persons who would be pre-disposed towards assisting their colleagues in ITBA/ITD matters.
3. Transport facility to the venue will be provided by the department from the respective office premises. Lunch and snacks will be provided by M/s. TCS
4. Training for better delivery is a huge challenge in contemporary times. For the department of Income Tax, its sole and most significant asset is manpower and accordingly, equipping government personnel with necessary skills is of utmost importance. Thus, the Heads of Office concerned are directed to relieve the officials so as to enable them to attend the training.
5. The Principal Chief Commissioner of Income tax (CCA) desires that the officials sponsored for training should not apply for leave during this 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.
6. Even if any of the officials is under 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.
7. **It is noticed that officials who are nominated for course are filing representations seeking exemptions from attending the training citing various reasons. In this regard the officials concerned may note that unless there is communication from this office regarding cancellation their nomination for the training courses, the officials should attend the Training Course invariably.**


(KIRAN KATTA)

Addl. Commissioner of Income Tax
(Hqrs) (Admn & Vig)
O/o Pr: CCIT, A.P. & Telangana.

Encl: Annexure.

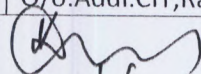
ANNEXURE

LIST OF OFFICIALS NOMINATED FOR ITBA TRAINING THROUGH PROJECT PRASHIKSHAN

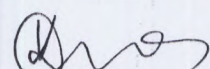
31/07/2017 to 01/08/2017

IDZ Mallapur, Hyderabad

Sl.No	Name of the Official	Designation	Office in which working
1	N.Radhika	TA	O/o.Addl.CIT,Range-1,Hyd
2	N.Ramana Kumari	STA	O/o.Addl.CIT,Range-1,Hyd
3	Srikanti Acharya	STA	O/o.Addl.CIT,Range-1,Hyd
4	P.M.Adarsh	TA	O/o.Addl.CIT,Range-1,Hyd
5	T.Deepika	STA	O/o.Addl.CIT,Range-1,Hyd
6	C.Padmavati	STA	O/o.Addl.CIT,Range-1,Hyd
7	B.Vijaya Lakshmi	STA	O/o.Addl.CIT,Range-1,Hyd
8	Pinky	TA	O/o.JCIT,Range-2,Hyd
9	Ajay Prabhakar	STA	O/o.JCIT,Range-2,Hyd
10	Ashok Kumar Meena	TA	O/o.JCIT,Range-2,Hyd
11	Punjala Chandra Devraj	STA	O/o.JCIT,Range-2,Hyd
12	J.Taranya	STA	O/o.JCIT,Range-2,Hyd
13	Krishna Kumar	TA	O/o.JCIT,Range-2,Hyd
14	Dhiraj Kumar Singh	STA	O/o.JCIT,Range-2,Hyd
15	Ruchika Sharma	TA	O/o.Addl.CIT,Range-3,Hyd
16	Rakesh Kumar	TA	O/o.Addl.CIT,Range-3,Hyd
17	Mithilesh Kumar	STA	O/o.Addl.CIT,Range-3,Hyd
18	Prakash Chandra Mudul	STA	O/o.Addl.CIT,Range-3,Hyd
19	Kamal Kishore Sharma	TA	O/o.Addl.CIT,Range-3,Hyd
20	Mir Attauddin	STA	O/o.JCIT,Range-4,Hyd
21	M Yugander Naik	TA	O/o.JCIT,Range-4,Hyd
22	Sandeep Kumar	TA	O/o.JCIT,Range-4,Hyd
23	Himanshu Joshi	TA	O/o.JCIT,Range-4,Hyd
24	Arun Pal	TA	O/o.JCIT,Range-4,Hyd
25	J.Pranay	TA	O/o.JCIT,Range-5,Hyd
26	N Ramesh Kumar	STA	O/o.JCIT,Range-5,Hyd
27	R.Sujatha	TA	O/o.JCIT,Range-5,Hyd
28	N.Yashvath Kumar	TA	O/o.JCIT,Range-5,Hyd
29	Sameer Khan	TA	O/o.JCIT,Range-6,Hyd
30	G BB Arun Manasseh	TA	O/o.JCIT,Range-6,Hyd
31	K.V.S.Narsing Rao	TA	O/o.JCIT,Range-6,Hyd
32	Soumyadipa Mojumder	TA	O/o.JCIT,Range-6,Hyd
33	T.Uday	TA	O/o.JCIT,Range-6,Hyd
34	Trisha Tokas	TA	O/o.Addl.CIT,Range-7,Hyd
35	Jitendra Nodiya	STA	O/o.Addl.CIT,Range-7,Hyd
36	Anju Mala	TA	O/o.Addl.CIT,Range-7,Hyd
37	Srinivas G	TA	O/o.Addl.CIT,Range-7,Hyd
38	N.V.Usha Rani	STA	O/o.JCIT,Range-6,Hyd
39	B.Uma Maheshwar	STA	O/o.Addl.CIT,Range-8,Hyd
40	Ashish Chander Singh Thakur	STA	O/o.Addl.CIT,Range-8,Hyd
41	M.Kanthi Priya	TA	O/o.Addl.CIT,Range-8,Hyd
42	P K Vara Prasad	TA	O/o.Addl.CIT,Range-8,Hyd
43	Ramalakshamma	TA	O/o.Addl.CIT,Range-9,Hyd
44	K.Venkata Suresh	STA	O/o.Addl.CIT,Range-9,Hyd
45	S Dayalan	TA	O/o.Addl.CIT,Range-9,Hyd
46	E Manohar	STA	O/o.Addl.CIT,Range-9,Hyd
47	Nalli Manasa	TA	O/o.Addl.CIT,Range-9,Hyd



48	V Hymavathi	TA	O/o.Addl.CIT,Range-9,Hyd
49	S.Sudhakar Reddy	STA	O/o.JCIT,Range-10,Hyd
50	Khalida Khatoon	TA	O/o.JCIT,Range-10,Hyd
51	G.Chandra Sekhar	STA	O/o.JCIT,Range-10,Hyd
52	M.Padmavathi	TA	O/o.JCIT,Range-10,Hyd
53	Vipparthi Shanti	STA	O/o.JCIT,Range-10,Hyd
54	Kamal Jyoti Agarwal	TA	O/o.Addl.CIT,Range-11,Hyd
55	Sunil Kumar	STA	O/o.Addl.CIT,Range-11,Hyd
56	P.Nageswara Rao	TA	O/o.Addl.CIT,Range-11,Hyd
57	Sita Rama Meena	TA	O/o.Addl.CIT,Range-11,Hyd
58	Satya Krishna	TA	O/o.Addl.CIT,Range-11,Hyd
59	Arindam Mandal	STA	O/o.Addl.CIT,Range-11,Hyd
60	M.Manik Rao	TA	O/o.Addl.CIT,Range-12,Hyd
61	Prasanth Sandu	TA	O/o.Addl.CIT,Range-12,Hyd
62	Reena Gurunani	TA	O/o.Addl.CIT,Range-12,Hyd
63	Sachin Adigaur	TA	O/o.Addl.CIT,Range-12,Hyd
64	Rahul Sharma	TA	O/o.Addl.CIT,Range-12,Hyd
65	B.B.Reddy	TA	O/o.JCIT,Range-13,Hyd
66	Ajay Sharma	TA	O/o.JCIT,Range-13,Hyd
67	Munesh Kumar	STA	O/o.JCIT,Range-13,Hyd
68	Deepak Kumar	TA	O/o.JCIT,Range-13,Hyd
69	Saurabh Singh Pundir	TA	O/o.JCIT,Range-13,Hyd
70	Salman Khan	TA	O/o.JCIT,Range-13,Hyd
71	Amith Dubey	STA	O/o.Addl.CIT,Range-14,Hyd
72	S.V.Sai Subba Rao	STA	O/o.Addl.CIT,Range-14,Hyd
73	Ram Singh Yadav	TA	O/o.Addl.CIT,Range-14,Hyd
74	D.Devender	STA	O/o.Addl.CIT,Range-14,Hyd
75	M.Aruna	TA	O/o.Addl.CIT,Range-14,Hyd
76	Md.Abdul Wajid	TA	O/o.Addl.CIT,Range-14,Hyd
77	Himanshu Kumar	TA	O/o.JCIT,Range-15,Hyd
78	Kamkothang Sitlou	TA	O/o.JCIT,Range-15,Hyd
79	V Mohan Krishna	STA	O/o.Addl.CIT,Range-16,Hyd
80	P.Narasuimha Murthy	STA	O/o.Addl.CIT,Range-16,Hyd
81	C Anjaneyulu	STA	O/o.Addl.CIT,Range-16,Hyd
82	M V S Veera Bhadra Rao	STA	O/o.Addl.CIT,Range-16,Hyd
83	Sumit Kumar	TA	O/o.Addl.CIT,Range-16,Hyd
84	G Satyanarayana	STA	O/o.Addl.CIT,Range-16,Hyd
85	B Surendra Reddy	TA	O/o.Addl.CIT,Range-16,Hyd
86	Pankaj Nath Tripathi	STA	O/o.JCIT,Range-17,Hyd
87	M.Venkatesham	STA	O/o.JCIT,Range-17,Hyd
88	M.Rahul	STA	O/o.JCIT,Range-17,Hyd
89	L.Karthik	TA	O/o.JCIT,Range-17,Hyd
90	Purushottam Sharma	TA	O/o.JCIT,Range-17,Hyd
91	D.Dhamurathinam	TA	O/o.JCIT,Range-17,Hyd
92	J.Ananth Lakshmi	STA	O/o.Addl.CIT,Range-1(TDS),Hyd
93	Prabhakar Kumar	TA	O/o.Addl.CIT,Range-1(TDS),Hyd
94	Ch.Narsing Rao	STA	O/o.Addl.CIT,Range-1(TDS),Hyd
95	H.Mallikarjun	STA	O/o.Addl.CIT,Range-1(TDS),Hyd
96	M.Srinivas	STA	O/o.Addl.CIT,Range-1(TDS),Hyd
97	Pankaj Kumar Meena	STA	O/o.JCIT(TDS),R-2,Hyd
98	Harinath Babu	STA	O/o.JCIT(TDS),R-2,Hyd
99	K H Sudheer	TA	O/o.JCIT(TDS),R-2,Hyd
100	Yogesh Rathi	TA	O/o.JCIT(TDS),R-2,Hyd


27/11/17

Annexure C – Suggestions for trainees

1. Please carry Office ID card along with you to show your identity at entrance gate.
2. Please carry proof of nomination either in form of Email/SMS/letter etc.
3. Please adhere to Training Time strictly to avoid any inconvenience to other trainees (please reach training venue at least 15 Min prior to the start of training which is at 930 am sharp).
4. Please avoid late coming & leaving early since the training schedule is very intensive and trainees will miss out on significant portions.
5. Please avoid seeking cancellations or postponements. At many locations there is only one or two batches for staff etc. No repeat training will be possible.
6. Please keep mobile phone switch off or on silent mode to avoid any disturbance.
7. Please do not cross talk while training is in progress to avoid disturbance to others.
8. Please do not go outside training premise during tea break and lunch break as training time is tightly coupled. Break time should be strictly observed.
9. Please maintain training decorum during training period as a courtesy to other participants.
10. While clarifying doubts or asking questions is welcome, but, please take care not to disturb the flow of training which is time-bound. The local trainers and local resource persons can be contacted later for such clarifications as well.
11. Please do not ask Income Tax related questions which the trainers may not be able to respond. The training is aimed at giving an overview of the ITBA functionalities available.
12. Please avoid suggestions for enhancements or changes or problems in ITBA during training. The trainers are not empowered to respond to such requirements. In case of any such suggestions/problems please send detailed email with suggestions to ITBAuggestions@incometax.gov.in or problems to itba.helpdesk@incometax.gov.in.
13. Please take assistance of local trainers from RTI, MSTU, RCC or Local Resource Persons during the hands-on sessions for doubts.
14. For all future and further refresher training contact the local trainer from RTI, MSTU, RCC or Local Resource Persons.