MEMORANDUM

Sub: Establishment – I.T.Department, Andhra Pradesh & Telangana – Training for Special Course on ITBA, Batch-2 from 03.09.2019 to 06.09.2019 - Nomination of Officials - Regarding.

****

The Officials, as per the Annexure, are hereby nominated for the Training for Special Course on ITBA, Batch-2 from 03.09.2019 to 06.09.2019 to be conducted at MSTU, Hyderabad.

VENUE: MSTU,
Aayakar Bhavan,
1st Floor, Annex, Hyderabad.

TIME: Sharp by 9.45 AM

The concerned Heads of Offices are directed to relieve the officials so as to enable them to attend the training.

The Principal Chief Commissioner of Income Tax desires that the officials sponsored for training should not apply for leave during this period. It is needless to emphasize that the trainees should avoid going on leave during the training period. If any of the official 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.

*It is noticed that officials nominated for training courses are seeking exemption from attending the training citing various reasons. In this regard, it may be noted that the officials who have already attended that training should invariably attend. The officials filing representations for cancellation of nominations (forwarded through head of office with proper proof attached) should attend the training invariably unless there is a communication from this office regarding cancellation of their nomination for the training.*

The out station officials, upon their nomination, for the course are requested to book their return tickets after 6PM of the concluding day only, as leaving early is resulting in the loss of crucial sessions planned for the concluding day.

The officials who are attending training are hereby directed to switch off their Mobile phones before entering the premises of MSTU.

(M. MOHAN BABU)
Dy. Commissioner of Income tax,
HQrs/Admn,
O/o Pr. CCIT, A.P. & TS, Hyderabad.

Copy to:
1. The officials concerned through the Head of office.
2. The Head of office concerned.
3. The Income Tax Officer, MSTU, Hyderabad.
4. The ITO[H.Qrs]/Wel.)/ITO[H.Qrs](PR), O/o Pr. CCIT, A.P. & TS, Hyderabad.
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<th>STATION</th>
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