



कार्यालय प्रधान मुख्य आयकर आयुक्त, आन्ध्र प्रदेश व तेलंगाना, हैदराबाद

Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,

दसवीं तल, आयकर शिखर/ 10TH Floor, Income Tax Towers,

ए.सी. गार्ड्स, हैदराबाद/ AC Guards, Hyderabad – 500 004.

टेलि.नं./Tel. No. 040 – 23425474, फैक्स/ Fax 040-23241427

F.No.Pr.CCIT/Training/Estt/2021-22

Date: 28/06/2021

MEMORANDUM

Sub: Establishment – IT Department, AP & TS – “Online Refresher Course for Income Tax Officers who have completd 4 years” from 05/07/2021 to 09/07/2021 - Nominations - Regarding.

Ref: Letter in F.No. C-12/Refresher_ITO/Planning/DTRTI/BNG/2021-22 dated 16/06/2021.

The following Officers as per Annexure are hereby nominated for “Online Refresher Course for Income Tax Officers who have completd 4 years” from 05/07/2021 to 09/07/2021.

2. 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 utmost importance. Thus, the Heads of Office concerned are directed to relieve the officials so as to enable them to attend the training.

3. Online Course and the link, credentials and other technical details for joining and schedule for sessions being conducted will periodically be shared with the officers & officials through whatsapp or SMS or mail in advance by DTRTI, Bengaluru. DTRTI, Bengaluru intimated that the the same details will also be available in Announcement / News & Events Section of the website www.dtrtibangalore.com.

4. The Prinicpal Chief Commissioner of Income Tax (CCA) desires that the officers sponsored for training should not apply for leave during this period. If any of the officer 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 dreliction of duty.

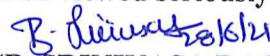
5. Even if any of the officer is under orders of transfer from the present office, or any particular officer has not reported for duty at the place of posting, he/she should invariably attend the training course.

6. The Course schedule and other instructions regarding the online course will also be updated in the website:www.dtrtibangalore.com by DTRTI, Bengaluru. For any further querries regarding the Course and any assistance, the officers may contact:

(i) Smt. Roopa M. Shenoy, AAD(Trg.)-1, DTRTI, Bengaluru,
Mobile No. 8762300615
Email: bangalore.dtrti.aad1@incometax.gov.in

(ii) Ms. Sharda Devi, ITI, DTRTI, Bengaluru –
Mobile No. 8762302565
Email: shard.devi1@incometax.gov.in.

7. **As the Course is being conducted through the online mode, no exemption will be given for the concerned Officers / Officials. The absence to the said training will be viewed seriously.**


(B. SRINIVASA RAO)

Jt. Commissioner of Income Tax,
(OSD)(Hqrs)(Admn.),
O/o Pr.CCIT, AP&TS, Hyderabad

Copy to:

1. All the Officers concerned through Head of Office.
2. The Addl.Director General (Trg.), Direct Taxes Regional Training Institute, Plot No.17, Near HMT Watch Factory,Jalahalli, BANGALORE 560 013
3. The Head of Office concerned.

ANNEXURE

S. NO	NAME OF THE OFFICER / OFFICIAL (S/SRI/SMT)	RANK	Emp. ID	POSTING	EMAIL-ID	Mobile No.
1	JHANSI VENKATA LAKSHMI P	ITO	116246	ITO, WARD-12(1), HYDERABAD	jhansi.v.l.panthakani@incometax.gov.in	8985970647
2	USHA SREE MALLAROUTHU	ITO	147717	ITO(HQRS)-II, O/o PR.CIT, HYDERABAD-1	usha.s.mallarothu@incometax.gov.in	8985970721

B. Srinivas
28/6/14



क्षेत्रीय प्रत्यक्ष कर प्रशिक्षण संस्थान

DIRECT TAXES REGIONAL TRAINING INSTITUTE

नं. 17, पिण्या प्लांटेशन (बी), निकट एच.एम.टी. घडी कारखाना, जालहल्ली, बेंगलूर - 560013

No. 17, Peenya Plantation (B), Near HMT Watch Factory, Jalahalli, Bangalore -560013

दूरभाष/Phone : 080-23082000, 23452841

फैक्स/Fax-080-23082014

E-mail - bangalore.adg.dtrti@incometax.gov.in

F. No. C-12/Refresher_ITO/Planning/DTRTI/BNG/2021-22

Date: 16.06.2021

To

The Pr. Chief Commissioner of Income tax,
Andhra Pradesh & Telangana Region.
I.T. Towers, A.C. Guards,
Hyderabad-500004.

Kind Attention: CIT (Admn. & TPS), Hyderabad

Respected Sir,

**Sub: Online Refresher Course for Income Tax Officers who have completed 4 years-
from 05.07.2021 to 09.07.2021- request for nominations - regarding.**

The Direct Taxes Regional Training Institute, Bengaluru will be conducting a Refresher Course for Income Tax Officers from 05.07.2021 to 09.07.2021 for the Income Tax Officers of Karnataka & Goa and Andhra Pradesh & Telangana regions. This is a mandatory course for the Income Tax Officers who have completed 4 years of service as ITO in the Department. The course will comprise 30 sessions of one hour spread over 5 training days.

2. In view of the present restrictions to contain the spread of COVID-19 and under the directions of NADT, Nagpur, the course is planned to be conducted through online mode. It is proposed to conduct 6 sessions per day. The final schedule will be shared with the participants in due course.

3. The main objective of this course is to update the participants with the latest legal and procedural aspects of Income Tax. Inputs will also be provided on Examination of Accounts, TDS provisions. The participants will also be benefitted with workshops and case studies on various topics, which would be covered during the training program.

4. In this connection, it is requested that all the ITOs who have completed 4 years of service and have not attended the refresher course earlier may kindly be nominated for this Special Course and

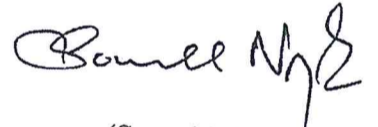
the details of the nominated Officers in *soft copy* may be emailed to this office at bangalore.adg.dtrti@incometax.gov.in in the proforma latest by 25.06.2021:

Name of the Nominated Officer	Designation	Officer (with postal Address)	Official Email id	Contact Number

5. The course will be conducted through MS Teams platform and the link & credentials for joining the lectures and schedule will be shared with the Officers through their official e-mail in advance. Any queries regarding the course may be addressed to the Course Team consisting of the following Officer/Official:

- a. Mrs. Roopa M. Shenoy, AAD (Trg.-1), DTRTI, Bengaluru,
Mobile no -8762300615
Email: bangalore.dtrti.aad1@incometax.gov.in
- b. Ms. Sharda Devi, ITI, DTRTI, Bengaluru,
Mobile No: 8762302565
Email: sharda.devi1@incometax.gov.in

Yours faithfully,



(Sourabh Nayak)
Joint Director (OSD)(Training),
Direct Taxes Regional Training Institute,
Bengaluru.