

भारत सरकार
प्रधान मुख्य आयकर आयुक्त का कार्यालय,
10 वीं मंजिल, डी ब्लॉक, आयकर शिखर,
3-2-10, ए.सी. गार्ड्स,
हैदराबाद 004 500-
टेलीफोन : 040-23425484



GOVERNMENT OF INDIA
Office of the Pr. Chief Commissioner of
Income Tax,
10th Floor, D Block, Income tax Towers,
10-2-3, AC Guards, Hyderabad-500004
Tel No: 040-23425484 Email:
hyderabad.dcit.hq.vig@incometax.gov.in

F.No. Con.Vig./19(14)/Training/2026-27/Course-10

Date: 25.06.2026

OFFICE MEMORANDUM

विषय/Sub: Special Two Days Course on MS Word, MS Excel, Computation of Income From Salary, HP, CG and Income For Companies and Firms for Tax Assistants Scheduled from **02.07.2026 to 03.07.2026** Nominations – Regarding.

The officials as per the **Annexure-A** are hereby nominated for the above mentioned course to be held at MSTU, Hyderabad from 02.07.2026 to 03.07.2026 (offline).

VENUE : Lecture Hall -2, MSTU,
1st Floor, Aayakar Bhavan,
Hyderabad.

TIME : Sharp by 9.15 AM

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

The Principal Chief Commissioner 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 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.

Even, if *any of the officials is under the 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.

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 training should invariably attend. The officials filing representations for cancellation of nominations should attend the training invariably unless there is a communication from this office regarding cancellation of their nomination for the training.

The officials who are attending training are hereby directed to switch off their mobile phones before entering the premises of MSTU. Use of mobile phones during the training secessions is strictly prohibited.

In case of any cancellation requests, the same should be sent through concerned PCIT/CIT office and should reach this office at least 2 days before the commencement of training with suitable supporting documents, e.g. Medical reports, Sanctioned Leave proceedings etc.



(शिव नेहारीका सिंह, भा.रा.से/Shiv Neharika Singh, I.R.S)
उप आयकर उपायुक्त (मुख्या.)(सत.),

Dy. Commissioner of Income tax (H.Q)(Vigilance),
कार्यालय प्रधान मुख्य आयकर आयुक्त,
O/o. Pr. Chief Commissioner of Income Tax,
आं.प्र एवं तेलंगाना, हैदराबाद/ AP & TS, Hyderabad.

Encl: Annexure-A

प्रतिलिपि / Copy to:

1. The HOD/ Head of office concerned.
2. The ITO(MSTU), Hyderabad.
3. The official concerned through their Head of office.
4. Publish in the Web portal www.incometax.hyderabad.gov.in

INCOME TAX DEPARTMENT

**NOMINATIONS OF OFFICIAL FROM THE CADRE OF TAX ASSISTANTS
FOR SPECIAL COURSE ON MS EXCEL, MS WORD, COMPUTATION OF INCOME FROM SALARY, HOUSE PROPERTY(HP), CAPITAL GAINS(CG) AND COMPUTATION OF INCOME FOR
COMPANIES AND FIRMS SCHEDULED FROM 02.07.2026 to 03.07.2026
AT MSTU, HYDERABAD.**

S.No	Emp.ID	Name	Designat	PCIT/CIT Charge	Station	Contact No.	Official E-Mail ID
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