



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/ 10<sup>TH</sup> Floor, Income Tax Towers,

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

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

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

Date: 28/06/2021

**MEMORANDUM**

**Sub:** Establishment – IT Department, AP & TS – “Online Orientation Course for newly promoted Income Tax Officers” Phase-1, from 05/07/2021 to 30/07/2021 - Nominations - Regarding.

**Ref:** Letter in F.No. Oriation Course ITOs/PLAN/DTRTI/BNG/2021-22 dated 15/06/2021.

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The following Officers as per Annexure are hereby nominated for **Online Orientation Course for newly promoted Income Tax Officers” Phase-1 from 05/07/2021 to 31/07/2021.**

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. In view of the present restrictions to contain Covid-19 and under the directions of NADT, Nagpur, the course is planned to be conducted by DTRTI, Bangalore through online mode. 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](http://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.

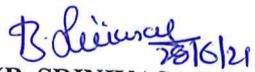
6. The Course schedule and other instructions regarding the online course will also be updated in the website:[www.dtrtibangalore.com](http://www.dtrtibangalore.com) by DTRTI, Bengaluru. For any further querries regarding the Course and any assistance, the officers may contact:

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(ii) Shri Durga Prasad Dash, ITI, DTRTI - Mobile No. 7795698055  
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(iii) Smt. R. Shubha R.A., ITI, DTRTI Bengaluru,  
Mobile No. 8762300582 Email: [r.shubha@incometax.gov.in](mailto:r.shubha@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	SREENIVASA RAO VARANASI	ITO	117875	ITO(HQ)-I, PRCIT-1, VISAKHAPATNAM	sreenivasa.r.varanasi@incometax.gov.in	8985970820
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B. Srinivas  
20/6/21



## 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./Orientation Course ITOs/PLAN/DTRTI/BNG/2021-22

Date: 15.06.2021

To

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

Respected Sir,

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

Sub: Online Orientation course for newly promoted ITOs-Phase I -request for nominations of the officers - regarding.

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The Direct Taxes Regional Training Institute, Bengaluru will be conducting the Phase I of the Orientation training for ITOs from 05.07.2021 to 30.07.2021. This is a mandatory course being conducted for the newly promoted Income tax Officers working in Karnataka & Goa and Andhra Pradesh & Telangana regions.

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 by DTRTI through online mode. The Orientation course for newly promoted ITOs is a 60 days course, The course is being split into two Phases and the 1st Phase of the course consisting of 19 working days is being conducted from 05.07.2021 to 30.07.2021 and the 2<sup>nd</sup> phase of the course consisting of 41 working days will be conducted in the month of November – December-2021. The 1st phase of the training will be common for all newly promoted ITOs as it is being scheduled online.

3. The main objective of this course is to provide specific inputs on various legal and procedural issues relating to day to day functioning of the Officers covering the entire gambit of work expected to be handled by the Officers. Further it also proposes to update the knowledge of the Income tax, accountancy, Allied laws and the recent restructuring of the Department.

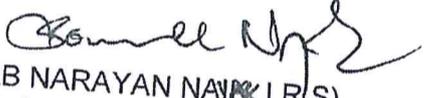
3. In this connection, It is seen from the training population data received from your office that there about 66 newly promoted ITOs who are to be trained. Hence, it is requested that all the ITOs who are due for training may kindly be nominated to participate in the 1st phase of orientation course. The list of nominated officers containing details of their Name, Designation, Employee number, Posting, Name based official E-mail ID and Whatsapp contact number may kindly be sent to this office by 24.06.2021. It is also requested to kindly arrange to send through mail the list of nominated officials in editable format, e.g. MS-Word or MS-Excel.
4. The link, credentials and other technical details for joining the Course and the schedule will be shared with the officers & officials through WhatsApp or SMS or mail in advance
5. The course schedule and other instructions regarding the online course will also be updated in the website: [www.dtrtibangalore.com](http://www.dtrtibangalore.com). For any further queries regarding the course or any other assistance, the following officer / official may be contacted:

(1) Mr. S. Velumurugan, AAD(Trg.)-2, Mobile No: 8762300466,  
Email : s.velumurugan@incometax.gov.in

(2) Mr.Dash, ITI, DTRTI, Bengaluru,  
Mobile No: 7795698055

(3) Ms. Shubha R.A, ITI, DTRTI, Bengaluru.  
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Yours faithfully,

  
(SOURAB NARAYAN NAIR J.R.S)  
Joint. Director(OSD) (Training)  
Direct Taxes Regional Training Institute,  
Bengaluru