



कार्यालय प्रधान मुख्य आयकर आयुक्त.

आन्ध्रप्रदेश व तेलंगाना, हैदराबाद

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

दस वीं 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/Estu/Trng./2022-23

Date: 09.05.2022

MEMORANDUM

Sub: Establishment – Income Tax Department, AP & Telangana, Hyderabad – Absence from training – Instructions – regarding.

Several instances have come to the notice of this office where many of the officers/ officials, who have been nominated for training programmes are absenting themselves from the same without prior intimation to this office.

2. It is pertinent to mention that a lot of effort goes into planning a course, identifying and finalizing the best faculty / guest speakers, providing accommodation and logistics to the participants etc., which is not only a cumbersome task but also involves a lot of resources of the Department. As training is also a duty of the officer / official, absenting oneself from the same without prior intimation is a misconduct and shows one's lack of devotion to duty. This behaviour will henceforth be viewed adversely and necessary action under relevant Conduct Rules will be initiated.

3. In this regard, all the officers / officials are directed / warned to refrain from such activities and attend the training programmes without fail unless exempted by this office. All the Heads of Department in AP & Telangana region shall give necessary instructions to the officers / officials concerned and ensure strict compliance in this regard. All the officers / officials nominated for training should invariably be relieved in time.

4. This issues with the prior approval of the Pr.CCIT, AP & Telangana, Hyderabad.

(C. V. PAVANA KUMAR)

Commissioner of Income Tax (Admin & TPS),
Hyderabad.

To

1. All the officers / officials in AP & Telangana region.
2. All the Heads of Department in AP & Telangana region.

Copy to:

1. All the Chief Commissioners of Income Tax in AP & Telangana region.
2. The Director General of Income Tax(Inv.), Hyderabad.