



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, फैक्स/ Fax 040-23241427

F.No.Pr.CCIT/Training/Estt/2020-21

Date: 09/04/2021

**MEMORANDUM**

**Sub:** Establishment – IT Department, AP & TS – **All India Course for Administrative Officer – Gr.II from 19.04.2021 to 30.04.2021** – Nomination of Administrative Officers - Regarding.

**Ref:** Letter in F.No. 03/Course for AO.Gr.II/DTRTI/BNG/2020-21 dated 06.04.2021.

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The following Officer as per Annexure are hereby nominated for “**All India Course for Administrative Officer – Gr.II**” from 19.04.2021 to 30.04.2021, to be conducted by DTRTI, Bengaluru from 19.04.2021 to 30.04.2021. As directed by NADT, the course is being conducted for Administrative Officers, Grade.II, who have to undergo the mandatory training for promotion to the cadre of Pr. Administrative Officer, as per recruitment rules.

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 Principal 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 dereliction 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 by DTRTI, Bengaluru. For any further queries regarding the Course and any assistance, the officers may contact:

- (i) Sri N.S. Phanindharan, DDIT(Trg.)-3,  
Mobile No. 8762300728,  
Email: phanidharan.n.s.@incometax.gov.in
- (ii) Smt. Roopa M. Shenoy, AAD(Trg.)-1, DTRTI, Bengaluru,  
Mobile No. 8762300615  
Email: bangalore.dtrti.aad1@incometax.gov.in
- (iii) Shri Durga Prasad Dash, ITI, DTRTI - Mobile No. 7795698055  
Email: durga.p.dash@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 | Civil code/<br>Emp Code | Name of the<br>officer S/Sri/Smt. | Rank      | Office in which the<br>officer is working | Mobile No  | Mail-id                             |
|------|-------------------------|-----------------------------------|-----------|---|------------|-------------------------------------|
| 1.   | 117654                  | LALITHA KUMARI<br>B               | AO, Gr.II | PR.CIT(ReAC)(VU)-1,<br>GUNTUR             | 8985970937 | lalitha.k.badavath@incometax.gov.in |

B. Srinivas  
9/4/24