



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.CCAP/Training/Estt/2018

Date: 29/10/2018

**MEMORANDUM**

- Sub: Establishment – IT Department, AP & TS – All India Seminar on Management and Soft Skill for two days from 26.11.2018 to 27.11.2018 – Nomination of officers - Regarding.
- Ref: 1. Letter in F.No.RTIL/C-32/2018-19/2093, dated 17.10.2018, received from the DTRTI, Lucknow.

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The following Officers as per Annexure are hereby nominated for All India Seminar on Management and Soft Skill for two days from 26.11.2018 to 27.11.2018 for the officers of the rank of AO/Sr.PS/PS at DTRTI, Lucknow.

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. 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.

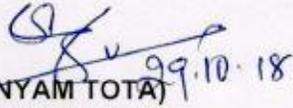
4. Even if any of the officer is under orders of transfer from the present office, or any particular officer has not reported for duty at the place of posting, he/she should invariably attend the training course.

5. The officers who require hostel accommodation at DTRTI have to apply online in advance (three days before arrival date) by sending an e-mail to DTRTI at [luckrti.dd4@nadt.gov.in](mailto:luckrti.dd4@nadt.gov.in) or [luckrti.aad4@nadt.gov.in](mailto:luckrti.aad4@nadt.gov.in). For any further queries regarding the Course and any assistance, the officers may contact:

- (a) Shri Nagendra Dixit, DDIT-IV, Lucknow, Contact No. 8005447152  
(b) Shri Ram Akshyvar Gupta, Addl.Asst. Director, DTRTI, Lucknow, Mob.No.8005445397  
(c) Smt Poonam Verma, ITI, Mob.No. 8005445068

6. The officers nominated for the training are directed to make return journey arrangements only after 7:00PM on the day of training.

7. It is noticed that officers who are nominated for course are filing representations seeking exemptions from attending the training citing various reasons. In this regard the officers concern may note that unless there is communication from this office regarding cancellation their nomination for the training courses, the officers should attend the Training Course invariably. **Any requests for exemption to attend the training without recommendation of the head of office concerned shall not be considered.**

  
(SUBRAHMANYAM TOTA)  
Deputy Commissioner of Income Tax,  
(Hqrs)(Admin.),Hyderabad

Copy to:

1. All the Officers concerned through Head of Office.
2. The Addl. Director General (Trg.), Direct Taxes Regional Training Institute, 'Pragya' Vibhuti Khand, Gomti Nagar, Luck now
3. The Head of Office concerned.

**ANNEXURE**

Sr.No.	Emp. No.	Name (Sri)	Designation & Present Office	Mobile No. / Email-id
1	134607	SRINIVASA PREM KUMAR NALAM	AO, O/o Pr.CCIT, AP&TS, Hyderabad	8985971297 / premkn69@gmail.com
2	110097	RAVI KANTH	AO, O/o Pr.CIT-1, Hyderabad	8985971303 / ravikanth@incometax.gov.in
3	141692	GYANESHWAR MANDALA	AO, O/o Pr.DIT(Inv), Hyderabad	8985971161 / mgr13869@gmail.com
4	144982	MADHU KARLAGUNDA	AO, O/o Pr.CIT-4, HYDERABAD	8985971123 / madhu.karlagunda@incometax.gov.in
5	116260	SRIRAM REDDY SATTY	AO, O/o Pr.CIT-3, Hyderabad	8985971293