



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/ 10TH 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/2020-21

Date: 11/01/2021

MEMORANDUM

Sub: Establishment – IT Department, AP & TS – “All India Webinar on Management and Soft Skills on 15.01.2021” for Officers/Officials of the rank of ITO,AO,PS & ITI – Nominations - Regarding.

Ref: DTRTI, Lucknow’s letter in F.No. DTRTIL/AAD-4/Mgt&Soft Skill/2020-21/667 dated 16.12.2020.

The following Officers as per Annexure are hereby nominated for **All India Webinar on Management and Soft Skills on 15.01.2021” to be held from 15.01.2021”** to be conducted by 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. 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, Lucknow.

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, Lucknow. For any further queries regarding the Course and any assistance, the officers may contact:

- i. Smt. Poonam Verma, Addl. Director-4
luckrti.aad4@nadt.gov.in Mob. 8005445068
- ii. Sri Manoj Kumar Vishwakarma, Inspector of Income Tax,
luckrti.iti1@nadt.gov.in Mob: 8840435988
- iii. Smt. Saima Khan, Tax Assistant.
luckrti.ta5@nadt.gov.in Mob: 9451726554

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.


(S. SATHIYA)

Jt. Commissioner of Income Tax,
(OSD)(Hqrs)(Admn.)(i/c.),
O/o Pr.CCIT, AP&TS, Hyderabad

Copy to:

1. All the Officers concerned through Head of Office.
2. The Jt. Director-1, Direct Taxes Regional Training Institute, “Pragya’ Vibhuti Khand, Gomti nagar, Lucknow.
3. The Head of Office concerned.

ANNEXURE

No.	Emp. Id	NAME OF THE OFFICER / OFFICIAL (S/SRI/SMT)	Designation	Posting	Mobile No.	Email ID
1	116249	SRINIVASA MURTHY RAJUPALEM	ITO	ITO, WARD-1(3), TIRUPATI	8985970260	rs.murthy@incometax.gov.in
2	117868	SUDHA VANI YELURI	ITO	ITO, WARD-2(3), VIJAYAWADA	8985970702	sudha.v.yeluri@incometax.gov.in
3	160746	CHIRANJEEVI NARAVA	AO, GR-III	CIT(Appeal Unit), RAJAHMUNDRY	8985971313	chiranjeevi.narava@incometax.gov.in
4	148109	LINGANNA B	AO, GR-III	CIT(Appeal Unit), KURNOOL	8985971325	linganna.b@incometax.gov.in
5	163025	RAMESH NARINA	PS	CIT(APPEAL UNIT)-1, VISAKHAPATNAM	8985971822	ramesh.narina@incometax.gov.in

S. Sattappa



Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
10th Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004.
Tel. No. 040 – 23425474, 23241427 Fax: 040 23240403
Email id: Hyderabad.dcit.hq.admin@incometax.gov.in

F. No. Pr.CCIT/Circulation/2020-21

Date: 08.01.2021

CIRCULAR

Sub: All India Webinar on Management and Soft Skills on 15.01.2021 for officers/officials of the rank of ITO, AO, PS and ITI-reg.
Ref: Letter from JD-1, DTRTI, Lucknow in F.No.DTRTIL/AAD-4/Mgt&Soft Skill/2020-21/667 dated 16.12.2020

I am directed to forward herewith a copy of the letter received from the Joint Director-1, DTRTI, Lucknow for circulation. Officers/officials of the rank of ITO, AO, PS and ITI who are desirous of attending the said course may kindly send their request letter to the respective administrative Principal CCIT to get themselves nominated for the said course or express interest for the course on DAKSH Portal earliest by 08/01/2021 by return/fax.

B. Srinivasa Rao 8/1/21

(B. SRINIVASA RAO)
Joint Commissioner of Income Tax(OSD),
(HQrs)(Admin),
O/o.Pr.CCIT, AP&TS, Hyd.

Encl: As above.

To
All Chief Commissioners of Income Tax, AP & Telangana
All CCsIT(ReAC), AP & Telangana
All Pr.CsIT(ReAC), Addl.CIT(ReAC)/Jt.CIT(ReAC), AP and Telangana.s

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04 JAN 2021
Olo. Pr. Chief
A P A T...



34293
04 JAN 2021
Olo. Pr. Chief Commissioner
Andhra Pradesh & Telangana

Direct Taxes Regional Training Institute
'Pragya' Vibhuti Khand, Gomti Nagar, Lucknow
Phone No/ Fax: (0522) 2720461/ 2720463/ 2720628/ 2720335

F. No. DTRTIL/AAD-4/Mgt&Soft Skill./2020-21 | 667 Dated: 16.12.2020

To,

1. All the Principal Chief Commissioners of Income Tax/ The Principal Director General of Income Tax Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, New Delhi, Guwahati, Hyderabad, Jaipur, Kanpur, Kochi, Kolkata, Lucknow, Mumbai, Nagpur, Pune, Patna.
2. Pr.CCIT NeAC and all CCsIT(ReAC) & all PCsIT(ReAC), Addl.CIT(ReAC) /JtCIT(ReAC)
3. All the Chief Commissioners of Income Tax/ The Director Generals of Income Tax of Metro cities Mumbai, Kolkata, New Delhi, Chennai, Bengaluru and Hyderabad.

Respected Sir/Madam,

Subject: All India Webinar on Management and Soft Skills on 15.01.2021 for officers/officials of the rank of ITO, AO, PS and ITI - Regarding

Kindly refer to the subject mentioned above.

Direct Taxes Regional Training Institute, Lucknow has the pleasure to announce that an All India Course on Management and Soft Skills is being organized at the Institute on 15.01.2020 for officers/officials of the rank of Income Tax Officers, Administrative Officers, Personal Secretaries and Inspectors of Income Tax of the Department.

This Course proposes to focus attention on a wide variety of Management & Soft Skills like Creativity and Innovation, Team building, Communication, Leadership, Time management, Conflict management, Professional Excellence, Service orientation, Ethics and Values, nationalistic spirit etc and includes experience sharing sessions also.

Officers/Officials of the above rank who are desirous of attending the said course may kindly send their request letter to the respective administrative Principal CCIT/DGIT to get themselves nominated for the said course or express interest for the course on DAKSH Portal. The meeting link will be sent directly to the nominated Officers/Officials.

Mohan Krishna/
Veeranjanyulu
01/12

This Institute has been designated by the National Academy of Direct Taxes, Nagpur as the Centre of Excellence in respect of Course on Management and Soft Skills for all the officers of the Income Tax Department and mandated with the said responsibility. Our Webinars have been widely appreciated for the quality of content and execution.

It is requested to kindly nominate a minimum two(2) and maximum of Five(5) Officers/Officials of the above mentioned ranks at the earliest by 01.01.2021 and send us the nomination at luckrti.aad4@nadt.gov.in along with the Employee ID, mobile number and e-mail ID of the respective nominated officers. The nominated officers may make queries regarding the webinar at the following numbers:

- Smt Poonam Verma, Addl. Assistant Director-4,
luckrti.aad4@nadt.gov.in 8005445068
- Shri Manoj Kumar Vishwakarma, Inspector of Income Tax,
luckrti.iti1@nadt.gov.in, 8840435988
- Smt Saima Khan, Tax Assistant, luckrti.ta5@nadt.gov.in, 9451726554.

Kindly send nominated participant's details preferably in the following format:-

S.No.	Name of Participants	Place of Posting	Mobile No.	Employee Code	Deptt. name based e-mail id
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We eagerly look forward to the nominations.

Yours faithfully



(Surendra Mohan)

Joint Director-1,

Direct Taxes Regional Training Institute,

Lucknow.