



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/2021-22

Date: 01/11/2021

MEMORANDUM

Sub: Establishment – IT Department, AP & TS – “Online Orientation Course for newly promoted Income Tax Officers” Phase-2, from 08.11.2021 to 06.12.2021 - Nominations - Regarding.

Ref: Letter in F.No. 36&38/Orientation Course ITOs/PLAN/DTRTI/BNG/2021-22 dated 25.10.2021.

The following Officers as per Annexure are hereby nominated for **Online Orientation Course for newly promoted Income Tax Officers” Phase-2 scheduled to be held from 08/11/2021 to 06/12/2021.**

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.

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 in the website:www.dtrtibangalore.com by DTRTI, Bengaluru. For any further queries regarding the Course and any assistance, the officers may contact:

(i) Shri S. Velumurugan, AAD(Trg.)-2, DTRTI, Bengaluru
Mobile No. 8762300466.
Email: s.velumurugan@incometax.gov.in

(ii) Smt. Padmavath, AAD(Trg.)-4, DTRTI, Bengaluru,
Mobile No. 8762300329
Email: n.e.padmavahy@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

(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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11/11/21



क्षेत्रीय प्रत्यक्ष कर प्रशिक्षण संस्थान

DIRECT TAXES REGIONAL TRAINING INSTITUTE

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F. No.36&38/Orientation Course ITOs/PLAN/DTRTI/BNG/2021-22

Date: 25.10.2021

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), Hyderabad

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

The Direct Taxes Regional Training Institute, Bengaluru will be conducting the Phase II of the Orientation training for ITOs from 08.11.2021 to 06.12.2021. 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 40 days course, The course was split into two Phases and the 1st Phase of the course consisting of 19 working days was conducted from 05.07.2021 to 30.07.2021. The 2nd phase of the course consisting of 21 working days from 08.11.2021 to 06.12.2021 is being scheduled online due to continued covid restrictions.

3. The main objective of this course is to provide specific inputs on Ability to Lead, Team work/coordination, Ability to work in paper-less and face-less environment, gaining proficiency in Information Technology, skills Ability to 'up the ante': Gaining conceptual clarity & learning practical aspects of application of Income tax provisions for Assessment and Investigation purposes, Inculcation of soft skills for effective tax administration, various legal and procedural issues relating to day to day functioning of the Officers covering the entire gamut of work expected to be handled by the Officers.

4. In this connection, it is requested that all the ITOs who had attended the Phase I of the course may be nominated to participate in the 2nd phase of orientation course. The list of nominated officials 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 01.11.2021. It is also requested to kindly arrange to send through mail the list of nominated officials in editable format, e.g. Tally, 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 through WhatsApp or SMS or mail in advance

5. The nominated participants may be requested to visit the training management website DAKSH of DTRTI Bengaluru for updates. Any queries regarding the course may be addressed to the Course Team consisting of the following Officers/Officials:

- (1) Mr. S. Velumurugan, AAD(Trg.)-2, Mobile No: 8762300466,
Email : s.velumurugan@incometax.gov.in
- (2) Smt.Padmavathy, AAD,(Trg)-4, DTRTI, Bengaluru,
Mobile No: 8762300329
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- (3) Ms. Shubha R.A, & Sri.Suman Kumar singh, ITI, DTRTI, Bengaluru.
Mobile No: 8762300582 / 8762301103

Yours faithfully,

R. Ilavarasi

(R.ILAVARASI. I.R.S)
Addl. Director General of Income tax (Training)
Direct Taxes Regional Training Institute,
Bengaluru