



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/Estt/Trng./NADT/2019-20

Date: 20.09.2019

To
The Pr. Director General of Income Tax (Trg.)
National Academy of Direct Taxes,
Chhindwara Road, Nagpur- 440 030.

Sir,

Sub: Training programme on “Soft Skills” at NADT Nagpur from 26th & 27th September, 2019- Nomination of Officers - regarding.

Ref: F.No.NADT/P&R/Soft Skills/2019-20 dated:05.09.2019.

Please refer to the above.

I am directed to communicate that the following Officers are nominated for training programme on “Soft Skills” at NADT Nagpur from 26th & 27th September, 2019.

Sl. No	Name & Designation of the Officer Sri/Smt/Mrs.	Civil Code/E mployee code	Post held	Mobile No.
1	SOLGY JOSE T KOTTARAM , ADDL.CIT	03028	ADDL.CIT, RANGE-1, HYDERABAD	8985970321
2	SBR KUMAR LAGHIMSETTI, DCIT	11097	DCIT, CIRCLE-1(1), GUNTUR	8985971250
3	C M D RATNAKAR, DCIT	13666	DCIT, CIRCLE-2(2), HYDERABAD	8985970206

Yours faithfully,


(C.V. PAVANA KUMAR)
Addl. Commissioner of Income Tax,
(Hqrs)(Admin & Vig.), Hyderabad
O/o Pr.CCIT, AP & TS, Hyderabad

Copy to:

1. The Officers concerned along with a copy of NADT letter dated 05.09.2019.
2. The Pr.CsIT/CsIT concerned.
3. The Addl.CsIT/JCsIT concerned.
4. The DDO concerned.
5. The ZAO, CBDT, Hyderabad/Visakhapatnam.



राष्ट्रीय प्रत्यक्ष कर अकादमी
NATIONAL ACADEMY OF DIRECT TAXES

छिंदवाडा रोड, नागपुर - ४४० ०३०/Chhindwara Road, NAGPUR - 440 030

दूरभाष 0712-2322104/ फेक्स : 0712-2322117

Phone: 0712-2322104 Fax: 0712-2322117 email: dg@nadt.gov.in

F.No.NADT/P&R/Soft Skills/2019-20

Date: 05.09.2019

To

All Pr. Chief Commissioners of Income-tax (CCA),

Madam/Sir,

Sub.: Training Programme on Soft Skills on 26th & 27th September, 2019-Request for Nominations-reg.

Kindly refer to the above.

2. The National Academy of Direct Taxes (NADT), Nagpur is organising a two days 'Training Programme on Soft Skills' on 26th & 27th September, 2019. The programme is meant for officers of the rank of ACsIT/ADsIT to Addl.CsIT/Addl.DsIT.
3. The programme will mainly focus on: -
 - i. Effective communications skills;
 - ii. Leadership & Motivation;
 - iii. Organizational management and team building;
 - iv. Work - Life Balance;
 - v. Yoga as a tool for positive thought process.
4. In this connection, it is requested that:
 - i. All the Pr. CCsIT (CCA), in Mumbai, Delhi, Chennai, Kolkata, Ahmedabad, Bangalore, Pune and Hyderabad may kindly nominate 2 officers of the rank of Addl. CIT/Addl. DIT/JCIT/JDIT and 3 officers of the rank of DCIT/DDIT/ACIT/ADIT posted in their respective regions.
 - ii. All the Pr. CCsIT (CCA) of regions, other than those mentioned above, may kindly nominate 1 officer of the rank of Addl. CIT/Addl. DIT/JCIT/JDIT and 2 officers of the rank of DCIT/DDIT/ACIT/ADIT posted in their respective regions.

The nominations may kindly be sent positively by 16th September, 2019.

5. The nominated officers may kindly be advised to send their tour programme by email at adprplanning@gmail.com or Fax to 0712-222223 by 20th September, 2019 so as to enable us to make the necessary arrangements for their accommodation and transport. All nominated officers may also be asked to read details of requirements to be followed by them during training as available on the NADT website: www.nadt.gov.in. Should there be any clarifications, the same may be addressed to the Course Team comprising Shri Dhananjay Wanjari, Jt. Director (P&R)-II, Mobile-7588630038 or Dr. S. K. Saha, Dy. Director (P&R)-II, Mobile- 7588630056.

Yours faithfully,


(Asha Agarwal)
Pr. Director General (Trg.)
NADT, Nagpur.

Encl.: Proforma for travel plan

FORM FOR SUBMITTING
TRAVEL DETAILS TO NADT, NAGPUR

A. Purpose of Travel

1. As Guest Faculty/Participant in Training Course/Others:
2. Name of Training Course & Date(s):

B. Particulars of Officer & Travel Plan:

1. Name of Officer:
2. Designation :
3. Civil Code:
4. Contact/Mobile No. :
5. E-mail Address:
6. Office Address:
7. The details of Arrival/Departure at Nagpur Air Port / Rly. Station:

Departure For Nagpur From	Date & Time	Arrival Time of Flight/Train	Name & No. Of Flight/Train
Departure From Nagpur To	Date Of Departure	Departure Time of Flight/Train	Name & No. Of Flight/Train

Place:

Date:

Note:

1. Officers are advised not to bring their families during the training programme.
2. Please send your travel details by email to adprplanning@gmail.com or fax it to 0712-2222223
3. Contact Numbers for queries related to Pickup & Drop/Accommodation are:
 1. Shri Dharmendra Jha, AAD (Protocol), Mobile: 7588630236 (Pickup & drop)
 2. Shri Ganesh Bhunje, ITI (Protocol), Mobile: 7588578565 (Pickup & drop)
 2. Shri Rajeev Banker, ITI (Admn), Mobile: 7588630217 (Accommodation)
4. Dress Code: **office wear**
5. Programmes at NADT usually begin at 09.30 a.m. on opening day and end at 06.00 p.m. on last day. Please book your tickets so as to arrive before the programme starts and leave after it concludes.
6. Detailed instructions for the participants are available on NADT website (training ⇒ in-service ⇒ instructions).