



Office of the  
Pr.Chief Commissioner of Income Tax, Andhra Pradesh &Telangana  
10<sup>th</sup> Floor, Income Tax Towers, AC Guards, Hyderabad – 500004  
Tel. No. 040 – 23425476, Fax : 040-23241427, 23240403

F.No. Pr. CCIT/25/Estt/2016

Dated: 24-01-2017

**MEMORANDUM**

Sub: Circulation of Training Need Analysis Proforma – Reg

I am directed to forward herewith the DTRTI, Bangalore's letter in F.No.1/114/2016-17/Admn/Training Calendar dated 12.01.2017, along with "Training Need Analysis" Proforma. The Officers/Officials of the cadre of Addl.CIT/Jt.CIT/Dy.CIT/Asst.CIT/ITO/ITI are directed to submit the filled in "Training Need Analysis" Proforma directly to DTRTI, Bangalore by post/fax by 10/02/2017. A scanned copy of the same may be e-mailed on dtrti.bang@gmail.com.

(K.H.KRISHNAN)  
Administrative Officer (Estt)

O/o.Pr.CCIT, AP & TS

Encl: As above

To

1. All Addl.CIT/Jt.CIT/Dy.CIT/Asst.CIT/ITO/ITI.

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भारत सरकार  
वित्त मंत्रालय

क्षेत्रीय प्रत्यक्ष कर  
प्रशिक्षण संस्थान



No.17, Near HMT Watch Factory, Jalahalli, Bangalore-560013

Telephone: 080-23452841/23082001/23452565, Fax: 080-23082026/2014 E-Mail: dtrti.bang@gmail.com

F.No. 1/114/2016-17/Admn/Training Calendar Date: 12/01/2017

To

The Pr. Chief Commissioner of Income tax  
A.P. & Telangana Region,  
Hyderabad



Respected Sir,

Sub: Circulation of Training Need Analysis proforma - reg.

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Annual Trainers Conference is scheduled at NADT, Nagpur on 28/02/2017 and 01/03/2017. One of the issues of the discussion in the conference is to present the proposed training calendar for the year 2017-18.

In this connection, please find attached **Training Need Analysis proforma** with a request to direct the officers/officials of the cadre of Addl.CIT/Jt.CIT/Dy.CIT/Asst.CIT/ITO/ITI to fill the same and forward it to the undersigned by **10/02/2017** to enable this office to plan training calendar for the year 2017-18 in a better manner.

Officers/officials may please be directed to send their filled in proforma directly to the undersigned by post/fax. A scanned copy of the same can be e-mailed on **dtrti.bang@gmail.com**.

Yours faithfully,

(S. RADHAKRISHNA)  
Addl. Director General(Trg.),  
DTRTI, Bengaluru

Encl:- As above.

Copy :- Pr. DG(Trg.), NADT, Nagpur

Submitted  
to

**DIRECT TAXES REGIONAL TRAINING INSTITUTE**  
**BENGALURU**  
**TRAINING NEED ANALYSIS**

**I. PERSONAL DETAILS:**

1.	NAME	
2.	DESIGNATION	
3.	OFFICE PRESENTLY POSTED IN	
4.	DATE OF APPOINTMENT/ PROMOTION TO THE PRESENT RANK	

**II. WORK ANALYSIS:**

	AREA OF WORK	DUTIES ASSIGNED
1.		
2.		
3.		

**III. TRAINING ANALYSIS: DETAILS OF TRAINING ATTENDED**

YEAR	NUMBER OF TRAININGS ATTENDED	DETAILS
2016-17		
2015-16		
2014-15		

**IV. TRAINING NEED AS PER YOUR VIEW:**

DO YOU NEED TO UNDERGO ANY TRAINING: YES / NO

IF YES PLEASE SELECT

S.No	TRAINING AREA REQUIRED	SPECIFIC AREA REQUIRED
1.	INCOME TAX	
2.	ALLIED LAW	
3.	ACCOUNTANCY	
4.	TAX RECOVERY	
5.	ADMINISTRATION	
6.	INVESTIGATION	
7.	ANY OTHER AREA PL MENTION	

DATE:

SIGNATURE