



Office of the

**Principal Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana**

10th Floor, Income Tax Towers, A.C. Guards, Hyderabad – 500 004,
Tel. No. 040 – 23425474, Fax -23241427 Fax:040 23240403.

F.No.Pr.CCIT/Gr.B-Training/Estt/2020-21/2

Date: 20/05/2020

MEMORANDUM

Sub: Establishment – IT Department, AP & TS – Special Online Course for Administrative Officers, Gr.II on from 26.05.2020 to 05.06.2020 – Nomination of AOs - Regarding.

Ref: Letter in SF.No.23(3)/ADG/RTI/Special Online Course for AOs Gr.II/2020-21, dtd 13.05.2020.

***.

As per the mandate of NADT, the DTRTI, Chennai proposed to conduct a “Special Online Course for Administrative Officer, Gr-II” as required under Recruitment rules for appointment of Pr.AO wherein the eligibility criteria for promotion is “AO, Gr-II with six years regular service in the grade and have successfully completed two to four weeks training as specified by CBDT.

2. In view of the above, the following Administrative officers, Gr-II as per Annexure are hereby nominated **for the Special Online Course for Administrative Officers, Gr.II on from 26.05.2020 to 05.06.2020. The Course would be conducted online through Webinars by DTRTI, Chennai and Instructions sheet for Participants is enclosed herewith**

3. It is further proposed by DTRTI, Chennai to conduct trial run on 22.05.2020 for the above nominated Administrative Officers.

4. **As the Course is mandated and is being conducted through the online mode, no exemption will be given for the concerned Officers. The absence to the said training will be viewed seriously.**


(SARISH IRUKULLA)

Addl. Commissioner of Income Tax,
(Hqrs)(Admn & Vig),
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, 16, Greams Road, BSNL Building, III floor, Chennai-600006
3. The Head of Office concerned.

ANNEXURE

SN O	EMPID	NAME OF THE OFFICER (S/SRI/SMT)	DESIGNATION & POST HELD	MOBILE NO	MAIL-ID
1	116576	DEVA KUMARI VUCHULA	AO GR-II, O/O PRCIT, HYDERABAD- 6	8985970428	deva.k.vuchula@i ncometax.gov.in
2	117585	HRUDAYA RAJU THOKALA	AO GR-II, O/O CCIT, VIJAYAWADA	8985970430	hrudaya.r.thokala @incometax.gov.i n
3	139567	KRISHNAN K H	AO GR-II, O/O PRCCIT, HYDERABAD	8985970440	krishnan.h.kallidai kuruchi@incomet ax.gov.in
4	135483	ANNAPURNA KUPPA L V D	AO GR-II, O/O PRCIT, HYDERABAD- 4	8985970454	annapurna.l.kuppa @incometax.gov.i n
5	117345	YUGANDHAR N V S S	AO GR-II, O/O PR.CIT-1, VISA KHAPAT NAM	8985970455	venkatasrinivasa.s .nanduri@incomet ax.gov.in



**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL
DIRECT TAXES REGIONAL TRAINING INSTITUTE: CHENNAI
16, GREAMS ROAD, CHENNAI 600 006**

INSTRUCTION SHEET FOR PARTICIPANTS

Special Online Course for Administrative Officer Gr. II

1	The Course would be conducted online through Webinars by DTRTI, Chennai -06.
2	The duration of the Course would be of 9 working days. The Course commences on 26.05.2020 and concludes on 05.06.2020 .
3	All participants are required to download Cisco Webex App in their desktop/laptop/mobile phones. The meeting number and password details shall populated as messages on phone and the respective mail id's provided in the nomination.
4	It is proposed to have a trial run on 22/05/2020 for the Nominated AOs. The exact time and details will be communicated by mail/whatsapp on receipt of list of nominees
5	The participants shall login using the meeting number and passwords provided to them 10 minutes prior to the start of the session and enter details of their Name & Employee code.
6	For any other query, the participants may please contact the Course coordinators Shri.M. Veerabhagu, ITO (Mobile No. 94459-54870). Smt. Shoba Kanakraj, ITO (Mobile No. 94459-55021).



अपर आयकर महानिदेशक का कार्यालय
प्रत्यक्ष कर क्षेत्रीय प्रशिक्षण संस्थान: चेन्नै
16, ग्रीम्स रोड, चेन्नै-600 006

प्रतिभागियों के लिए अनुदेश शीट

प्रशासनिक अधिकारियों ग्रेड II के लिए विशेष ऑनलाइन पाठ्यक्रम

1	यह पाठ्यक्रम DTRTI, चेन्नई- 06 द्वारा वेबिनार के माध्यम से ऑनलाइन आयोजित किया जाएगा।
2	पाठ्यक्रम की अवधि 9 कार्य दिवसों की होगी। पाठ्यक्रम 26.05.2020 से शुरू होगा और 05.06.2020 को समाप्त होगा।
3	सभी प्रतिभागियों को अपने डेस्कटॉप / लैपटॉप / मोबाइल फोन में सिस्को वीबेक्स ऐप डाउनलोड करना आवश्यक है। बैठक संख्या और पासवर्ड विवरण फोन पर संदेश और नामांकन में प्रदान की गई संबंधित मेल आईडी के रूप में आबाद होंगे।
4	नामांकित प्रशासनिक अधिकारियों के लिए 22/05/2020 को पूर्व परीक्षणप्रस्तावित है। प्रत्याशियों की सूची प्राप्त होने पर सही समय और विवरण, मेल / व्हाट्सएप द्वारा सूचित किया जाएगा।
5	प्रतिभागियों को सत्र की शुरुआत से 10 मिनट पहले, प्रदान की गई बैठक संख्या और पासवर्ड का उपयोग करके लॉगिन करना होगा और उनके नाम और कर्मचारी कोड का विवरण दर्ज करना होगा।
6	किसी अन्य प्रश्न के लिए, प्रतिभागी पाठ्यक्रम समन्वयक से संपर्क कर सकते हैं। श्रीमान एम. वीरभागु, आईटीओ (मोबाइल नंबर 94459-54870) श्रीमतीशोभा कनकराज, आईटीओ (मोबाइल नंबर 94459-55021)