



Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
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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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05 JAN 2021
Olo. Pr. Chief
A P P T P



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

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.

Hoban Krishna/
Veeranjaneyulu
01/12/20

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.