



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/ 10<sup>TH</sup> Floor, Income Tax Towers,  
ए.सी. गार्ड्स, हैदराबाद/ AC Guards, Hyderabad – 500 004,  
टेलि.नं./Tel. No. 040 – 23425474, फैक्स/ Fax 040-23241427

F. No.CCAP/Estt/19(2)/2018

Date: 26-04-2018.

To

The Pr. Director General of Incometax(Trg.),  
National Academy of Direct Taxes,  
Chhindwara Road,  
Nagpur-440030.

Sir;

Sub: Orientation and Managerial Skill Development Program for 62<sup>nd</sup>  
batch of IRS (Training Yr.2008) at NADT from 16 -18<sup>th</sup> May, 2018 -  
Nomination of Officers - Regarding.  
Ref: NADT letter in F.No. NADT/P&R/MDP 2008/2018-19,  
dt. 23.04.2018.

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Please refer to the above.

2. I am directed to communicate that the following officers have been nominated for Orientation and Managerial Skill Development Program for 62<sup>nd</sup> batch of IRS (Training Yr.2008) at NADT from 16 -18<sup>th</sup> May, 2018 at NADT, Nagpur.

Sl.No.	Name & Designation of the Officer (S/Sri/Smt)	Civil Code	Mobile No
1	VANA SRINIVASA RAO, JCIT (OSD), KAKINADA RANGE, KAKINADA	08044	8985970159
2	MARRAPU NAVEEN, JCIT (OSD)-2, CENTRAL RANGE-1, HYDERABAD	08088	8985970162
3	B K VISHNU PRIYA, JCIT (OSD), O/O DGIT (INV.), HYDERABAD	08127	8985970161

Yours faithfully,

(RANJANI PARVATHI MANICKAM)  
Deputy Commissioner of Income Tax,  
(Hqrs)(Admin.),Hyderabad

Copy to:

1. The Officers concerned alongwith a copy of NADT's letter referred to above.
2. The CsIT concerned.
3. The Addl. CsIT concerned.
4. ZAO, CBDT, Hyderabad, Visakhapatnam



राष्ट्रीय प्रत्यक्ष कर अकादमी

NATIONAL ACADEMY OF DIRECT TAXES

छिंदवाडा रोड, नागपुर - ४४० ०३०/Chhindwara Road, NAGPUR - 440030

दूरभाष/Phone 0712-2322104 फॅक्स/Fax : 0712-2322117

Email: dg@nadt.gov.in

F.No.NADT/P&R/MDP 2008/2018-19

Dt.: 23.4.2018

To

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

Ma'am/Sir,

**Sub.: Orientation and Managerial Skill Development Program**  
for 62<sup>nd</sup> batch of IRS (Training Yr. 2008) at NADT from **16-18<sup>th</sup>**  
**May 2018** - Regarding

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Kindly refer to the above.

2. The National Academy of Direct Taxes (NADT), Nagpur is organising a three day Course on '**Orientation and Managerial Skill Development Program**' on **16-18<sup>th</sup> May 2018** for 62<sup>nd</sup> batch of IRS (Training Yr. 2008) who have been recently promoted as Joint Commissioners of Income Tax.

3. The new roles of these officers bring with them new responsibilities and varied challenges wherein the officers would be utilising their managerial and administrative skills more than ever before. This role change therefore needs to be addressed with a different outlook and approach.

4. Besides, with almost 8 years of experience behind them, these officers are also a potential storehouse of a wide spectrum of knowledge, skills and diverse experiences which can be leveraged by providing a forum for experience sharing and exchange of ideas.

5. You are therefore requested to nominate all the officers of 62<sup>nd</sup> batch (Training yr. 2008) posted in your region for the said program and the nominations may kindly be sent positively by **30<sup>th</sup> April 2018**. The nominated officers may kindly be advised to send their tour programme by email at **adpr@nadt.gov.in/adprplanning@gmail.com** or Fax to 0712-2322117/2322119 by 4<sup>th</sup> May, 2018.

Yours faithfully,

*www*

23/4/18

(Dr. P.S Puniha)

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:

<b>Departure For Nagpur From</b>	<b>Date &amp; Time</b>	<b>Arrival Time of Flight/Train</b>	<b>Name &amp; No. Of Flight/Train</b>
<b>Departure From Nagpur To</b>	<b>Date Of Departure</b>	<b>Departure Time of Flight/Train</b>	<b>Name &amp; No. Of Flight/Train</b>

**Place:**

**Date:**

**P.S.:**

1. Contact Nos. of Course Team are:
  1. Shri Shashi Saklani, Addl. Director (P&R)-2, Mobile-8894000311,
  2. Shri Nimesh Bhatt, Asstt. Director (P&R)-2, Mobile- 9408792211.
2. Contact for queries related to Pickup & Drop
  1. Shri Nitin Kumar, ITO (Protocol), Mobile: 7588630238;
  2. Shri Vikas Kumar, ITI (Vehicle), Mobile: 7588630676
3. Dress Code: Office attire
4. Programmes at NADT usually begin at 09.30 AM on opening day and end at 05.30 PM on last day. Please book your tickets accordingly.