



प्रधान मुख्य आयकर आयुक्त का कार्यालय,

आन्ध्र प्रदेश एवं तेलंगाना

Office of the Principal Chief Commissioner of Income Tax
Andhra Pradesh & Telangana

10वीं मंजिल, 'सी' ब्लॉक, आयकर शिखर, ए.सी. गार्ड्स, हैदराबाद-500 004

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दिनांक: ०७.०४.२०२१

F.No.Pr.CCIT/Estt/19(14)/2020-21

Date: 07.04.2021

MEMORANDUM

Sub: Establishment - I.T Department, Hyderabad – **Course on Office Record Maintenance** conducted by MSTU, Visakhapatnam – on **09.04.2021 (01 day)** – **ONLINE COURSE** - Nomination of candidates – Regarding.

अनुलग्नक के अनुसार कर्मचारियों को उपरोक्त आन लाइन कार्यशाला के लिये ०१ कार्य दिवस के लिए ०९.०४.२०२१ (०१ कार्य दिवस) के लिए नामित किया गया है।

The officials as per the **ANNEXURE** are hereby nominated for the above mentioned **online** course to be held on **09.04.2021 (01 working day)**.

The concerned Heads of Office are directed to relieve the officials so as to enable them to attend the training.

The Principal Chief Commissioner desires that the officials sponsored for training should not apply for leave during this period. It is needless to emphasize that the trainees should avoid going on leave during the training period. If any of the officials has already applied for leave, he/she should suitably revise the period of leave so that he/she can attend the training. Attending the training is obligatory and absence there from will be treated as dereliction of duty.

In view of present restrictions to contain spread of COVID -19 and under the directions of DTRTI Bengaluru, **the above mentioned course is planned for online mode. The platform being used for delivery of live online classes is MS Teams (Microsoft Inc.). The application is available in Google Play and App Store of Apple products in Mobile Phones. Both Windows & IOS of desktop/ laptops/tabs will support the application. To access the above said live classes the user has to install and login through Mobile Phone/Systems to attend the online Lectures. The Link & credentials for joining lecture and schedule for the courses will be shared through email or SMS or Whatsapp by the MSTU, Hyderabad. All the officials nominated for the course are directed that if the sessions are planned in either half of the day, regular office work may be attended in other half of the day.** The officials whose EmailIDs/Mobile No.s are not displayed in the annexure shall contact the officials of **MSTU, Visakhapatnam**; Sri. Lopinti Murali Krishna, ITI (8328264981) and Sri. Satyendra Manohar, OS (8985971626) for link and credentials to attend the online classes.

It is noticed that officials nominated for training courses are seeking exemption from attending the training citing various reasons. In this regard, it may be noted that the officials who have already attended training should invariably attend. The officials filing representations for cancellation of nominations should attend the training invariably unless there is a communication from this office regarding cancellation of their nomination for the training.

B. Srinivasa Rao

(बी.श्रीनिवास राव)/ (B.SRINIVASA RAO)

सम्युक्त आयकर आयुक्त (ओ.एस.डी)(मुख्या)(प्रशासन)

Jt. Commissioner of Income Tax(O.S.D)(Hqrs.)(Admn.)

प्रधान मुख्य आयकर आयुक्त का कार्यालय

O/o. Pr.CCIT, AP & TS, Hyderabad.

- Copy to: 1. The officials concerned through their Heads of office.
2. The Heads of office concerned
3. The ITO(MSTU), Visakhapatnam.

