



सत्यमेव जयते

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 / 10TH 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. Pr.CCIT/AP & TS/Estt/Circulation/2023-24

Date: 10.02.2023

CIRCULAR

Sub: Request for inputs for the Annual Training Calendar for the year 2023-24 – Training Need Analysis- Reg.

Ref: Letter received from Deputy Director (P&R)-1, NADT, Nagpur, dated: 03.02.2023.

Please refer to the above.

I am directed to communicate that the National Academy of Direct Taxes is conducting its Annual Review and Planning exercise in the coming weeks to prepare the Annual Training Calendar for the Year 2023-24. For this purpose, a proforma detailing the different categories of courses proposed by NADT is enclosed for kind information.

In this connection, I am directed to request all officer/officials of the region to share their views in respect of the various training course in the given proforma and send it by email to nadt.ddit.pr@incometax.gov.in on or before 10.02.2023.

Yours faithfully,


(Thamba Mahendra)

Dy. Commissioner of Income Tax
(Hqrs)(Admn)
O/o.Pr.CCIT, AP&TS, Hyd.

Encl: As above.

To

All the Heads of Offices, AP & Telangana Region.

To be uploaded on the website www.incometaxhyderabad.gov.in

24/1/23



राष्ट्रीय प्रत्यक्ष कर अकादमी NATIONAL ACADEMY OF DIRECT TAXES

छिंदवाडा रोड, नागपुर - 440030/Chhindwara Road, NAGPUR - 440 030

दूरभाष 0712-2322212/फैक्स : 0712-2322223

Phone: 0712-2322212 Fax: 0712-2322223

email: nadt.ddit.pr@incometax.gov.in

F.No.NADT/P&R/Trg. Cal./2022-23

Date: 03.02.2023

To

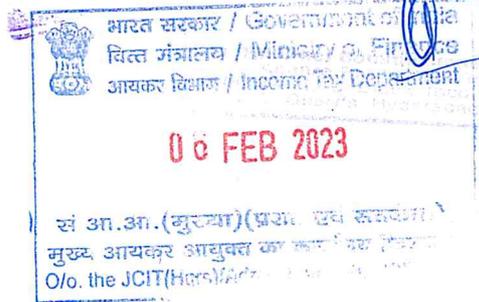
- All Pr. Chief Commissioners of Income Tax (CCA);
- The Pr. Chief Commissioners of Income Tax (International Taxation);
- The Pr. Chief Commissioners of Income Tax (NaFAC);
- The Pr. Chief Commissioners of Income Tax (NFAC);
- The Chief Commissioner of Income Tax (Exemptions);
- The Pr. Director General of Income Tax (L&R);
- The Pr. Director General of Income Tax (Admn. & TPS);
- The Pr. Director General of Income Tax (HRD);
- All Director General of Income Tax (Inv.);
- The Director General of Income Tax (Systems);
- The Pr. Director General of Income Tax (Vigilance);
- The Director General of Income Tax (I&CI);



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
Income Tax Department

49733

06 FEB 2023



Sir/Madam,

**Subject: Request for inputs for the Annual Training Calendar for the year 2023-24-
Training Need Analysis-regarding.**

JC (Admn)

I am directed to submit that the National Academy of Direct Taxes will be conducting its Annual Review and Planning exercise in the coming weeks, to prepare the Annual Training Calendar for the year 2023-24. The primary objective of the training is to enhance the technical knowledge and skill-sets of the officers in your charge, which would assist them to discharge their various functions in different capacities, in a more efficacious and effective manner in order to achieve the targets specified by the Department.

2. In this backdrop, I am directed to request you to kindly share your views in respect of the various training courses being conducted by NADT/NADT RCs. For this purpose, a proforma detailing the different categories of courses proposed by NADT is enclosed, wherein the requirement as well as the usefulness of the proposed course may be expressed, on a scale of 1 to 5. In addition, you are also requested to suggest any specific course which may be required by the officers of your charge, in Part-B of the proforma together with any other suggestion which you may have in this regard. (Part-C, D & E of the proforma).

3. Accordingly, it is requested that your feedback may kindly be provided in the given proforma and sent it by email to nadt.ddit.pr@incometax.gov.in by 10.02.2023

DCC Admn

Yours faithfully

(Gayathri M)

Deputy Director (P&R)-1
NADT, Nagpur

Encl: As/above

2
Circulation

Proforma for Office of Pr. CC/Pr. DG/DG
to express their felt need
for
Capacity Building Events for Group A & B
to be Conducted by the Directorate of Training
in the coming Year (2023-24)

Notes: Please read the following before filling this form.

Training Needs Analysis is a necessary exercise for the planning of training programs, required to be undertaken in advance, by joint efforts of the Directorate of Training and the field offices. It is also mandated for all Central Training Institutes under the Mission Karmayogi and the Capacity Building Commission constituted by the Government of India, which is tasked with the facilitating all Ministries and Departments in preparing the annual capacity program, and reporting it to the Prime Minister's HR Council as per the GOI Notification dated 1.4.2021.

Accordingly, all addressees are requested to provide their inputs in the proforma after taking into account the capacity gaps among their subordinate officers. The exercise may be undertaken with appropriate due diligence, in consultation with CCsIT and PCsIT in their charge.

Part A of this proforma contains the list of prospective training programs under consideration. Kindly provide grading of the need for each program in column D, on a scale of 1 to 5, with 5 representing highest need and 1 representing lowest need. Kindly suggest the duration of the proposed program, if you would like, in column E, otherwise leave it blank. Kindly state the number of participants likely to be nominated for the course (in case it is included in the training calendar) in column F.

The courses are likely to be planned after taking into account the felt need from field offices and the likely number of participants expected to be nominated, as per this feedback. Column D & F in Part A may be filled mandatorily. Filling of column E is optional.

This questionnaire seeks inputs only in respect of Group A and Group B officers, for whom courses are likely to be conducted by NADT and its Regional Campuses at different locations. Inputs relating to Group C officers may be sought separately by the respective Regional Campuses/MSTUs or can be shared with them.

The information may be submitted with the seal of the office of the addressee, as mandated by the Capacity Building Commission.

**Proforma for Office of Pr. CCIT./Pr. DGIT/DGIT to express their Felt Need for
Capacity Building Events to be Conducted by the Directorate of Training
in the coming Year (2023-24)**

Name of the Pr.CC /Pr DG / DG of Income-tax

.....

Part A. Expression of Need for Training Courses

Kindly provide the details in column D, E and F, for each of the prospective courses in column B, as per notes on page 1 of this proforma.

	Capacity Building Events (Prospective)	Trainees	Grading of Need (Min 1-5 Max)	Suggested Duration (in Days)	(Likely) Nominations from Your Charge
A	B	C	D	E	F
1	Faceless Assessment	ITO-Addl. CIT			
2	Course for Functioning of Assessment Unit	ITO-Addl. CIT			
3	Course for Functioning of Verification Unit	ITO-Addl. CIT			
4	Course for Functioning of Review Unit	ITO-Addl. CIT			
5	Course for Functioning of Technical Unit	ITO-Addl. CIT			
6	Assessment of Specific Industries / Professions	ITO-Addl. CIT			
7	Assessment of Trusts	ITO-Addl. CIT			
8	Assessment of Large Companies	ITO-Addl. CIT			
9	Assessment of Cooperative Societies	ITO-Addl. CIT			
10	Assessment of Shipping Industry	ITO-Addl. CIT			
11	Assessment of Capital Markets	ITO-Addl. CIT			
12	Assessment of Financial Institutions	ITO-Addl. CIT			
13	Assessment of Pharma Sector	ITO-Addl. CIT			
14	Assessment of Entertainment Sector	ITO-Addl. CIT			
15	Assessment of Mining	ITO-Addl. CIT			
16	Assessment of E-Commerce	ITO-Addl. CIT			
17	Assessment of Professionals	ITO-Addl. CIT			
18	Assessment of Real Estate	ITO-Addl. CIT			
19	Assessment of Hospitality Sector	ITO-Addl. CIT			
20	Assessment of Software Industry	ITO-Addl. CIT			
21	Assessment of Contractors	ITO-Addl. CIT			
22	Assessment of Gems & Jewelry Sector	ITO-Addl. CIT			
23	Assessment of Petrochemicals	ITO-Addl. CIT			
24	Assessment of Insurance Sector	ITO-Addl. CIT			
25	Assessment of Search & Seizure Cases	ITO-Addl. CIT			
26	Emerging Issues in Reassessment	ACIT-CIT			
27	Investigation Techniques	ACIT-Addl. CIT			
28	Emerging Issues in Investigation	ACIT-Addl. CIT			

	Capacity Building Events (<i>Prospective</i>)	Trainees	Grading of Need (Min 1-5 Max)	Suggested Duration (in Days)	(Likely) Nominations from Your Charge
A	B	C	D	E	F
29	Accounting Standards & ICDS	ACIT-Addl. CIT			
30	Investigation of Digital Accounts	ACIT-Addl. CIT			
31	Handling of Digital Evidence	ITO- PCIT			
32	Project Insight & Tools of Digital Analytics	ITO- PCIT			
33	Investigation of Foreign Asset Cases	ACIT-Addl. CIT			
34	Course for functioning of BPU	ACIT-Addl. CIT			
35	Emerging Issues in TDS	ITO-Addl. CIT			
36	Issues in Collection & Recovery of taxes	ITO-Addl. CIT			
37	Taxation of Mergers & Acquisitions	ACIT- PCIT			
38	Handling of NCLT Matters	ACIT- PCIT			
39	International Taxation — Introductory Program	ITO- CIT			
40	International Taxation — Advanced Program	ACIT- PCIT			
41	Transfer Pricing — Introductory Program	ACIT- CIT			
42	Transfer Pricing — Advanced Program	ACIT- PCIT			
43	Negotiation in International Taxation	ACIT- PCIT			
44	Faceless Appeal Procedure	CIT			
45	Litigation & Judicial Matters	ACIT- PCIT			
46	Legal Representation in Tribunals	ACIT- CIT			
47	Alternate Dispute Resolution	ACIT- CIT			
48	Internal & Revenue Audit	ITO-Addl. CIT			
49	Penalty & Prosecution	ITO-Addl. CIT			
50	Tax Payer Services & Grievance Redressal	ITO- CIT			
51	Official Language	ITO-Addl. CIT			
52	Gender Sensitization	ITO-Addl. CIT			
53	Vigilance Matters / Preventive Vigilance	ACIT- CIT			
54	Ethics & Values	ITO-Addl. CIT			
55	Infrastructure Augmentation	ACIT- CIT			
56	Financial Rules & Procedures	ACIT- CIT			
57	Seminar for CIT (Admin & TPS)	Addl CIT- CIT			
58	Headquarters (Budgeting, Records, Infrastructure, Office Procedure, Latest Issues)	ITO-Addl. CIT			
59	Team Building & Leadership	ITO-Addl. CIT			
60	Macroeconomics & Fiscal Policy	ACIT- PCIT			
62	Course for Joint & Addl. CsIT	Jt-Addl CsIT	Mandatory		
62	Course for PCsIT	PCsIT	Mandatory		
63	Course for Liaison Officers for Handling Seniority, Promotion & Related Issues for SC,ST, EWS etc.	ITO-Addl. CIT	Mandatory		

Note: Grading is from 1 to 5 in order of rising need. Thus 1 denotes least need, while 5 denotes highest need. Please mark 'X' in the appropriate column according to your assessment about the need of that training program as per your opinion.

Part B. Any Additional Capacity Building Event Required

Kindly mention any Training Program not listed in Part 'A' that is required, in your opinion, for the officers of your charge.

	Name of Course	Designation of Officers for whom Required	Number of Training days suggested	Likely No. of officers for this course in your charge
1.				
2.				
3.				
4.				

Part C. Durations during which Nomination may be difficult

In case it is felt that it would not be possible for your charge to nominate officers for training during any particular duration(s) of time, due to time barring matters etc., kindly provide the details of the such duration(s) in the table below, so it can be taken into consideration while planning of training programs for in-service officers.

	Time durations during which officers can't be spared for capacity building events	Such Duration in Weeks	Remarks
1			
2			
3			

Part D. Suggestions / Recommendations for Resource Persons

The Academy prepares a list of Resource Persons who can contribute to training & capacity building activities by taking sessions as guest faculty, sharing experiences and best practices, preparing study material/case studies, or contributing to online course preparation for Mission Karmayogi. Kindly suggest/recommend officers under you, having expertise in any particular topic for this purpose, in the table below.

S. No.	Name Of Officer	Designation	Topic(s)

S. No.	Name Of Officer	Designation	Topic(s)

Part E. Other Suggestions

Any other suggestions that you will like the Directorate of Training to consider

This information is submitted on behalf of the Pr. CCIT/Pr. DGIT./DGIT

Date :

Place:

(Signature & Office Seal)