

**Office of the Pr. Chief Commissioner of Income Tax,
Andhra Pradesh & Telangana, Hyderabad,
10th Floor, Income Tax Towers, A C Guards, Hyderabad – 500 004.
Tel. No. 040 – 23425474 , 23241427 Fax: 040 23240403**

F. No. Pr.CCIT/Estt./Trng. Circular/2020-21

Date: 25/03/2021

Training Circular

Sub: Training Programme on “Intelligence Gathering & Intelligence Tradecraft” at Training Academy, Gurgaon from 12.04.2021 to 17.04.2021 for officers of the rank of Assistant Commissioner/Assistant Director to Principal Commissioner/Principal Director - Request for Nominations - reg.

Please find enclosed herewith the letter, dated 18.03.2021, from Central Economic Intelligence Bureau, regarding the Training Programme on “Intelligence Gathering & Intelligence Tradecraft” scheduled to be conducted at Training Academy, Gurgaon from 12.04.2021 to 17.04.2021 for officers of the rank of Assistant Commissioner/Assistant Director to Principal Commissioner/Principal Director.

2. In this regard, I am direct to request interested officers to send their nominations on or before 31.03.2021 through their Supervisory Officers directly to the Liaison Officer of CEIB on the email provided in training circular of CEIB.

B. Srinivasa Rao
25/3/21

(B. SRINIVASA RAO)
Joint Commissioner of Income Tax (OSD)
(Hqrs.)(Admn.),
O/o. Pr.CCIT, AP & TS, Hyderabad.

Encl: As above.



Central Economic Intelligence Bureau

6th & 8th Floor, Janpath Bhawan, Janpath,
New Delhi

Dated: 18th March, 2021

TRAINING CIRCULAR

Sub: Training programme on "Intelligence Gathering & Intelligence Tradecraft" at Cabinet Secretariat Training Academy, Gurgaon for the F.Y. 2021-22 - reg.

A Six days (one week) training programme on "Intelligence Gathering & Intelligence Tradecraft" is scheduled to be conducted at Training Academy, Gate No.1, Plot No.89-A, Sector - 18, Gurgaon from **12th to 17th April, 2021** for IRS officers of the rank of Assistant Commissioner/Assistant Director to Principal Commissioner/Principal Director.

2. Duration & Schedule of the Course:

Duration: 6 days (one week)

Schedule: From 12th to 17th April, 2021.

3. Eligibility:

- (i) IRS officers.
- (ii) IRS (Customs & Indirect Taxes) officers.

4. Course Fee:

There is no training fee for this training programme. However, participants will have to pay expenses for food/tea etc.

5. Boarding / Lodging / Transport:

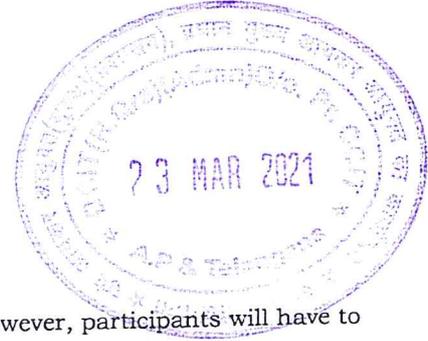
The participants will have to make their own arrangements for boarding, lodging and transport.

6. Joining Instructions:

Joining Instructions received from Cabinet Secretariat, Training Academy are enclosed as Annexure-A

7. Nominations:

- a) It is requested to circulate this Training Circular among all eligible officers and nominate eligible officers, one as 'main' and others as 'reserve' from each office for the said course.
- b) The supervisory officers of the participants are to send the willingness and nomination of the participants, directly to the Bureau, under intimation to their Cadre Controlling Authority.
- c) Following details of the participants are to be provided by email at ad3-ceib@gov.in to liaison officer of the Bureau **latest by 31st march, 2021.**
 - (i) Name and Designation
 - (ii) Office (With Postal Address)
 - (iii) Mobile No and Fax No.
 - (iv) E-mail Id



Mahesh, 272
23/3/21

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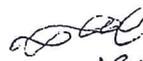
8. Liaison officer of Central Economic Intelligence Bureau:

Name : Shri Nitish Kumar, Assistant Director (Coord.)
Mobile No : 7736756700
E-Mail : ad3-ceib@gov.in

9. Confirmation of the Nomination:

- a) The nominations should be **sent to Central Economic Intelligence Bureau and not to the Training Institute**. The officers shortlisted by the Bureau for participation in the programme shall be intimated to the concerned office and officers by the Bureau in due course.
- b) Heads of the office are requested to relieve nominated officers for the training programme only after receiving confirmation of acceptance of their nominations from the Bureau.

Encl: Annexure-A (C1 page)


18.3.2021

(Rohit Singhal)
Additional Director (Coord)

To
All Convener REICs, All Pr. Chief Commissioners / Chief Commissioners / Director Generals Central Excise, Customs & Central Goods and Service Tax and All Pr. Chief Commissioners/Chief Commissioners / Director Generals Income Tax (By Name), DGGI, DRI, ED, FIU-Ind, SFIO, CBDT, CEIB & CBIC website, Pr. Commissioners / Commissioners Central Excise, Customs & Central Goods and Service Tax / Pr. Commissioners of Income Tax / Commissioners of Income Tax (By E-mail).

ANNEXURE-A

**JOINING INSTRUCTIONS FOR
NON RESIDENTIAL TRAINEE OFFICERS (GAZETTED)**

- Duration** : 1 Week (April 12-17march 2021)
- Timings** : Workings hours of the Training Academy are from 0930 hrs. to 1800 hrs, with a lunch break from 1300 hrs. to 1330 hrs. Classes will be held from 0945 to 1715 hrs., with two short tea breaks at 1045 to 1100 hrs., and 1500 to 1515 hrs.
- Dress Code** : All Officers are required to turn out in office casual dress. T-Shirts, Jeans and Sport Shoes are not deemed appropriate attire for the classroom.
- Facilities** : The following facilities for the benefit of Officers are also available in the Academy:
- (a) There is a cafeteria in the Training Block, which provides tea/beverages/snacks for the Trainee Officers on payment basis.
- (b) Lunch will be served in the Officers' Mess on payment basis.
- Leave** : No leave of any kind will be allowed during the period of training, except in extreme emergency with prior approval of OSD (Trg).
- Personal Data Sheets** : All Trainees are required to complete a Personal Data Sheet (PDS) proforma on first working day. One passport size photograph has to be affixed on the PDS.
- Security** : (a) Trainee Officers should carry Departmental Identity Card for proper indemnification on first arrival. They will be issued temporary ID Card by us which have to be displayed all the times while in the Training Academy, and returned on completion of the Course.
- (b) Details of the training location of the Academy, notes, etc. should not be shared or discussed with any unauthorized person. Guests are not allowed in the Training Academy.
- Discipline/ Punctuality** : (a) Trainee Officers are required to maintain punctuality and & regularity in attendance. Trainee Officers are not permitted to miss classes, and adverse view will be taken of delinquency in this regard.
- (b) Trainee Officers are not allowed to carry smart phones in the classroom. These will be required to be switched off and placed in a locker available with the Security Reception.