

<p>वित्त मंत्रालय राजस्व विभाग राष्ट्रीय प्रत्यक्ष कर अकादमी छिंदवाडा रोड नागपुर -440030</p>		<p>MINISTRY OF FINANCE DEPARTMENT OF REVENUE NATIONAL ACADEMY OF DIRECT TAXES CHHINDWARA ROAD, NAGPUR-440030</p>
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F.No.NADT /Orientation/03/Nominations/2017-18

Date: 25.04.2017

To  
All the Pr. Chief Commissioners' of Income tax (CCA)  
All the Pr. Director Generals

Sir/Madam,

**Sub:** Nomination of ACsIT for the "Orientation Programme for newly promoted ACsIT" from 15<sup>th</sup> May to 12<sup>th</sup> July, 2017 – Reg.-

**Ref.:** HRD's OM No. HRD/TCB/Orientation/New Pro.ACIT/217-18/540 dated 24.04.2017.

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NADT proposes to conduct a 8 weeks & 3 working days "Orientation Programme for newly promoted ACsIT" from 15<sup>th</sup> May to 12<sup>th</sup> July, 2017 at NADT, Nagpur. The program is fully residential.

2. The basic objective of the training program is enhancement of knowledge and personality development. The training inputs would be imparted through classroom sessions, group discussions, workshops, projects, management module, field visit to various financial institutions/industries, sports and cultural events and study tour to various stations in India. The program may also include one week visit abroad to tax administration in that country and appreciate international tax practices subject to approval in this regard.

3. Attending the Orientation Program is mandatory for the newly promoted ACsIT. However, officers with less than 2 years of service would be exempted from training. As such, only those officers who have more than 2 years of service remaining as on 01.04.2017 should be nominated for the training program. Nominated officer, if any, seeks exemption from the training, shall be allowed by the respective Pr. CCIT (CCA) considering the ground of genuineness of the exemption.

4. In view of the above referred OM dated 24.04.2017 of HRD, I am directed to request you to nominate all ACsIT promoted vide Board's Order No. 136 of 2016 dated 21<sup>st</sup> July 2016 and Order No. 137 & 138 of 2016 dated 22<sup>nd</sup> July 2016 who fulfil the above requirements along with officers promoted in preceding F.Y who have not attended the Orientation Training so as to enable them to attend Orientation Course 2017 at NADT starting from 15.05.2017.

5. The nominated ACsIT may also be asked to bring with them five good orders passed by them (Assessment, Penalty, TDS etc.) while serving as Income Tax Officers to facilitate case study.

6. For the conduct of the above program the following officers have been appointed as Course Director and Associate Course Directors who may be contacted, in case of any clarification.

(1) Ms Sarita Kumari – Addl. Director & Course Director  
Mobile – 09422122083

(2) Dr. S.K. Saha – Asstt. Director & Associate Course Director  
Mobile - 7588630056

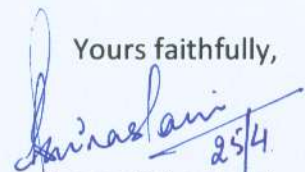
(3) Ms. Jaya Radhakrishnan – Addl. Asstt. Director & Associate Course Director  
Mobile - 7588578531

**Email: [orientationcourse2017@gmail.com](mailto:orientationcourse2017@gmail.com)**

7. The list of nominated ACsIT may kindly be sent on or before 5<sup>th</sup> May 2017 by email at **[orientationcourse2017@gmail.com](mailto:orientationcourse2017@gmail.com)** and fax to **0712-2582118**. The joining instructions for the officers attending the training programme will be available on the NADT website shortly. The proforma for sending Tour Program for reaching NADT to attend the training program is given in Annexure – A.

8. The nominated ACsIT may be advised to carry their Laptop, Data Card provided by the department and personal passport, if any, as it would be required by them during the training program.

Yours faithfully,



(Leena Srivastava)

Addl. Director General (Trg.)-3  
NADT, Nagpur

Copy to : The Data Base Cell, New Delhi with a request to upload in  
[www.irsofficersonline.gov.in](http://www.irsofficersonline.gov.in)



Addl. Director & Course Director  
Orientation Course-2017  
NADT, Nagpur

**ORIENTATION COURSE FOR THE NEWLY PROMOTED ASSTT. COMMISSIONERS OF INCOME TAX - 2017**  
**( 15<sup>th</sup> May to 12<sup>th</sup> July., 2017 )**

**FORM FOR SUBMITTING**  
**TRAVEL DETAILS TO NADT, NAGPUR**

A. 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>

**Place:**

**Date:**

Details of Contact numbers are as follows:

Course Team:

- (1) Ms Sarita Kumari – Addl. Director & Course Director  
Mobile – 09422122083
- (2) Dr. S.K. Saha – Asstt. Director & Associate Course Director  
Mobile - 7588630056
- (3) Ms. Jaya Radhakrishnan – Addl. Asstt. Director & Associate Course Director  
Mobile - 7588578531  
Email: [orientationcourse2017@gmail.com](mailto:orientationcourse2017@gmail.com) / Fax. 0712-2582118
- (4) Pickup & Drop Vehicle Queries: Shri Nitin Kumar, ITO (Protocol), Mobile: 7588630238
- (5) Shri Abhay Ashtikar, OS (Vehicle), Mobile:7588630358