



आयकर निदेशक (पद्धति)  
**DIRECTORATE OF INCOME TAX (SYSTEMS)**  
ए आर ए सेन्टर, भूमि-तल, ई-2, झण्डेवालान एक्सटेंशन  
**ARA Centre, Ground Floor, E-2, Jhandewalan Extension,**  
नई दिल्ली / **New Delhi-110055**

F. No. System /ITBA/Training/12-13/104

Date: 17.08.2017

To,

**All Commissioner of Income Tax (Admin &TPS)**

Sir/Madam,

**Subject: Status of ITBA Training (Project प्रबन्धनोद्देशक)- Support required-regarding.**

The training on ITBA under Project प्रबन्धनोद्देशक has been initiated in most centers across India and in certain other cities the same has been scheduled over the next few weeks. As on 11<sup>th</sup> August, 2017 nearly 3000 ITD officers and staff have already undergone the two day training program. The status for various regions for trainings completed is as under:

City	Expected No. of Trainees	Sum of Total Nominations	Total Employees trained
Ahmedabad	200	208	162
Bengaluru	400	408	220
Bhubaneswar	320	339	330
Chennai	400	412	349
Delhi	840	653	631
Hyderabad	400	387	305
Kolkata	400	404	357
Lucknow	100	60	60
Mumbai	200	205	186
Patna	200	212	203
Pune	200	199	171
<b>Grand Total</b>	<b>3660</b>	<b>3487</b>	<b>2974</b>

2. Further, this is to request the continued support at your end for ensuring nominations in time and for deployment of trainers from RTI, MSTU, RCC and other local resource persons on a rotation basis on all days when training is scheduled. It has been reported that wherever there was extensive local support in training and deep personal involvement of the Nodal Training Officer and CIT (Admin), the conduct of the training session has not only been disciplined and organized but has also been extremely fruitful. While there has been extremely positive support from all center, it is requested that the **Training Nodal officer along with trainers from RTI, MSTU, RCC and local resource persons must be available full time so that the training is conducted in a completely professional manner.**

3. Based on the feedback received we have tried to accommodate changes in training locations or training dates and also augmented the TCS trainer wherever possible. **The most common problem reported by the trainees has been on the quality of food.** Since the same

is difficult to control or monitor centrally, it is suggested that the local administration may provide packed lunch from their empanelled quality caterers and bear the cost locally. The number of such packed lunches provided to trainees can be intimated to us. However, it is requested that any such arrangement may be first conveyed to us to avoid duplication or wastage. It is also requested that such arrangement, if any, may be commenced from 28.08.2017 onwards only, so that TCS may have time to cancel any prior arrangement that they may have had.

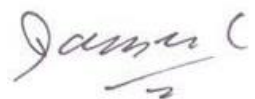
**4. It is also requested that all trainees in your region may be directed to ensure the following and the same may be strictly enforced by the Nodal Training Officer:**

- i. Attend the training program on time and reach the training venue before 09:30 AM on each day of training.
- ii. Wait till the end for the training session to conclude and leave the training venue only after 06:00 pm
- iii. Maintain discipline and decorum within the training centre to avoid inconvenience to other trainees.
- iv. Take the assistance of Departmental trainers from RTI, MSTU, RCC etc for Income Tax related questions or clarifications.

5. It has been brought to our notice that several trainees are absenting themselves on the second day or for certain training sessions in the afternoon. Such behavior should not be condoned and strict action may be initiated at your end in case of such an event.

6. The two critical problems with regard to training have been the timely intimation of online nominations and timeliness and discipline of trainees at the training centre. It is expected that you may ensure that above two issues are closely monitored at your end so that the entire training program can be completed smoothly.

Yours sincerely

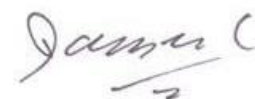


**(Ramesh Krishnamurthi)**

**Addl Director General (Systems)-3, CBDT**

**Copy to :**

- i. All Pr. CCIT
- ii. PPS to Chairman, Member (IT&C), Member (Inv), Member A&J), Member (L), Member (P&V), CBDT
- iii. PS to DGIT(S), Delhi
- iv. Database Cell with a request to place the letter on IRS officers online website.



**(Ramesh Krishnamurthi)**

**Addl Director General (Systems)-3, CBDT**