



GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
HUMAN RESOURCE DEVELOPMENT
CENTRAL BOARD OF DIRECT TAXES

ICADR Building, Plot No. 6, Vasant Kunj Institutional Area Phase-II,
New Delhi – 110070. Ph. 26139295, Fax 26130594.

F. No. HRD/ TCB/660/26/2013-14/ 874

Dated: 05.05.2014

To

All officers (as per attached mailing list)

Sir/Madam,

Subject: - 11th Batch - Advanced Mid-Career Training Programme for IRS officers of the rank of Addl./Jt. Commissioners of Income Tax with specialisation on 'International Taxation & Transfer Pricing' – Reg.

I am directed to inform you that you have been nominated to undergo training under the Advanced Mid-Career Training Programme of IRS officers as per following schedule:-

S. No.	Programme	Duration
1	Three week module at the campus of MDI, Gurgaon	12 th May, 2014 to 30 th May, 2014
2	One week hiatus (officers to report to the place of posting).	2 nd June, 2014 to 6 th June, 2014
3	Two week International module at Duke University, Durham, USA.	9 th June 2014 to 20 th June, 2014

2. The Course schedule and other instructions for nominated officers shall be sent separately through e-mail from MDI, Gurgaon.

3. For the purpose of applying for an official passport for this visit, following points [also conveyed through an advisory email] may please be followed.

(i) If an officer is already in possession of a valid official/diplomatic passport with validity of more than 6 months, he or she may bring the same with them in original for getting visa through this office.

(ii) If an officer is already in possession of a valid US Visa on his or her Personal/Blue Passport he or she may choose to travel on the same for this training programme.

(iii) If an officer wants to get issued a fresh or re-issue an official passport for the proposed visit he or she will be required to fill up the prescribed application form for Diplomatic/Official Passport, which is available on the website of Ministry of External Affairs, Consular and Visa Division: 'passport-gov.in'. [Format of the same is given below in '**Annexure B**' for information and ready reference].

(iv) Before filling up the application form for official passport the applicant officer is required to obtain a proper '**Safe Custody Certificate**' [in **ORIGINAL**] from the respective Cadre Controlling Authority/Head of Office in respect of an **ordinary passport** held by him or her. A standard format of such certificate is given in '**Annexure A**', for ready reference. **It may be noted that safe**

custody Certificate has to be issued for all personal passports 'Live or Expired'. However, if any expired "official" passport is held by the officers, it should be brought in original to be submitted in the passport office.

(v) The safe custody certificate must have full particulars of passports, their dates & places of issue with period of validity and bearing clear seal and signature of the issuing authority with a copy of the said passport]. **It may be noted that the seal should be the name bearing seal, only designation bearing seal is not sufficient.**

(vi) If the applicant is already in the possession of an official/diplomatic passport [whether expired/cancelled or valid for less than 6 months], the same are required to be submitted **in original** with the application form. In the event any old official/diplomatic passport had been got cancelled or surrendered through PV-II, MEA or any Regional Passport Office, a certificate to that effect, issued by the respective authority, is also to be attached with the application **in original**.

(vii) **Details of all official/diplomatic/personal passports held by the applicant are to be mentioned correctly in column 10 of the application form for official passport.**

NOTE: THE NON-DISCLOSURE OF PASSPORT[S], ALREADY HELD, IS AN OFFENCE UNDER PASSPORTS ACT, 1967.

(viii) In case the officer does not have any previous passport, he or she will fill up the application for official passport accordingly.

(ix) Fill up the prescribed application form for Diplomatic/Official Passport **using a black ball point pen only.**

(x) Put a [×] mark in the box indicating gender in column no.2 of the application form.

(xi) Do not write "NA" or "N/A" or "Not Applicable" in any boxes in the form to convey that the column is not relevant for your case. Leave that column blank.

(xii) Please take care to put your signature [**without date**] at **two places** within the box space provided on the first page and at **one place** on the second page of the application form. The signature must be within the boxes, without touching the boundaries.

(xiii) Full name without any initials is to be mentioned in "Given Name". In case you do not use a surname – leave the "surname" column blank and write your full name in "Applicant's Given name" column. If you use a surname you must furnish the same here.

(xiv) Two **photographs of prescribed size in white background** are required. One is to be pasted on the first page of the application form [**without any sign, stamp or attestation**] while the other one is to be pasted at the space provided on the second page, below the column 14 [duly attested across]. **It must be ensured that the same authority should sign both the verification and should attest the photograph of the applicant and put his stamp bearing name and designation. The seal should be name bearing seal. Only the designation bearing seal will not be sufficient.**

(xv) An attested copy of the Service Identity Card of the applicant is also to be attached.

(xvi) 2 photographs for U.S Visa in prescribed size & format should also be brought along.

(xvii) The completed application forms for the Diplomatic/Official Passports, as stated above, must be kept ready which can be collected by this office on the First day of the Training at MDI, Gurgaon, to enable this office for getting Diplomatic/Official passports issued in Delhi.

4. Travel and DA entitlements for the journeys undertaken within India shall be borne by the respective CCITs/CCAs or borrowing organizations in case of deputationists or missions in case of foreign deputationists. Arrangements for International Travel are being made by this office.

5. Accommodation for the programme, in India and in USA, is being provided by the Training Institutions on single-occupancy basis.

6. DA for the International Attachment shall be drawn by the nominated officers from Government and shall be disbursed from HRD before their departure for USA.

7. I am further directed to request you to confirm receipt of this letter by return of e-mail. Your e-mail ids and bank a/c numbers with Bank name and Branch, IFSC code and MICR number for disbursement of D.A., may also please be furnished at ddithrd.tcb@gmail.com or nainaskapil@gmail.com

Yours faithfully



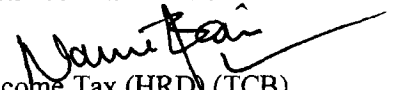
(NAINA SOIN KAPIL)

Addl. Director of Income Tax (HRD) (TCB),
New Delhi

Encl. As above

Copy to:-

1. The concerned CCIT (CCAs)/DGITs with a request to relieve the officers for the above Mid -Career Training Programme.
2. To the Web Manager with a request to upload the matter on the official website.



Addl. Director of Income Tax (HRD) (TCB),
New Delhi

ANNEXURE- A



सत्यमेव जयते

OFFICE OF THE

.....
Ph., Fax

F.No.

Dated:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that the Passport No., dated (Valid up to), issued by **Regional Passport Office**, to **Mr./Ms.**,
Date of Birth, has been Kept in safe Custody vide Ref. No.

Signature

Name & Designation of the Issuing Authority

OFFICE SEAL

STAMP WITH NAME AND DESIGNATION OF THE SIGNATORY
--

10. Details of previous passport(s) held or applied for (if any). Attach extra sheet for more than one passport)

Passport No.

Date of Issue DD MM YYYY

Place of Issue

11.

Countries to be visited on official Duty	Countries to be transited	Purpose and duration of visit

Date (Signature of the applicant or parent in case of minor)
 Place

CERTIFICATE

12. (a) I hereby certify that Shri/Smt./Kumari _____ is proceeding abroad on official duty as indicated in item 12 above.

(b) I hereby certify that, Shri/Smt./Kumari _____ is Wife/ Son/ Daughter/Parent/Domestic Help of _____ who is going abroad on official duty as indicated in item 12 above.

13. Are you working in PSU/ Autonomous Bodies (Yes) / (No)
 Strike out whichever is not applicable

14. Pay scale & grade pay of the officer is Rs.

[Signature of Head of Office]

Instructions:-

- All entries should be in Block letters written with black ball point pen. Only one application is required with two photographs. Child above 5 years of age or above is required to sign. It is mandatory to fill each item. Incomplete form will not be accepted.
- Please enclose original safe custody Certificate of Valid Ordinary Passport (if held) from your office. If Diplomatic/official passport previously held by the applicant was kept in the safe custody of the Ministry of External Affairs, the original certificate should be enclosed.
- Official Diplomatic/Ordinary passport which is around 10 years old or more (from the date of issue) must be submitted with the application for cancellation.
- Official retiring in less than six months from the date of application, is required to give an undertaking from his/her office that he/she will surrender dip/ off passport to his/her office immediately after return.

List of Participants for AMCTP for 11th Batch of Addl./Jt. CsIT

S. No.	Civil List	Name of Officers	CCA Region
1	92045	Shaik Shakir Hussain	Bangalore (CCA Karantaka)
2	96022	Avvari Sreenivasarao	Delhi CCA
3	96027	K Ravi Kiran	Mumbai CCA
4	97001	Abhay Kumar Thakur	Lucknow (CCA UP(E))
5	97006	Deepak Garg	Delhi CCA
6	97007	Garima Singh	Chandigarh (CCA NWR)
7	97010	Mudit Nagpal	Ahmedabad (CCA Gujarat)
8	97014	Rashmita Jha	Delhi CCA
9	98005	Pankaj Jindal	Delhi CCA
10	98006	Vandana Ramachandran	Delhi CCA
11	98020	Rebelly Narendar	Bangalore (CCA Karantaka)
12	98027	Kumar Ajeet	Bangalore (CCA Karantaka)
13	98034	Imokaba jamir	Guwahati (CCA NER)
14	99002	Amit Nigam	Lucknow (CCA UP(E))
15	99003	Rajeev Benjwal	Hyderabad (CCA AP)
16	99010	Ashima Neb	Delhi CCA
17	00001	S Praveena	Pune CCA (Maharashtra)
18	00002	Vinay Sinha	Chandigarh (CCA NWR)
19	00004	Salil Mishra	Delhi CCA
20	00013	Ritesh Misra	Mumbai CCA
21	00017	Gaurav Batham	Pune CCA (Maharashtra)
22	01001	Sanjay Dhariwal	Ahmedabad (CCA Gujarat)

23	01022	Dr.Katipalli Shyam Prasad	Ahmedabad (CCA Gujarat)
24	01690	Naresh Kumar Neb	Bhubaneshwar (CCA Orissa)
25	01744	Vidya Ramachandran	Chennai (CCA TN)
26	01903	Achal Sharma	Pune CCA (Maharashtra)
27	01951	S Suresh Kumar	Chennai (CCA TN)
28	011058	Kalyan Nath	Kolkata (CCA WB)
29	02004	Ajey Malik	Jaipur (CCA Rajasthan)
30	02009	Shubhrata Verma	Ahmedabad (CCA Gujarat)
31	02012	Rajinder Kaur	Chandigarh (CCA NWR)
32	02016	Ramapriya Raghavan	Chennai (CCA TN)
33	02032	C.V. Pavan Kumar	Chennai (CCA TN)
34	02035	Nidhi Verma Singh	Lucknow (CCA UP(E))
35	02040	G. Nanthakumar	Chennai (CCA TN)
36	02540	Banibrata Datta	Kolkata (CCA WB)
37	02541	Debasis Roy	Kolkata (CCA WB)
38	02552	Arun Kantl Sinha	Kolkata (CCA WB)
39	02565	C.W. Angolkar	NADT Nagpur DGIT(Trg.)
40	03007	Sapna Bhatia	Jaipur CCA

In addition to the above, **Reserve List of officers** is as under:

1	03056	Prithvi Raj Meena	Delhi CCA
2	03572	Yatendra Singh	Delhi CCA

In case of last moment withdrawal by any officer from the main list, the officers from the reserve list would be nominated for the training following the serial number.

Narinder Singh
Addl. Director of Income Tax (HRD) (TCB),
New Delhi