

Sr. No.	Name of the Course	Level of officer	Duration (in days)	Date	Include	Allocated to
May-19						
1	soft skills/office etiquettes + health/stress management/management of work-life balance	ITIs	1	06.05.2019	compulsory	ITO-2
2	Doorstep training on Income Tax Business Application (ITBA) and HRMS- Amritsar	ITIs/ITOs	1	13.05.2019		ITO-1
3	Refresher course on effective ways of recovery and demand management	TROs/ITOs/ITIs	1	17.05.2019		ITO-4
4	Training on accounting software-Tally and MS-Excel	ITIs under the age of 40	4	21.05.19 to 24.05.2019		ITO-3
5	Induction Course for Newly Promoted ITOs	newly promoted ITOs	40	27.05.2019 to 22.07.2019	compulsory	ADIT1/ADIT2 ITO 5