



भारत सरकार / Govt. of India

आयकर विभाग / Income Tax Department

कार्यालय प्रधान मुख्य आयकर आयुक्त, उ. प. क्षेत्र, आयकर भवन, सेक्टर 17-ई, चण्डीगढ़-160017

O/o The Pr. Chief Commissioner of Income Tax, NWR, Aayakar Bhawan,

Sector - 17 E, Chandigarh. Tel./Fax: 0172-2544250

F. No.: Pr.CCIT/CHD/EB/Study Leave/2024-25/ 203

Dated: 15.04.2024

To

The Chief Commissioner of Income Tax, Amritsar/Panchkula.
The Chief Commissioner of Income Tax, Shimla/Ludhiana.
The Director General of Income Tax (Inv.), Chandigarh.
The Pr. Commissioner of Income Tax-1, Chandigarh.
The Commissioner of Income Tax (Admn. & T.P.S)/(TDS)-1&2/(Audit)/(Appeals-1)/(Appeals-2)/(Exemptions)/(ITAT-1)/(ITAT-2), Chandigarh.
All Commissioner of Income Tax (Appeals), NWR, Chandigarh.
The Director of Income Tax (I & CI), Chandigarh.
The Addl. Director General of Income Tax, NADT, RC, Chandigarh.
The Addl. Commissioner of Income Tax (International Taxation), Chandigarh.
The Dy. Commissioner of Income Tax (Hq)(Admn.), O/o the Pr.CCIT, Chandigarh.

Sir,

Sub: Grant of Study Leave -SOP/guidelines for processing of study Leave applications in Income Tax Department -regarding.

Kindly refer to the subject cited above.

2. In this regard, I have been directed to enclose herewith a copy of letter F. No.: A-24012/84/2023-Ad.VI (A) dated 10.04.2024, received from the Central Board of Direct Taxes, New Delhi for kind information.

Yours faithfully,

Encl: As above.

(Rajinder Sharma)
Income Tax Officer (HQ) (Admn.-II),
Chandigarh.

Copy to:

1. The Dy. Commissioner of Income Tax (Hq)(Admn.), Chandigarh for information with a request for uploading the above mentioned letter on the Income Tax NWR website.

-sd-
(Rajinder Sharma)
Income Tax Officer (HQ) (Admn.-II),
Chandigarh.

F.No.A-24012/84/2023-Ad.VI(A)
Government of India
Ministry of Finance
Department of India
(Central Board of Direct Taxes)

.....

New Delhi, the 10th April, 2024

To
All Pr. CCsIT/Pr. DGIT

Subject : Grant of study leave - SOP/guidelines for processing of study Leave applications in Income Tax Department..

Sir,

I am directed to refer to the subject mentioned above and to enclose the SOP/Guidelines for processing of Study Leave applications by officers of Income Tax Department to be implemented/followed with immediate effect.

2. These SOP/Guidelines shall supersede all previous instructions issued in respect of processing and power to sanction study leave to officers of Income Tax Department.

Encls: as above

Yours faithfully,



(Nitin Mane)

Under Secretary to the Government of India
Phone-23095565

Copy to:

1. Web Manager for uploading this letter alongwith enclosure on the website of the Income Tax Deptt. www.irsofficersonline.org website.

SOP / guidelines for application and processing of Study Leave
Applications by officers of Income Tax Department

I. Purpose behind granting the Study Leave:

Study leave in government typically serves several purposes:

1. **Professional Development & Capacity Building:** Provide opportunities to government employees to enhance their skills, knowledge, and qualification through further education or training.
2. **Catalyst for Capacity Building:** To equip & enable the officer to impart trainings & capacity building to colleagues on subject studied while on Study Leave
3. **Improved Efficiency & Effectiveness:** To improve performance, efficiency, and innovation within government departments and agencies. This ensures that the government has the necessary talent to meet current and future challenges.
4. **Employee Retention and Motivation:** To boost employee morale and motivation by providing opportunities for personal and career advancement.

Overall, study leave in government serves as an investment in both the individual employees and organization as a whole, ultimately contributing to improved performance and effectiveness in serving the public.

II. Relevant Rules:

Study Leave applications of the officers of the Income Tax Department are to be processed as per Chapter VI of the Central Civil Services (Leave) Rules, 1972 which deals with the Study Leave matters. The relevant rules are, *inter-alia*, as under:

Rule 50. Conditions for grant of study leave

1. *Subject to conditions specified in this Chapter, study leave may be granted to a Government servant with due regard to the exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty.*
2. *Study leave may also be granted-*
 - i. *the particular study or study tour should be approved by the authority competent to grant leave; and*
 - ii. *the Government servant should be required to submit, on his return, a full report on the work done by him while on study leave;*

- iii. for a course of training or study tour in which a Government servant may not attend a regular academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to Government from the point of view of public interest and is related to sphere of duties of the Government servant; and
- iv. for the purpose of studies connected with the framework or background of public administration subject to the conditions that-
- v. for the studies which may not be closely or directly connected with the work of a Government servant, but which are capable of widening his mind in a manner likely to improve his abilities as a civil servant and to equip him better to collaborate with those employed in other branches of the public service.

NOTE.- Application for study leave in cases falling under clause (iii) shall be considered on merits of each case in consultation with the Department of Expenditure of the Ministry of Finance.

3. Study leave shall not be granted unless-

- i. it is certified by the authority competent to grant leave that the proposed course of study or training shall be of definite advantage from the point of view of public interests;
- ii. it is for prosecution of studies in subjects other than academic or literary subject.

Rule 51. Maximum amount of study leave

The maximum amount of study leave, which may be granted to a Government servant shall be -

- a) ordinarily twelve months at any one time, and
- b) During his entire service, twenty-four months in all (inclusive of similar kind of leave for study or training granted under any other rules).

Rule 52. Applications for study leave

- 1. (a) Every application for study leave shall be submitted through proper channel to the authority competent
- (b) The course or courses of study contemplated by the Government servant and any examination which he proposes to undergo shall be clearly specified in such application.
- 2. Where it is not possible for the Government servant to give full details in his application, or if, after leaving India, he is to make any change in the

programme which has been approved in India, he shall submit the particulars as soon as possible to the Head of the Mission or the authority competent to grant leave, as the case may be, and shall not, unless prepared to do so at his own risk, commence the course of study or incur any expenses in connection therewith until he receives the approval of the authority competent to grant the study leave for the course.

Rule 53. Sanction of study leave

1. *A report regarding the admissibility of the study leave shall be obtained from the Audit Officer:*

Provided that the study leave, if any, already availed of by the Government servant shall be included in the report.

2. *Where a Government servant borne permanently on the cadre of one department or establishment is serving temporarily in another department or establishment, the grant of study leave to him shall be subject to the condition that the concurrence of the department or the establishment to which he is permanently attached is obtained before the leave is granted.*
3. *Where the study leave is granted for prosecution of studies abroad, the Head of the Mission concerned shall be informed of the fact by the authority granting the leave, provided that where such leave has been granted by an Administrator, the intimation shall be sent through the Ministry concerned.*

NOTE:- *The Head of the Mission shall be contacted by the Government servant for issue of any letters of introduction or for other similar facilities that may be required.*

4. (a) *Every Government servant in permanent employ who has been granted study leave or extension of such study leave shall be required to execute a Bond in Form 7 or Form 8, as the case may be, before the study leave or extension of such study leave granted to him commences.*

(b) *Every Government servant not in permanent employ who has been granted study leave or extension of such study leave shall be required to execute a bond in Form 9 or Form 10 as the case may be, before the study leave or extension of such study leave granted to him commences.*

(c) *The Authority competent to grant leave shall send to the Audit Officer a certificate to the effect that the Government servant referred to in Clause or Clause (b) has executed the requisite bond.*
5. (a) *On completion of the course of study, the Government servant shall submit to the authority which granted him the study leave, the certificates*

of examinations passed or special courses of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any, of the authority in charge of the course of study.

(b) If the study is undertaken in a country outside India where there is an Indian Mission, the certificates shall be submitted through the Head of the Mission concerned.

Rule 54 (2) Study leave may be combined with other kinds of leave, but in no case shall be grant of this leave in combination with leave, other than extraordinary leave involve a total absence of more than twenty eight months generally and thirty-six months for the courses leading to PhD. degree from the regular duties of the Government servant.

III. Competent Authority for grant of study leave:

1. Group A: Central Board of Direct Taxes
2. Group B & below: Pr. CCIT of the concerned region, who is the Cadre Controlling Authority

IV. Classification of Courses / Institutions for purpose of Study Leave:

The Courses, proposed to be pursued/Institutions in which admission is proposed to be taken while applying for Study leave, are hence-forth categorized under the following categories:

- **Category I:** Courses appearing in the
 - Top 100 Institutions under NIRF (National Institutions Ranking Framework) or other recognized national ranking in the context of course proposed to be pursued
 - Top 200 Times Higher Education (THE) Ranking,
 - QS or any other recognized and reputed global rankings.

Further, latest available ranking at the time of study leave application may be used to decide the ranking of the institution / course. Where an institution / course is ranked by more than one ranking, the best ranking among aforesaid rankings may be considered.

- **Category II:** Non - Ranked institutions / courses
- **Category III:** Trainings or studies that do not require attendance as required in regular academic/ semi-academic courses.

V. Procedure for grant of Study leave:

The procedure for filing of application, processing and approval of Study Leave shall broadly be as under:

1. Applications from Officers who are clear from Vigilance/Administrative Angle shall only be considered for further processing
2. The criteria for processing study leave applications would depend on the category of the course / institution and the pendency / number of study leave applications at a time and the number of slots available out of the relevant reserve pool.
3. For officers who have undergone long term training (including foreign training) for a period of 6 months or more, normally the 'cooling off' period for consideration of the officer for study leave shall be 3 years from the date of joining the department after completion of the said course.
4. Normally,
 - a. Study leave shall be considered for courses involving leave for upto 12 months;
 - b. The courses being undertaken in institutes of reputation having ranking as per Category I above
 - c. Study Leave applications shall not be considered for courses/institutes falling in Category III above
5. The applications for study leave shall be sent to the DGIT(HRD) and will be processed by the concerned ADG in DGIT(HRD). The applications received in various Pr. CCIT regions shall be forwarded to DGIT(HRD) through proper channel by respective CCA, along with its NOC and specific recommendations with regard to the relevance of the course, reputation of the institute from where such course is proposed to be pursued (in case of non-ranked institute) etc. The particulars submitted by the applicant should be duly vetted by the respective CCA. In case these are submitted online or through appropriate software/App etc, the same would be uploaded and vetted by the CCA.
6. The study leave for pursuing a course from foreign institute shall be allowable subject to the extant GoI guidelines/regulations on the issue, importance of the course/Institution and the availability of officers in the cadre;
7. The application shall, interalia, specify:

1. Details of the Course:

- a. Name of the Course;
- b. Associated Degree/Certificate/Diploma/Title etc to be awarded on completion of Course;
- c. Whether the course is Graduation/Post-graduation/Diploma/Doctorate/any other;
- d. Duration of the Course;
- e. Date of commencement of course and date of ending of the course. If the course is more than the study leave

- applied/admissible/granted – how is the course proposed to be completed;
- f. Relevance of the Course for assignments in the Income Tax Department;
 - g. Whether the officer has, during the service period, held assignment related to the area proposed to be studied? If so details thereof;
 - h. What assignments does the officer envisage post completion of the proposed course;
 - i. Whether the officer has appeared for any entrance examination to qualify for the course? If so, details thereof;
 - j. Details of Examination/appraisal required to be cleared for completion of the course;
 - k. Whether the officer has prior academic background for the course;
 - l. Justification for application of Study Leave for the course;
 - m. Whether similar course can be pursued through online means, while discharging duties;
 - n. In case the proposed course is to be done outside India, then whether similar courses exist in India and if so, why it has been proposed to do the course abroad?

2. Ranking of the Institution:

- a. Domestic or international ranking of the institution from where the course is proposed to be pursued;
- b. Alternate institutions of better ranking that offer such courses;
- c. Whether the officer has applied for the courses in institutes of better ranking? If no, reasons thereof;
- d. Reasons for choosing the relevant institution;
- e. If the Institution is not falling under Category I, then justification for proposing to pursue the course from the proposed Institution.

8. The applications received for the Academic session commencing from the month of

- i. **April of a Calender year** -> would be required to be submitted upto December 31st of the previous year and shall be considered for evaluation in the month of January of that calender year. Approval or rejection for study leave shall be provided by 15th February of that year
- ii. **July of a Calender year** -> would be required to be submitted upto 31st March of that calender year and shall be considered for evaluation in the month of April of that year. Approval or rejection for study leave shall be provided by 15th May of that year
- iii. **December of a Calender year or January of the next Calender year** -> would be required to be submitted upto August 31st of that calender year and shall be considered for evaluation in the month of September of that year. Approval or rejection for study leave shall be provided by October 15th of that year.

9. The applications shall be considered for evaluation by a Screening Committee headed by the Pr. DGIT(Trg) and comprising of one ADG from DGIT(HRD) and JS(Admn), CBDT. Concerned ADG in DGIT(HRD) shall provide secretarial assistance to the Screening Committee. In case any online module or APP or any other software is proposed for receiving and processing of such study leave applications, the DGIT(HRD) shall be its custodian for operational and maintenance aspects including maintenance of final thesis or recommendations or any other report submitted by the officers. DGIT(HRD) may also issue suitable instructions in such case, including sharing of such reports with NADT or any other agency/institution of GoI.

10. The Screening Committee shall:

- i. Examine each application to assess the relevance of the courses applied along with the suitability of the officer.
- ii. Examine the admissibility of Study Leave based on various criteria, including, nature of course; the relevant institution from where such course is proposed to be pursued; relevance of the course; overall performance & experience of the applicant officer etc.
- iii. Rank & Prioritize the applications before it on a scoring system, as per the Annexure.
- iv. Recommend approval/ rejection of the study leave application considering all the factors.
- v. No applications should be carried forward to the next cycle by the committee.

11. The Screening Committee shall submit its recommendations as regards approval or rejection of the application to the Sanctioning Authority. Concerned ADG(HRD) shall further process the applications and recommendations.

12. The leave sanctioning authority would consider the recommendations of the Screening Committee, along with the overall requirement of officers in the cadre and other administrative factors while approving/rejecting the application. The sanctioning authority shall decide cases in order of priority, subject to availability of slots from the study leave reserves.

13. The decision on the leave applications shall be communicated to the AD-VIA division of the CBDT within the timelines as per para 7 above in case of Group-A officers.

14. The communication for grant/rejection of the study leave shall be communicated to the officer by the AD-VIA division of the CBDT in case of Group-A officers.

15. For Group B and Group C employees, respective cadre controlling authorities shall suitably adopt the guidelines.

VI. Parameters for evaluation of Study leave Applications:

The evaluation of applications for study leave would involve assessing various factors to ensure that the leave is granted in a fair and effective

manner. Some common parameters to be considered for evaluating such applications are as below:

1. Relevance to Job Duties:

- Relevance of the proposed study to the applicant's current job duties and responsibilities. For example tax specific courses, courses in emerging technology etc.
- Whether the knowledge/skills will directly contribute to the employee's effectiveness in their role in the Department.

2. Alignment with Organizational Goals:

- How the proposed study leave aligns with the objectives/priorities of the Department.
- Whether the skills/knowledge acquired will support organization's mission & mandate.

3. Impact on Service Delivery:

- Potential impact of the employee's absence on delivery or timelines in the Deptt.
- Whether arrangements can be made to mitigate any potential disruptions during the employee's absence?

4. Employee Performance and Potential:

- Officer's performance record (last five years APAR etc)
- His / her seniority, number of years in qualifying service/ grade and potential for career advancement within the Department.
- Whether the study leave will help the employee develop skills and competencies for future leadership roles or specialized positions.
- Whether the study is in an area mentioned by the reporting/reviewing officer in APAR

5. Training Program Quality and Reputation:

- Quality and reputation of the proposed study program, including the credentials of the institution or organization offering the program.
- Factors such as accreditation, faculty expertise, curriculum relevance, and past participant feedback.

6. Employee Commitment and Motivation:

- Employee's level of commitment to their professional development and their motivation for pursuing the proposed study leave.

- Past initiatives undertaken for self-improvement, career goals, and alignment with organization's values.

7. Leave history, Deputations & assignments:

- Leave history, any deputation or posting in CBDT/ Directorate, any long term training course undertaken by the officer in the past.

Keeping in view the above parameters, a Scoring system has been designed (as per Annexure) for examination, evaluation and prioritization of the study leave applications. However, the same is not exhaustive and the Screening Committee may add more criteria for scoring, on the basis of above parameters.

VII. Post Study-Leave Presentation:

After availing study leave, the officer would be required to deliver a presentation or report on his/her experiences, learnings, and any outcomes achieved to the Screening Committee within 3 months of the completion of the course. The general structure for such a presentation may be interalia as below:

1. Purpose and Objectives:

- Specific objectives set out to achieve during study leave.
- How these objectives aligned with Department's goals and priorities.

2. Study/Training Experience:

- Description of study/program, including the institution where it took place.
- Key topics covered, methodologies used, and any hands-on experiences gained.

3. Learnings and insights:

- Significant insights or lessons learned during study leave.
- How these learning relate to relevant work within the government and how they can benefit the Department.

4. Achievements and Outcomes:

- Tangible outcomes or accomplishments resulting from study leave.
- How these achievements shall contribute to the advancement of your skills, knowledge, or the goals of your organization.

5. Relevance to the Organization:

- Relevance of study leave experience to the Department.
- How you plan to apply new knowledge/ skills to improve processes, solve problems, or contribute to projects within the organization.

6. Recommendations:

- Recommendations based on study leave experience.
- How organization can further support employee development or leverage similar opportunities in the future.

7. Role as a trainer:

- How do you propose to impart trainings to colleagues in the department.

VIII. Database of officers for future:

The Training Directorate shall maintain a database of such officers who have successfully completed their respective courses during study leave so as to utilize their expertise for in-house

training of the officers/officials of the department. This database shall be made available to NADT and its RCs (for resource person and knowledge sharing) and Database Cell (for keeping in view the qualification acquired, at the time of posting). The Training Directorate shall also evaluate the effectiveness of the courses and the institute, pursued by such officers, so as to act as a guide for further evaluation of applications for study leave.

Annexure A : Scoring System

Criteria for scoring of officers applying for study leave:

Criteria	Detailed distribution of points		Justification & Remarks
Leave History	Scale of 7.5	Maximum Points: 7.5 i) Never taken study leave: 7.5 points	The system streamlines the scoring to encourage those who have never got such opportunities.
		ii. Already taken leave of 6 months (excluding maternity leave) and above at a stretch in the past: 3-6 based on the extent & nature of leave taken iii. Already attended a long-term training program (other than mid-career or induction training) in which salary has been paid by the Govt or sponsored by the Govt: 0-2 based on the extent & nature of leave taken	Ordinarily 12 months of Study is allowed. And 24 months in entire career. The screening committee should also take into consideration the duration of the course and the extent of study leave applied and proposal of the officer to complete the course requirements during the period not covered by the study leave.
		The score shall be reduced by a factor of 0.60 - 0.75 in case the leave sought is more than 12 months depending on the extent of leave sought.	

<p>Seniority (Number of years in qualifying service / grade)</p>	<p>Scale of 7.5</p>	<p>Maximum points: 7.5</p> <p>Direct Recruit Group A officer with 07 years of completed service in the Department as on 1st of January of the year gets 03 points.</p> <p>Direct Recruit Group A officer will also get additional weightage of 01 point for every three completed years in excess of 07 years in Group A.</p> <p>Promoted Group A officers who have completed at least 15 yrs of service from the date of joining as ITO or equivalent rank as on 1st January of the year will get 03 points.</p> <p>Further, 01 point each will be given for each additional three years completed in excess of 15 years.</p> <p>Provided that while calculating the number of years, as above, the number of years spent on deputation outside the department or period of long-term leave (beyond 6 months) or period of long-term training(s) shall be reduced.</p>	<p>Study leave may be granted to a Government servant –</p> <p>i. who has satisfactorily completed period of probation and has rendered not less than five years' regular continuous service including the period of probation under the Government;</p> <p>ii. who is not due to reach the age of superannuation from the Government service within three years from the date on which he is expected to return to duty after the expiry of the leave; and</p> <p>iii. who executes a Bond as laid down in Rule 53 (4) undertaking to serve the Government for a period of three years after the expiry of the leave.</p> <p>The system rationalizes the need to give more weightage to officers who have gained experience in the department and rationalizes period spent outside on deputation, leave, trainings.</p>
<p>No of years spent in Board or Directorate</p>	<p>Scale of 5</p>	<p>Max: 5+2 points</p> <p>One point for each year spent in CBDT, NADT, NADT-RC or any of the Directorate;</p> <p>Additional two points for pursuing the course in area handled in the Board/Directorate</p>	<p>Encourage officers who have worked in Board/Directorate/Training vertical</p>

Tax specific courses, Emerging Technology and Areas	Scale of 7.5	<p>Maximum points: 7.5</p> <p>Bachelors Degree: International Tax specific: 5 points Digital financial or cross border transactions: 5 points E-Governance related courses: 5 points Data Analytics: 5 point Financial Transactions: 5 points Cyber Forensics: 5 points Behavioral Courses: 4 points Tax specific courses: 3 point Contract management: 3 points Artificial Intelligence: 3 points Law course- LLB: 2 point Post-Graduate or PhD course may be scaled up by 1.5 times; Diploma course may be scaled down by factor of 0.75 Screening committee may identify more such areas and assign score, depending upon the emerging situation/ academic scenario.</p>	This encourages officers to gain expertise in tax matters or new emerging areas to broaden the outlook and bring in new innovations in the department.
Ranking of the Institution	Scale 7.5	<p>Institution in ranking list recognized by the Government (e.g. NIRF and international rankings)</p> <p>Top 25: 7.5 points Top 26 to 50: 6 points Top 51 to 100: 4 points Top 101 to 150: 2 points Top 151 to 200: 1 point</p>	This ensures that admissions in better ranked universities get higher priority.

Past performance/ contribution towards Capacity Building in the Department	Scale of 5	Conducting training sessions in the department: More than 25 hours: 5 points More than 15 hours but less than 25 hours: 3 points More than 5 hours but less than 15 hours: 1 point	
Mode of admission to the course	Scale of 5	Competitive Examination or Score in reputed examinations (CAT/CLAT/GRE/GMAT etc.): 5 points Qualifying entrance examination: 3 points	
Score sanctioning authority	Scale of 5	Overall application evaluation of the application	

Application Form:

1. Name:
 2. Batch/Civil Code:
 3. Present Grade:
 4. Region/Present Posting (since when):
 5. Duration of Study Leave Sought:
6. **Details of the Course:**
- A. **Course particulars:**
 - i. Name of the Course;
 - ii. Associated Degree/Certificate to be awarded on completion of Course;
 - iii. Whether the course is Graduation/ Postgraduation/ Diploma/Doctorate/ any other;
 - iv. Duration of the Course;
 - v. Date of commencement of course and date of ending of the course.
 - vi. If the course is more than the study leave applied/admissible/granted – how is the course proposed to be completed;
 - B. **Prior Academic/professional background in the area of pursuit:**
 - i. Whether the officer has prior academic background for the course;
 - ii. Whether the officer has prior professional background specific to the area of the course
 - C. **Mode of admission & completion for the Course:**
 - i. Whether the officer has appeared for any entrance examination to qualify for the course or Competitive Examination or Score in reputed examinations (CAT/CLAT/GRE/GMAT etc.)? If so, details thereof;
 - ii. Details of Examination/appraisal required to be cleared for completion of the course;
 - D. **Relevance & Area – proposed to be pursued:**
 - i. Relevance of the Course for assignments in the Income Tax Department;
 - ii. Whether the officer has, during the service period, held assignment related to the area proposed to be studied? If so details thereof;
 - iii. What assignments does the officer envisage post completion of the proposed course;

7. Ranking of the Institution:

- i. Domestic or international ranking of the institution from where the course is proposed to be pursued;
- ii. Alternate institutions of better ranking that offer such courses;
- iii. Whether the officer has applied for the courses in institutes of better ranking? If no, reasons thereof;
- iv. Reasons for choosing the relevant institution;

8. Justification for need for Study Leave:

- i. Justification for application of Study Leave for the course;
- ii. Whether similar course can be pursued through online means, while discharging duties;

9. Details of Long-Term Leave availed (more than 6 months):

- i) Specify Nature of Leave, Duration and period thereof:

10. Details of Deputation, Long term Trainings:

- i. Specify details of Deputation, Long term Trainings alongwith duration, period and level (in case of deputation)
- ii. Specify details of posting in CBDT/Directorate/NADT/NADT-RC

11. Details of training/capacity building programs undertaken

12. Any other particular that is relevant for the purposes of scoring as per Annexure.

(Name & Designation of Officer)