



# **Manual of Office Procedure for Directorate of Income Tax (Training) 2024**

**DIRECTORATE OF INCOME TAX  
(ORGANISATION & MANAGEMENT SERVICES)**

**CENTRAL BOARD OF DIRECT TAXES  
DEPARTMENT OF REVENUE  
GOVERNMENT OF INDIA**





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GOVERNMENT OF INDIA**



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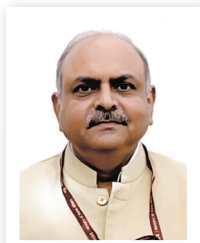
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सत्यमेव जयते

भारत सरकार  
Government of India

विशेष सचिव  
वित्त मंत्रालय/राजस्व विभाग  
केन्द्रीय प्रत्यक्ष कर बोर्ड  
**Special Secretary**  
Ministry of Finance / Department of Revenue  
Central Board of Direct Taxes

## **MESSAGE**

The revised Manual of Office Procedure published in 2019 provided a framework for carrying out various operations in the Income Tax Department. Since its release, the department has undergone substantial transformation with a renewed focus on taxpayer services through enhanced digitalisation of processes and elimination of face to face interactions in the assessment and appellate proceedings.


In view of these advancements, the department decided to undertake a comprehensive review of its organizational structure and processes. To steer this initiative, a committee was constituted with the objective of redefining, realigning, and reassigning roles at all levels within different verticals of the department.

Following the report submitted by the Committee, to provide clear guidance, ensure consistency and transparency, and to have standard operating procedures for functionaries at different levels, separate Manuals of Office Procedure are being published for different verticals.

I compliment the committee for conducting an extensive research and preparing a comprehensive report. I also compliment the heads of each vertical of the Department for ensuring wholehearted participation in this exercise of creation of dedicated, vertical-specific Manuals.

Entire team of the Directorate of Organisation & Management Service (DOMS) also deserves appreciation for painstakingly co-ordinating with each vertical of the Department and bringing this task to a fruitful conclusion.

It is expected that these vertical-specific Manuals outlining the roles and responsibilities at each level will ensure clarity in operations, and serve as a useful tool in enhancing the efficiency, productivity, and overall functioning of the Department.

  
(RAVI AGRAWAL) 26/12





### FOREWORD

The functions of Income Tax Department have diversified and increased multifold over the last decade. For being responsive and adaptive to the changing business environment, complex and novel business structures, new technological development and accelerated globalisation, it is imperative that policies and operating procedures of the department are constantly reviewed. It is also important that the structure and functions of the Department are aligned with the latest developments and the contemporary realities. A need was therefore felt to delineate the role and functions in a granular manner at all levels in the Department.

2. A Committee was accordingly constituted on 27.07.2022 by the Board to enumerate the roles and functions of the officers and officials working at different levels, analyse the new functions of each position, and redefine, realign and reassign the roles of each position in the Department. Inputs were sought from the field formations, attached Directorates, employee associations before the Committee finalized and submitted its report on 10.11.2023. The report was circulated to different verticals of the department for drafting and finalization of a separate Manual of Office Procedure at their end.
3. Manual of Office Procedure for the Directorate of Income Tax (Training) [DIT (Trg.)] is part of the series of such manuals to be released for different verticals.
4. The accomplishment of this task would not have been possible without the sincere efforts of the members of the Committee who were tasked with the responsibility of submitting their recommendations on redefining Roles and Functions of all levels in the Department. Officers of Directorate of Income Tax (Training) and Directorate of Organization and Management Services (DOMS) also deserve appreciation for their efforts in finalization of this Manual.
5. It is expected that the manual would enhance the standards and efficiency of the department and help the employees at different levels in discharging their functions in a more meaningful manner.







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## Preface

It gives me immense pleasure to present the Manuals of Office Procedure 2024 which are being published separately for different verticals of the Department.

These MOPs are designed to describe the broad tasks being performed, and to delineate the roles and functions of all levels in a granular manner, in each vertical of the Department.

I express my sincere thanks to all the concerned Directorates and offices for their contribution in the whole exercise, and urge them to sensitise each and every official working in different verticals to make use of these manuals.

I extend my heartiest congratulations to the officers of the Directorate of Organization and Management Services for their sincere efforts and hard work in preparation of these manuals.

(Prawn Kumar)



# DIRECTORATE OF INCOME TAX (TRAINING)

## 1. Introduction

The Directorate of Training was set up on 01.01.2024 in consequence to the approval of Hon'ble Finance Minister on 27.10.2023. The proposal was submitted to create a separate Directorate of Training by taking away the functions and roles relating to Training, capacity building, collaborations from the Directorate of HRD and other verticals of the Department. After the approval, the Directorate of Training was set up with effect from 01.01.2024 and all the capacity building and training related matters of CBDT have been placed under the administrative control of Principal Director General of Income Tax, (Training) [Pr. DGIT (Training)] Directorate of Training (DoT) Delhi.

The Directorate of Training within the Income Tax Department, operating under the supervision of the Central Board of Direct Taxes (CBDT) is tasked with formulating training policies and overseeing the entire training setup of the Income Tax Department. The Directorate is headed by the Principal Director General of Income Tax (Training) and is headquartered in New Delhi. The National Academy of Direct Taxes (NADT), Nagpur, 10 Regional Campuses (RCs) of NADT, and 45 Ministerial Staff Training Units (MSTUs) located across the country function under the overall supervision of the Directorate of Training, Central Board of Direct Taxes.

2. The training endeavours at the Directorate of Training are guided by:
  - (i) The Citizen's Charter of the Income Tax Department which envisages effective administration of the laws, excellent public delivery system, state of the art technological capabilities and proficient human capital.
  - (ii) National Training Policy, 2012, which has put in place the competency framework consisting of professional and soft skills at different levels, training objectives and targets, role of ministries and training institutions, trainer's development, funding and infrastructure related policies which guides the Directorate of Training in its training endeavours.
  - (iii) The National Programme for Civil Services Capacity Building (NPCSCB) — Mission Karmayogi, launched in September 2020, aims to create a competent civil service

rooted in Indian ethos, with a shared understanding of India's priorities, working in harmonization for effective and efficient public service delivery. **The Karmayogi Guidelines, 2023** emphasize that the civil services play a central role in governance and public services. The aim of the guidelines is to align efforts of all stakeholders to create a civil service that is creative and constructive, imaginative and innovative, proactive and polite, professional and progressive, energetic and enabling, efficient and effective, and transparent and tech-enabled. The guidelines outline that training institutes play a pivotal role in developing competencies in Government and are, therefore, at the heart of training ecosystem.

- (iv) The Directorate of Training, CBDT, circular in F. No. Pr. DG (Trg.)/Mandatory Training Hours Policy/ 2024-25/131 dated 6th May 2024 states that keeping in view the need for creating a professional and well-trained workforce within the Income Tax Department, it has been decided that all the officers and officials of the department upto the level of CCIT and below would complete 50 hours of mandatory training from 2024-25 and onwards subject to the guidelines mentioned therein.

### **3. Functions of Directorate of Training**

#### **3.1 The following are the role/responsibilities and functions of the Directorate of Training**

- (i) **Designing and Developing Training Programs:** The Directorate of Training is responsible for designing and developing training programs that align with the tax administration's objectives and strategies. The training programmes address the needs of the entire workforce across the department and across the hierarchy (From Group 'A' to Group 'C') which presently is about 50,000 and is poised to scale up to more than 90,000 in the next 8-10 years. This includes identifying training needs, creating curriculum, and selecting appropriate training methods. The training programs would be tailored to the needs of the workforce in the department and may, going forward, offer its services to other departments in the Government and also other stakeholders involved in administering of tax laws. These programs may cover various aspects of tax law, compliance, and administrative procedures.

- (ii) **New Employee Onboarding and Orientation:** The Directorate of Training oversees the onboarding and orientation process for new officers & employees, ensuring that they receive the necessary training to understand the organisation's mission, values, and policies. It develops methodologies to ensure that they have the knowledge and resources needed to start their roles effectively.
- (iii) **Continuous Learning:** The Directorate of Training implements initiatives to promote continuous learning among tax officers & officials. This includes providing ongoing training opportunities to keep employees updated on changes in tax laws, regulations, and best practices. The training needs and the training programs are aligned with the roles envisaged/prescribed for each level in the hierarchy from time to time.
- (iv) **Technical Skills Development & Technical Training:** The Directorate of Training collaborates with other technical institutions in the country and abroad to equip the employees to address the ever-growing challenges involved in interpretation of complex international & domestic tax laws, investigation involving cross border transactions, complex matrix of digital payments, layering, hawala, crypto and money-laundering issues. The Directorate also emphasizes on providing inputs to enhance their knowledge of tax laws, regulations, and compliance procedures and to non-technical skills and expertise of tax officers, including tax audit techniques, data analysis, digital transaction workflows, algorithms.
- (v) **Technology Training:** The Directorate of Training provides training on the use of technology and software tools that are essential for tax administration tasks, such as tax software, data analytics tools and digital tax platforms.
- (vi) **Professional Development:** The Directorate of Training offers professional development opportunities to officers/employees, including leadership training, soft skills development and career advancement programs. It shall offer leadership development programs for tax administrators and managers to prepare them for leadership roles within the organisation.

- (vii) **Ethical Training:** The Directorate of Training conducts ethics and compliance training to ensure tax officers adhere to ethical standards and regulatory requirements.
- (viii) **Compliance Training:** The Directorate of Training ensures that tax officers are well-versed in compliance requirements, ethical standards and legal obligations related to tax administration.
- (ix) **Assessment and Training Evaluation:** The Directorate of Training has mandate to develop or deploy assessment tools and evaluation mechanisms to measure the effectiveness of training programs through evaluations, feedback, and performance metrics and gather feedback for improvement. It accordingly makes improvements and adjustments as needed.
- (x) **Certification and Accreditation:** The Directorate of Training manages certification and accreditation programs for tax professionals, ensuring that they meet industry standards and qualifications.
- (xi) **Customised Training:** The Directorate of Training collaborates with the Directorate of HRD to identify department-specific training needs and customize programs accordingly.
- (xii) **Training Records and Documentation:** The Directorate of Training has mandate to maintain records of training attendance, certifications and qualifications of tax officers for compliance and audit purposes.
- (xiii) **Collaboration:** The Directorate of Training has mandate to collaborate with other departments and external experts to bring in specialized training resources and expertise as needed. The collaboration includes collaboration with the training verticals of other organisations so as to leverage on their expertise in different areas of Governance.

- (xiv) **Knowledge Management:** Directorate of training facilitates the sharing of knowledge and best practices among tax officers through Knowledge Management Systems and platforms.
- (xv) **Research:** The Directorate of Training has a mandate to encourage undertaking of research in different facets of tax administration so as to promote studies on global best practices, performance of tax administration when compared to growth in economy & the performance of various sectors involved therein. It may also bring out journals on the issue so that the research is appropriately documented for larger benefit of the community.

### **3.2. Training setup within the Income-tax Department under Directorate of Training**

- (i) **National Academy of Direct Taxes (NADT) Nagpur headed by DG(Training)-**  
The National Academy of Direct Taxes (NADT) is the apex institution for training the Indian Revenue Service (IRS) Officers functioning under the Directorate of Training, CBDT. As the premier training institute for the Income Tax Department, NADT is responsible for conducting comprehensive training programs for Indian Revenue Service officers, officers of other services and international programs. The flagship training program of NADT is the 16 month Induction Training, for newly recruited IRS Officers. NADT also conducts a 7 week Orientation Programme for newly promoted Assistant Commissioners of Income-tax (ACsIT). In addition to the above, NADT conducts various in-service courses for middle to senior-level officers of the Department.
- (ii) **Regional Centres (RCs) of NADT headed by Principal Additional Director General/Additional Director General (Pr. ADG/ADG) -** Ten Regional Campuses of NADT are located at Ahmedabad, Bengaluru, Bhopal, Chennai, Chandigarh, Delhi, Lucknow, Kolkata, Mumbai and Hazaribagh. Each Regional Campus caters to the training requirements of one or more Principal Chief Commissionerate Regions detailed later. The Regional Campuses of NADT conduct courses for officers/ officials in their jurisdictions.

- (iii) **Ministerial Staff Training Units (MSTUs) headed by Income Tax Officers (ITOs)** - MSTUs function under the various Regional Campuses and conduct courses for the Ministerial Staff and Group 'C' officials below the rank of Inspectors of Income Tax. A total of 45 MSTUs are currently operational. Vide Gazette Notification dated 10.11.2017, the MSTUs have been placed under the administrative control of the Principal Director General of Income Tax (Training), (Pr. DGIT(Trg.)) while the Principal Chief Commissioners of Income Tax (Pr. CCsIT) shall be the Cadre Controlling Authorities (CCAs) for the MSTUs in their Region and be responsible for transfer and postings, establishment and infrastructure matters.
- (iv) **Centre for Taxation and Finance (CTF)**- In line with India's commitment during the G20 Presidency for a multilateral capacity building centre, a Centre of Excellence (CoE) under DoT by the name, Centre for Taxation and Finance (CTF) has been Act up and operational w.e.f. 20.01.2025. The centre is located at NBCC Plaza Building, Tower-2, Ground Floor, Pushp Vihar, Sector-5, Saket, New Delhi-110017.

### 3.3 The comprehensive set-up of 10 RCs, 45 MSTUs, and the corresponding Principal Chief Commissioners of Income Tax (Pr. CCsIT) regions they cater to is outlined in the following table:

Sr. No.	NADT, Regional Campuses	Jurisdiction	MSTUs
1.	Ahmedabad	Pr. CCIT, Gujarat Pr. CCIT, Rajasthan	Ahmedabad, Vadodara, Surat, Rajkot, Jaipur, Jodhpur, Udaipur
2.	Bhopal	Pr. CCIT, Madhya Pradesh & Chhattisgarh Pr. CCIT, Nagpur	Bhopal, Indore, Bhilai & Nagpur



3.	Bengaluru	Pr. CCIT, AP Telangana Pr. CCIT, Karnataka & Goa	Bengaluru, Vishakhapatnam, Hyderabad & Panaji
4.	Chandigarh	CCIT, North West Region	Chandigarh, Ludhiana, Amritsar, Patiala, Shimla & Panchkula
5.	Chennai	Pr. CCIT, Tamil Nadu Pondicherry Pr. CCIT, Kerala	Chennai, Madurai, Coimbatore Trichy, Kochi & Thiruvananthapuram
6.	Delhi	Pr. CCIT, New Delhi	Delhi
7.	Hazaribagh	Pr. CCIT, Bihar & Jharkhand	Patna Ranchi
8.	Mumbai	Pr. CCIT, Mumbai Pr. CCIT, Pune	Mumbai (3 units), Pune & Nashik
9.	Lucknow	Pr. CCIT, Uttar Pradesh (East) Pr. CCIT, Uttar Pradesh (West)	Lucknow, Prayagraj, Bareilly, Kanpur, Ghaziabad & Dehradun
10.	Kolkata	Pr. CCIT, West Bengal & Sikkim, Pr. CCIT, North East Region Pr. CCIT, Orissa	Kolkata, Guwahati, Jorhat & Puri

#### **4. Training Programmes conducted by the Training Institutes under Directorate of Training**

NADT and Regional Campuses along with MSTUs conduct variety of training programmes that cover domain, functional, and behavioural competencies. These programs are specifically tailored to meet the responsibilities and obligations of different departmental cadres. Designed to address the unique training needs of officers and officials, these courses emphasize domain expertise, behavioural skills, and functional competencies, in alignment with the National Programme for Civil Services Capacity Building (NPCSCB).

**4.1 The details of training programmes already conducted are summarised below: -**

**(i) Induction Training (Directly recruited cadre)-** Induction courses cater to newly recruited IRS officers and other staff, providing foundation training at NADT, RCs, and MSTUs.

<b>Cadre</b>	<b>Conducting Institute</b>	<b>Duration</b>
Direct Recruit IRS	NADT Nagpur	16 months
Inspectors of Income-tax	Jurisdictional NADT RC	60 days
Office Superintendents	Jurisdictional NADT RC/MSTU	6 Weeks
Tax Assistants	Jurisdictional MSTUs	35 days
Stenographers-Gr-II	Jurisdictional MSTUs	5 days
Multi-Tasking Staff	Jurisdictional MSTUs	10 days

**(ii) Orientation Training (Promotion Cadre)-** Orientation courses support officers and staff transitioning to new roles, including promotions, helping them develop skills specific to their new responsibilities:

<b>Cadre</b>	<b>Conducting Institute</b>	<b>Duration</b>
ACsIT	NADT Nagpur	7 weeks
Income Tax Officers	Jurisdictional RC	40 days
AO Grade- II/III	Jurisdictional RC	15 days
Inspectors of Income-tax	Jurisdictional RC	10 days
Office Superintendent	Jurisdictional RC/MSTUs	6 weeks
Sr Tax Assistants	Jurisdictional MSTUs	15 days
Tax Assistants	Jurisdictional MSTUs	10 days

### **(iii) Mandatory Mid-Career Training Program for Group-A officers**

Presently MCTP-Phase I after completion of 7-9 years of service, Phase-II after completing 14 - 16 years of service and Phase -III after completing 26-28 years of service are being conducted by the DoT. These are designed to develop necessary competencies for more senior positions in future.

<b>Phase</b>	<b>Eligible Service Seniority</b>	<b>Duration</b>
I	7-9	4 weeks
II	14-16	3 weeks
III	26-28	2 weeks

**(iv) In-service courses-** In-service courses are aimed at updating officers on current laws and departmental techniques, while also enhancing functional and behavioural competencies.

**(v) Specialized courses-** Specialized courses are tailored to the Department's needs in technical areas like Tax Deducted at Source (TDS), Collection and Recovery, Search and Seizure, Prosecution, International Taxation, Transfer Pricing, and roles related to financial systems such as the Public Financial Management System (PFMS) and Government e-Marketplace (GeM) as well as on emerging technologies and digital forensic. Additional programs offered include computer skills and software applications training, with a focus on departmental platforms particularly ITBA. Official language training sessions are conducted regularly. The course on behavioural skills is also conducted by all the training Institutes. Emphasis is also given on developing citizen centric approach and better management skills. Specialised courses in stress management, negotiations, time management, work-life balance are also conducted.

**(vi) Collaborations with external and domestic organisations -** The department collaborates with several reputed agencies, organisations and institutions in the country and abroad. The aim of such collaborations is to equip the employees to address the ever-growing challenges involved in interpretation of complex international & domestic tax laws, investigation involving cross border transactions, complex matrix of digital

payments, layering, hawala, crypto and money-laundering issues. At the same time these enable the Department to showcase and offer its own expertise in areas such as Risk Assessment, Real Estate Taxation, International Taxation and create avenues for knowledge osmosis where our officers can contribute to other tax regimes. Foreign Collaborations include Organisation for Economic Co-operation and Development (OECD), International Monetary Fund (IMF), World Bank, His Majesty's Revenue & Customs (HMRC), Commonwealth Association of Tax Administrators (CATA), LKY University, Singapore, JISPA, GRIPS Tokyo, SIPA Columbia, Fulbright fellowship program by USIEF Domestic collaborations include those with premier institutes like Indian Institute of Management (IIM)(B), Indian School of Business (ISB) Hyderabad, MDI Gurugram, NDC, DSSC Wellington, LBSNAA, NIFM, IGNFA, IICA and ISTM.

**(vii) Training on Computer Skills and Application:** The Director General of Income Tax (Systems) arranges comprehensive training sessions aimed at enhancing computer skills and the effective utilization of departmental software applications, such as ITBA (Income Tax Business Application) and HRMS (Human Resource Management System). These sessions are conducted in collaboration with other agencies or in partnership with the National Academy of Direct Taxes (NADT), Regional Campuses (RCs), and Ministerial Staff Training Units (MSTUs). NADT and the Regional Campuses are equipped with advanced computer labs designed to facilitate various training courses related to Information Technology within the Department. These courses encompass a wide range, from basic computer training to specialized areas, ensuring that officers and officials are proficient in the latest technological tools and applications. These training programs not only include basic computer training such as introduction to essential computer skills, and familiarization with common software applications used in the Department. Overall, these training programs and facilities reflect the Department's commitment to continuous learning and adaptation to new technologies.

**(viii) Training on Official Language:** The Principal Chief Commissioners of Income-tax (Pr. CCsIT) are responsible for organizing regular training sessions focused on the use of the Official Language, Hindi (Rajbhasha), in official work. The Official Language Implementation Cell, part of the Ministry of Home Affairs, offers specialized training programs to enhance the Hindi language skills of Central Government employees. These

programs include both long-term and part-time courses specifically designed for stenographers to further promote the use of Hindi in official settings, Rajbhasha Karyashalas (workshops) are organized on a quarterly basis.

**(ix) Training calendar and Nominations:** Each year, the Directorate of Training hosts an Annual Trainers' Conference at the beginning of the calendar year. This conference is dedicated to discussing various aspects of training and development. NADT, RCs and MSTUs are required to prepare its training calendar through a meticulously crafted Training needs analysis(TNA)' to ensure that the training and capacity building activities addresses the specific needs of the department and employees. This calendar outlines the training programs and courses that will be offered throughout the year. The creation of these calendars involves several key considerations:

- (i) Inputs from the Field.
- (ii) Feedback on previous courses.
- (iii) Current Action Plan.

Additionally, the field formations can also request that NADT / RCs / MSTUs organize specific training courses tailored to the unique needs and requirements of their respective field formations.

The courses conducted by the NADT, RCs and MSTUs are designed to equip officers/ officials with the necessary skills and knowledge to excel in their new roles. The curriculum is meticulously planned and executed to provide a comprehensive blend of theoretical knowledge, practical insights, and hands-on experience drawing the best of the in-house and visiting faculties. This multifaceted approach of orientation courses ensures that the officers and officials are well-prepared to meet the demands of their new roles and contribute effectively to their respective functions.

**(x) Accreditation and Quality Improvement Plan (QIP) of NADT and RCs:** An accreditation framework, 'National Standards for Civil Service Training Institutions (NSCSTI)", developed by the CBC (Capacity Building Commission), aims to harmonise standards for the civil service training landscape. The Mission Karmayogi aims at developing a citizen-centric and future-ready civil service and through democratized and

competency-led capacity building, which encompasses in its scope a mandate that unifies the efforts of structured, formal and service based training through Civil Service Training Institutions (CSTIs) with the on demand digital training through the "iGOT- Karmayogi" platform. The NSCSTI consist of 59 metrics categorised into 8 pillars viz,

- (i) Training Needs Assessment and Course Design
- (ii) Faculty Development
- (iii) Resource and Training Targets
- (iv) Trainee Support
- (v) Digitalisation and Training Delivery
- (vi) Collaboration
- (vii) Training Evaluation and Quality Assurance
- (viii) Operations and Governance

NADT, Nagpur has recently completed its QIP and has scored very well on all the parameters. It is expected that all the RCs will also make efforts to get accreditation and ratings improved by following the steps taken by NADT.

**(xi) iGOT Karmayogi :** The iGOT Karmayogi was developed as an online learning platform for capacity building of all government employees to provide 'anytime-anywhere-any device' learning to train around 2.0 crore users which was so far unachievable through traditional measures. A Special Purpose Vehicle (SPV), Karmayogi Bharat was established to operate the iGOT Karmayogi platform, manage its overall governance and ensure that it meets the objective of anytime, anywhere, any-device learning for civil service officials to enhance their overall competency.

NADT on behalf of DoT, CBDT has been assigned the task of preparation of courses for iGoT platform. NADT was among first few Central Training Institutes (CTIs) which were on boarded on the iGOT 2.0 programme. To develop the courses for iGOT platform the faculty members of NADT as well as the faculty members of Regional Campuses were assigned different topics on various subjects. A total of 30 courses have been uploaded by the CBDT/NADT on iGOT as on 31.12.2024 which are used by the departmental employees for enhancing their domain and functional skills.

## **5. Roles for different levels in the Directorate of Training, New Delhi**

### **5.1 Role of Pr. Director General (Training), Directorate of Training, New Delhi**

- (i) All matters related to Policy on Training and Capacity Building for the officers and officials of Income Tax Department.
- (ii) All matters including academic, operational and administrative issues of entire training set up under CBDT including NADT, Regional Campuses and Ministerial Staff Training Institutes.
- (iii) All matters related to Annual Trainer's Conference and preparation of Annual Training Calendar.
- (iv) All matters related to any kind of training programmes including Induction Training, Orientation Programme, In-service Programme, Refresher courses Feedback courses and also special training programmes conducted by, or in collaboration with, Foreign Tax Jurisdictions / International Organisation / Institutions such as World Bank, IMF, OECD.
- (v) All matters related to conduct of Mid-Career Training programmes (MCTP) for Group 'A' Officers.
- (vi) All matters related to Faculty Development Programmes, Trainers Development Programme (TDP), Augmentation of Capacity of Training Institute (ACTI).
- (vii) All matters related to Long Term Domestic Programme conducted by Training Division of DoPT and any other Department / Ministry.
- (viii) All matters related to National Programme for Civil Services Capacity Building (NPCSCB) – Mission Karmayogi, Integrated Government Online Training (iGOT) and Capacity Building Commission.
- (ix) All matters related to coordination and collaboration with DoPT, Administrative Training Institution, Central Training Institutes on Training and collaboration and other departments / organisations / Institutions.
- (x) All matters related to conducting Training Need Assessment and designing training modules.
- (xi) All matters related to nomination of officers to foreign study or training programmes, which are treated as 'on-duty' training under FR 9 (6)(b)(i).
- (xii) All matters related to collaboration with Foreign Tax Jurisdictions / International Organisation/Institutions on Capacity Building including negotiation and signing of MOUs.

- (xiii) All matters related to Selection Committee including nomination of expert for TIWB programme.
- (xiv) All matters related to certification and accreditation programs for tax professionals.
- (xv) All matters related to offering professional development opportunities to the workforce including reimbursement of course fee.
- (xvi) All matters related to developing a digital training management system including maintaining records of training attendance, certifications, and learning graph of tax officers for compliance and monitoring purposes.
- (xvii) All matters related to Knowledge Management System and platforms for sharing best practices.
- (xviii) All matters related to research on tax policy, tax administration, revenue forecasting, tax compliance conducted by Departmental Training Institutes or in partnership with domestic or foreign institutes / agencies.
- (xix) All matters related to establishment and operation of “Centre for Tax and Finance”.
- (xx) Liaisoning with CBDT.
- (xxi) Performing establishment and personnel functions including allocation of work, sanction of leaves, reporting & reviewing performance, redressal of staff grievances and welfare measures, transfer and posting of officers/officials, training needs & skill enhancement of subordinates, determining representations, service litigation matters for NADT and 10 NADT-Regional Campuses.
- (xxii) Monitoring implementation of Official Language Policy.
- (xxiii) Monitoring implementation of computerization/digitalization/e-office as per policies and procedures laid down by CBDT.
- (xxiv) Performance of vigilance functions including preventive vigilance, processing & reports on vigilance proceedings, appointment of enquiry officers, intimations under conduct rules, coordination with Pr. CCIT(CCA), DGIT(Vig.) & other government agencies, determining proceedings under conduct rules as Disciplinary Authority, appointing custodian of records.
- (xxv) Sanction of Leave of DG/ADGs of DoT and NADT/NADT-Regional Campuses.



- (xxvi) Monitoring compliance of Swachh Bharat Mission and ensuring office hygiene and general cleanliness.
- (xxvii) Ensuring organisation of meetings, workshops and various functions.
- (xxviii) Monitoring implementation of various Government Schemes and campaigns.
- (xxix) Any other matter which may be specially assigned by the CBDT.

## **5.2 Role of Pr. Addl. Director General/Addl. Director General (Pr.ADG/ADG) (Training & Collaboration), Directorate of Training, New Delhi**

- (i) Head of Organisation of Functions for Directorate of Training.
- (ii) Supervise manpower management & work allocation.
- (iii) Allocation of work amongst officers/officials of DoT.
- (iv) Liaisoning with all the Pr. CCs/CCs.
- (v) Monitoring & Reviewing Expenditure including allocation of funds, finalizing budget estimates, approving financial sanctions, requesting budgetary grants, monthly expenditure statements for NADT and 10 NADT-Regional Campuses.
- (vi) All matters including academic, operational and administrative issues of entire training set up under CBDT including NADT, Regional Campuses and Ministerial Staff Training Institutes.
- (vii) All administrative matters relating to manpower allocation/transfer and posting of officers/Officials including RCs & MSTUs and matters relating to hiring of professionals/experts.
- (viii) All matters related to Annual Trainer's Conference and preparation of Annual Training Calendar.
- (ix) All matters related to any kind of training programmes including Induction Training, Orientation Programme, In-service Programme, Refresher courses Feedback courses and also special training programmes conducted by, or in collaboration with, Foreign Tax Jurisdictions/International Organisation/Institutions such as World Bank, IMF, OECD.
- (x) All matters related to conduct of Mid-Career Training programmes (MCTP) for Group 'A' Officers.
- (xi) All matters related to Faculty Development Programmes, Trainers Development Programme (TDP), Augmentation of Capacity of Training Institute (ACTI).
- (xii) All matters related to Long Term Domestic Programme conducted by Training

Division of DoPT and any other Department / Ministry.

- (xiii) All matters related to National Programme for Civil Services Capacity Building (NPCSCB) – Mission Karmayogi, Integrated Government Online Training (iGOT) and Capacity Building Commission.
- (xiv) All matters related to coordination and collaboration with DoPT, Administrative Training Institution, Central Training Institutes on Training and collaboration and other departments / organisations / institutions.
- (xv) All matters related to conducting Training Need Assessment and designing training modules.
- (xvi) All matters related to nomination of officers to foreign study or training programmes, which are treated as ‘on-duty’ training under FR 9 (6)(b)(i).
- (xvii) All matters related to collaboration with Foreign Tax Jurisdictions / International Organisation/Institutions on Capacity Building including negotiation and signing of MOUs.
- (xviii) All matters related to Selection Committee including nomination of expert for TIWB Programme.
- (xix) All matters related to certification and accreditation programs for tax professionals.
- (xx) All matters related to offering professional development opportunities to the workforce including reimbursement of course fee.
- (xxi) All matters related to developing a digital training management system including maintaining records of training attendance, certifications, and learning graph of tax officers for compliance and monitoring purposes.
- (xxii) All matters related to Knowledge Management System and platforms for sharing best practices.
- (xxiii) All matters related to research on tax policy, tax administration, revenue forecasting, tax compliance conducted by Departmental Training Institutes or in partnership with domestic or foreign institutes/agencies.

### **5.3 Role of Deputy Director (Hq.) (Coordination)**

- (i) Assisting Pr. DG(Training) and Pr. ADG(T&C)/ADG(T&C) in all headquarter functions.
- (ii) Co-ordination with all the verticals of the Directorate.

- (iii) Assistance in co-ordination with CBDT, all other offices, Parliamentary Committees and outside agencies.
- (iv) Assistance in implementation of Central Action Plan targets.
- (v) Assistance in all supervisory and monitoring functions of the higher authority.
- (vi) Monthly DOs.
- (vii) Assisting higher authority in all statutory and technical functions.
- (viii) Assistance in compilation of various reports.
- (ix) Assistance in functions related to general administration including infrastructure matters, security, establishment & personnel matters, vigilance matters and budgetary matters.
- (x) Assistance in implementation of Official Language Policy.
- (xi) Assistance in implementation of various schemes approved by the Board.
- (xii) Assistance in organizing various meetings, campaigns and functions for higher authority office.
- (xiii) Any other function assigned by the statutes or superior authority.

#### **5.4 Role of Additional Director/Joint Director (Planning) (Training & Collaboration)**

- a. All matters in respect of Faculties of NADT, RCs, ACs and MSTUs including following areas of work:
  - (i) Methodology of Training.
  - (ii) Capacity building of Trainers.
  - (iii) Subject Matter Experts- Review, Publishing list.
  - (iv) Annual Trainers Conference.
- b. Nodal officer for Capacity Building Commission and all matters related to Mission Karamayogi, iGOT, Annual Capacity Building Plan, Centre of Excellence.
- c. All matters relating to prescribed Mandatory Annual Training Hours.
- d. Matters relating to paid courses and self-sustenance model for NADT and RCs.
- e. Mid-Career Trainings- All matters relating to MCTP Phase I & Phase II.
- f. Short Term Training Programmes- All the matters relating to Short Term Training Programmes with following Organisations/ Institutes :-
  - (i) DSSC Wellington, NDC Delhi.
  - (ii) National Productivity Council Training Programmes.

- (iii) Ministry of Environment and Forest and Climate Change Training programme.
  - (iv) Other institutions like LBSNAA, NIFM, IGNFA, IICA.
  - (v) Any other Domestic Collaborations and other residential programmes.
- g. Long Term On duty Training Programmes-All the matters relating to Long Term on duty Training Programmes with following Organisations/ Institutes-
- (i) IIM-B- PGDPPM 1 year.
  - (ii) 1 year diploma in public policy and sustainable development by TERI school of Advanced studies.
  - (iii) LKY Singapore- (MPP 2 years, MPA 1 year, MIA 2 years).
  - (iv) IMF-JISPA.
  - (v) NDC.
  - (vi) Any other on duty programmes assigned.
- h. Collaborations :
- (a) All the matters relating to collaborations with the following Foreign Organisations :-
    - (i) World Bank.
    - (ii) OECD.
    - (iii) ACFE.
    - (iv) ITOUs feedback to seek status of foreign tax establishments.
    - (v) Future Collaborations with government/ government agencies.
    - (vi) Any other matter relating to Collaboration assigned by higher authorities.
  - (b) All the work relating to setting up of Centre of Taxation and Finance in Delhi.
  - (c) All the matters relating to domestic collaboration with Government agencies/ Institutions
- i. All the work relating to creation, upgradation and maintenance of the dedicated website.
- j. All the work relating to creation, upgradation and maintenance of Knowledge Management System.

- k. All the policy matters related to Research & Development work of the Directorate.
- l. All the work relating to the outreach programme of Directorate through Digital Mode.
- m. Public relation, Media relations.
- n. Matters relating to Information Security Audit.
- o. Any other matter assigned by the Higher Authorities.

## **5.5 Role of Additional Director/Joint Director (Operation) (Training & Collaboration)**

- a. All matters in respect of NADT, RCs, ACs and MSTUs including the following areas of work:
  - (i) Syllabus/Course content and further reviews of Induction Courses, Orientation Courses, In-service Courses, Specialized/Customized (including Remote learning and E-learning) Courses.
  - (ii) Training Need Analysis (TNA).
  - (iii) Annual Training Calendar.
  - (iv) Evaluation/Impact Assessments/Exam related matters.
- b. Matters relating to upgradation of MSTUs and creation of Associate RCs.
- c. Matters relating to Certification/Accreditation of NADT and RCs.
- d. Mid Career Trainings :-
  - (i) All matters relating to MCTP Phase III & proposed Special CBP for ITOs (2 phases).
  - (ii) Work related to planning for MCTP Phase IV.
- e. Short Term Training Programmes  
 All the matters relating to Short Term Training Programmes with following Organisations/ Institutes :-
  - (i) APPA by IIPA.
  - (ii) Central Economic Intelligence Bureau Training Programmes.
  - (iii) ISTM.
  - (iv) Other institutions like MHA, SVPNPA.
  - (v) IMF-SARRTAC.
  - (vi) Any other Domestic Collaborations and other residential Programmes.

- f. Collaborations :-
- (a) All the matters relating to collaborations with following Foreign Organisations:
    - (i) HMRC.
    - (ii) IMF.
    - (iii) Pillar IV TACB (Technical Assistance and Capacity Building) IPEF (Indo- Pacific Economic Framework).
    - (iv) FATF.
    - (v) Future Collaborations with non-government agencies.
  - (b) All the matters relating to domestic collaboration with Non- Government Organisations /Institutions.
- g. e-Governance Platform :-
- (i) All the work relating to Digital Learning through online platforms such as MOOCs.
  - (ii) All the work related to Digital Libraries.
  - (iii) Matters pertaining to creation of digital contents for learning.
- h. Research :-
- Handling all the work relating to Operation of Research and Development work of the Directorate.
- i. Outreach :-
- All the work relating to the outreach the programme of Directorate through Non-Digital Mode.
- j. Administrative, Establishment & Budget Matters :-
- (i) Budget related functions- Budgetary estimates, coordination with EB, Budget allocation to NADT & RCs, purchase and procurements, Tender/Purchase Committee formations, AMCs, hiring of Contractual Staff/Professionals, financial sanctions, FR&SR, DFPR related files and all other related matters.
  - (ii) Establishment matters including maintenance of Service Books, GPF related matters, Pension related, LTC, Home Leave, Medical, CGHS, Home/Vehicle Loans.
  - (iii) Maintenance of office, space allocation, Estate and all the infrastructure issues including NADT, RCs and MSTUs.

- (iv) APARs related matters.
- (v) Audit Matters.
- (vi) Rajbhasha and official language related matters, quarterly meetings and reports.
- (vii) RTI, CPGRAMs, Grievances, Parliamentary Matters.
- (viii) Operational Vehicles Matters.
- (ix) Protocol and Liaison with Govt. Departments, Organisations and Institutions.
- (x) Training allowance for DoT and other Committee's report on Training allowance, enhanced remuneration for expert faculty.
- k. Any other matter assigned by the higher authorities.

## **5.6 Role of Deputy Director/Assistant Director (Operation 1 & 2)**

- a. All matters in respect of NADT, RCs, ACs and MSTUs including following areas of work:
  - (i) Syllabus/Course content and further reviews of Induction Courses, Orientation Courses, In-service Courses, Specialized/Customized (including Remote learning and E-learning) courses.
  - (ii) Training Need Analysis (TNA).
  - (iii) Annual Training Calendar.
  - (iv) Evaluation/Impact Assessments/Exam related matters.
- b. Matters relating to upgradation of MSTUs and creation of Associate RCs.
- c. Matters relating to Certification/Accreditation of NADT and RCs.
- d. Mid-Career Trainings
  - (i) All matters relating to MCTP Phase III & proposed special CBP for ITOs (2 phases).
  - (ii) Work related to planning for MCTP Phase IV.
- e. Short Term Training Programmes.  
 All the matters relating to Short Term Training Programmes with following Organisations/ Institutes:
  - (i) APPA by IIPA.
  - (ii) Central Economic Intelligence Bureau Training Programmes.
  - (iii) ISTM.

- (iv) Other institutions like MHA, SVPNPA.
  - (v) IMF-SARRTAC.
  - (vi) Any other Domestic Collaborations and other residential Programmes.
- f. Collaborations :-
  - a. All the matters relating to collaborations with following Foreign Organisations:-
    - (i) HMRC.
    - (ii) IMF.
    - (iii) Pillar IV TACB (Technical Assistance and Capacity Building) IPEF (Indo- Pacific Economic Framework.
    - (iv) FATF.
    - (v) Future Collaborations with non-government agencies.
  - b. All the matters relating to domestic collaboration with Non- Government Organisations /Institutions.
- g. e-Governance Platform
  - (i) All the work relating to Digital Learning through Online platforms such as MOOCs.
  - (ii) All the work related to Digital Libraries.
  - (iii) Matters pertaining to creation of digital contents for learning.
- h. Research :-  
Handling all the work relating to Operation of Research and Development work of the Directorate.
- i. Outreach :-  
All the work relating to the outreach the programme of Directorate through Non-Digital Mode.

## **5.7 Role of Deputy Director/Assistant Director (Planning 1 & 2)**

- a. Short Term Training Programmes  
All the matters relating to Short Term Training Programmes with following Organisations/ Institutes:
  - (i) National Productivity Council Training Programmes.
  - (ii) Ministry of Environment and Forest and Climate Change Training Programmes.



- (iii) Other institutions like LBSNAA, NIFM, IGNFA, IICA.
- (iv) Any other Domestic Collaborations and other residential Programmes.

**b. Long Term On-duty Training Programmes**

All the matters relating to Long Term On-duty Training Programmes with following Organisations/ Institutes:

- (i) IIM-B- PGDPPM 1 year.
- (ii) 1 year diploma in public policy and sustainable development by TERI school of Advanced studies.

**c. All the matters relating to collaborations with following Foreign Organisations:**

- (i) World Bank.
- (ii) OECD.
- (iii) ACFE.
- (iv) ITOUTs feedback to seek status of foreign tax establishments.
- (v) Future Collaborations with government/government agencies.

**d. All the work relating to setting up of Centre for Taxation and Finance in Delhi.**

**e. All the matters relating to domestic collaboration with Government agencies/ Institutions.**

**f. Any other matter assigned by the higher authorities.**

## **5.8 Role of Assistant Director (Rajbhasha)**

- (i) प्रत्येक तिमाही में तिमाही रिपोर्ट बनाना और दिनांक 08 तक मानव संसाधन विकास कार्यालय प्रेषित करना .
- (ii) प्रत्येक तिमाही में हिंदी कार्यशाला का आयोजन करना .
- (iii) प्रत्येक तिमाही में राजभाषा कार्यान्वयन समिति की बैठक का आयोजन करना उसके कार्यवृत्त तैयार करना और मानव संसाधन विकास कार्यालय प्रेषित करना .
- (iv) प्रत्येक माह दिल्ली से बाहर कार्यालयों से प्रशिक्षण संबंधी रिपोर्ट मंगवाना और उसे समेकित करके मानव संसाधन विकास कार्यालय प्रेषित करना .

- (v) हिंदी पखवाडा का आयोजन प्रश्न-पत्र तैयार करना, उत्तर पुस्तिकाएं जांच हेतु भिजवाना और पुरस्कार समारोह का आयोजन करवाना .
- (vi) कार्यालय को नियम 10 (4) के अंतर्गत अधिसूचित करवाना .
- (vii) नियम 8 (4) के अंतर्गत आदेश जारी करना .
- (viii) केन्द्रीय प्रत्यक्ष कर बोर्ड की राजभाषा कार्यान्वयन समिति की तिमाही बैठक के कार्यवृत्त पर इस निदेशालय से संबंधित अनुवर्ती कार्रवाई भिजवाना .
- (ix) प्रधान अपर महानिदेशक द्वारा अथवा अन्य वरिष्ठ अधिकारियों द्वारा दिया गया अनुवाद कार्य करना .
- (x) निदेशालय में प्राप्त हिंदी पत्रों पर आवश्यक कार्रवाई करना .
- (xi) प्रशासन विभाग द्वारा हिंदी में किए गए कार्य की जांच करना .
- (xii) इसके अतिरिक्त जो भी कार्य राजभाषा से संबंधित सौंपा जाए उसे भी पूरी तन्मयता से करना .

## **5.9 Role of Additional Assistant Director (Hq.) to Pr. DG (Training)**

- (i) Assisting higher authority in all headquarter functions.
- (ii) Leave matters including leave matters of NADT and RCs link officers.
- (iii) Matters relating to Vigilance, Conduct rules, NOCs- foreign visit, passport, study leave, deputation of Directorate.
- (iv) Assistance in coordination with CBDT, all other offices, Parliamentary Committees and outside agencies.
- (v) Assistance in implementation of Central Action Plan targets.
- (vi) Dak and file management of higher authority office.
- (vii) Assistance in all supervisory and monitoring functions of the higher authority.
- (viii) Assisting higher authority in all statutory and technical functions.
- (ix) Assisting higher authority in judicial functions and audit functions.
- (x) Assistance in compilation of various reports.
- (xi) Assisting in functions related to general administration including infrastructure matters, security, establishment & personnel matters, vigilance matters and budgetary matters.
- (xii) Assistance in systems related function, information security and digitalization.
- (xiii) Assistance in organizing various meetings, campaigns and function for higher authority office.
- (xiv) Tour programmes approvals and related matters including foreign visits.

- (xv) RTI, CPGRAMs, Grievances, Parliamentary matters.
- (xvi) Any other function assigned by the statutes or superior authority.

#### **5.10 Role of Additional Assistant Director (Planning-1)**

- (i) All matters relating to courses conducted and/or supervised by the Additional Director (Planning).
- (ii) Assistance in the issue of nomination letters, preparation of eligibility list, finalization of nominated participants, coordination with the partner Institutes in respect of MCTP and other training programmes under the planning vertical of the Directorate.
- (iii) All matters relating to long term and short term On-duty courses including cadre clearance, approvals of IFU, competent authorities.
- (iv) CBC related matters including iGoT.
- (v) Any other work assigned by the higher Authorities.

#### **5.11 Role of Additional Assistant Director (Planning-2)**

- (i) All matters relating to courses conducted and/or supervised by the Additional Director (Planning).
- (ii) Assistance in the issue of nomination letters, preparation of eligibility list, finalization of nominated participants, coordination with the partner Institutes in respect of MCTP and other training programmes under the planning vertical of the Directorate.
- (iii) All matters relating to long term and short term On-duty courses including cadre clearance, approvals of IFU, competent authorities.
- (iv) Any other work assigned by the higher Authorities.

#### **5.12 Role of Additional Assistant Director (Operation-1)**

- (i) All matters relating to courses conducted and/or supervised by the Additional Director (Operations).
- (ii) Assistance in the issue of nomination letters, preparation of eligibility list, finalization of nominated participants, coordination with the partner Institutes in respect of MCTP and other training programmes under the planning vertical of the Directorate.

- (iii) All matters relating to long term and short term On-duty courses including cadre clearance, approvals of IFU, competent authorities.
- (iv) Any other work assigned by the higher Authorities.

### **5.13 Role of Additional Assistant Director (Operation-2)**

- (i) All matters relating to courses conducted and/or supervised by the Additional Director (Operations).
- (ii) Matters relating to Budget Allocation to NADT & RCs, purchase and procurements, Tender/Purchase Committee formations, AMCs, hiring of contractual Staff/Professionals, financial sanctions, FR&SR, DFPR, related files and all other related matters.
- (iii) Weeding out of records.
- (iv) Protocol and Liaison with Govt. Departments, Organisations and Institutions.
- (v) Training allowance for DoT and other Committee's report on Training allowance, enhanced remuneration for expert faculty.
- (vi) Any other matter assigned by the higher authorities.

### **5.14 Role of Private Secretary**

- (i) Circulation of tour programme and attending to arrangements relating to tours.
- (ii) Attending to inward and outward telephone calls.
- (iii) Attending to visitors and fixation/ cancellation of appointments.
- (iv) Keeping note of engagements, meetings and reminding the officer well in time.
- (v) Getting required papers ready for meetings and appointments.
- (vi) Bringing to the notice of the officer important pending matters which require his urgent attention.
- (vii) Issue and receipt of communication /intimation slips.
- (viii) Preparation of compliance memos.
- (ix) Taking dictation and transcription.
- (x) Routine date handling, processing and analysis.
- (xi) Maintaining files relating to minutes of meetings and discussions and sending intimations regarding follow up action.
- (xii) Keeping a record of files moving to and from the officer.

- (xiii) Keeping track of follow up action in regard to matters marked by the officer to officials under him.
- (xiv) Maintenance of officer's personal library and updating of reference books therein.
- (xv) Dispatch and receipt of D.O. letters and confidential Dak.
- (xvi) Maintenance of personal files of the officer.
- (xvii) Destroying by shredding stenographic record of confidential and secret letters as directed by concerned officer after typing and issuing the letters.
- (xviii) Any other work to be performed for administrative requirements as per the directions of the higher authority.

### **5.15 Role of Drawing & Disbursing Officer (DDO)**

- (i) Drawing up and processing of bills under various heads.
- (ii) Monthly and Quarterly expenditure statement.
- (iii) Preparing budget estimates/ revised estimates.
- (iv) Allocation of budget to NADT and RCs.
- (v) Processing of Bills.
- (vi) GPF withdrawals.
- (vii) Functions related to GeM, PFMS, e-Bhavishya.
- (viii) Putting-up the leave applications and orders thereof.
- (ix) Implementation of Office Orders.
- (x) Purchase of goods/services within the financial power delegated in accordance with the GFR and purchase of goods/services with administrative approval.
- (xi) Maintenance of records regarding house building advance, vehicle advance, GPF Advance, part and final withdrawal processing of all bills, Loans and Advances, TA/LTC, Contingent Bills, Pension Bills (except salary) through PFMS (Public Financial Management System).
- (xii) Ensuring proper and timely disposal of audit objections/ queries.
- (xiii) Preparation of pension and other retirement related papers.
- (xiv) Matters relating to pay fixation and service related matter.
- (xv) Annual physical verification and stock taking of records and stationery.
- (xvi) Drawing up of contingent bills within the limit of sanction of budget allotted to the charge.

- (xvii) Processing of salary bills that includes DA, DA arrear, Bonus, Children Education Allowance, promotional benefits, tax calculation, generation of form 16 on EIS (Employee Information System) module of PFMS (Public Financial Management System).
- (xviii) Any other function assigned by the statutes or superior authority.

#### **5.16 Role of Administrative Officer (AO)**

- (i) General supervision, ensuring discipline, attendance and punctuality, and checking of attendance register, vigilance functions, security of the building/establishment.
- (ii) Timely submission of GST and TDS statement.
- (iii) To act as CPIO under the RTI Act.
- (iv) Maintaining of leave records, service books of Officers/Officials.
- (v) Rendering assistance to the posting and transfer of officers and staff members and maintenance of particulars of their dates of joining and relief.
- (vi) Ensuring correct and timely reply to all Parliament questions, PAC, Estimates Committee and C&AG queries.
- (vii) Ensuring timely submission of indent for forms and stationery, timely procurement, proper distribution thereof and proper maintenance of the relevant registers.
- (viii) Maintenance and cleanliness of office, welfare work relating to recreation and sports.
- (ix) Getting APARs of staff members written / counter signed in time.
- (x) Maintenance of records in HRMS.
- (xi) Monitoring of work relating to implementation of Official Language policy.
- (xii) Budgetary monitoring.
- (xiii) Work relating to proper docketing of receipt and dispatch of Dak and control over distribution of Dak.
- (xiv) Supervision of functions related to e-office.
- (xv) Maintenance of service books, stock register, furniture.
- (xvi) Management of areas relating to preparation of statements, statistics and matters relating to recovery.
- (xvii) Submission of Monthly Expenditure Statement.

- (xviii) Arrangement of display of posters and banners.
- (xix) Making necessary arrangements for important events and meetings.
- (xx) Assisting higher authorities to inflict punishment to non-gazetted personnel according to the procedure laid down in CCS (CCA) Rules.
- (xxi) Any other function assigned by the statutes or superior authority.

### **5.17 Role of Inspector of Income Tax (ITI)**

- (i) Assist the higher authority in regular activities including statutory and technical work.
- (ii) CBC related matters including iGOT.
- (iii) Assistance in the issue of nomination letters, preparation of eligibility list, finalization of nominated participants.
- (iv) Preparation of files for logistics requirement.
- (v) Assist the officers in drafting, briefs, notes, database searches, online data/information.
- (vi) Requisitioning participant nominations.
- (vii) Preparation of files for seeking APARs, clearances.
- (viii) Assistance in seeking and compilation of feedback.
- (ix) Assistance in development and onboarding of iGOT content.
- (x) Record Management.
- (xi) Data Management.
- (xii) Preparation of reports.
- (xiii) Formatting of power point slides and course material.
- (xiv)
- (xv) Webinar Assistance.
- (xvi) Preparation of Draft Schedule/ Brochures.
- (xvii) Preparing drafts for correspondence, replies.
- (xviii) Assistance in administrative work (leave, correspondence, procurement, bills).
- (xix) Any other function assigned by the statutes or superior authority.

### **5.18 Role of Office Superintendent (OS)**

- (i) Assist the prescribed authority in capturing the documents/evidences received in paper form by scanning and uploading the same.

- (ii) Assist the officers in calculation of penalty.
- (iii) Ensuring maintenance of guard files of circulars, notifications and instructions.
- (iv) Ensuring timely and accurate submission of all the statistical reports.
- (v) Ensuring smooth functioning of Dak counters, marking of Dak papers and prompt distribution thereof.
- (vi) Compilation/ preparation of statements and reports.
- (vii) Maintenance of the movement registers for files/ records.
- (viii) Maintenance of fixation register.
- (ix) Organizing case records/ briefs well before the date of hearing.
- (x) Maintenance of data in soft copy for future use.
- (xi) Retrieving of information / data from the ITBA/ITD/Insight Portal.
- (xii) Receipt and Dispatch of Tapal.
- (xiii) Maintenance of Tapal Registers.
- (xiv) Maintenance of files / case records.
- (xv) Filing of letters and submissions to the respective folders.
- (xvi) Typing work as and when required by superiors.
- (xvii) Maintaining leave record of officials.
- (xviii) Ensuring maintenance of office discipline, punctuality of officials.
- (xix) Ensuring availability of office stationery.
- (xx) Any other function assigned by the statutes or superior authority.

### **5.19 Role of Stenographer**

- (i) Circulation of tour programme and attending to arrangements relating to tours.
- (ii) Attending to inward and outward telephone calls.
- (iii) Attending to visitors and fixation/ cancellation of appointments.
- (iv) Keeping note of engagements, meetings and reminding the officer well in time.
- (v) Getting required papers ready for meetings and appointments.
- (vi) Bringing to the notice of the officer important pending matters which require his urgent attention.
- (vii) Issue and receipt of communication /intimation slips.
- (viii) Preparation of compliance memos.
- (ix) Taking dictation and transcription.
- (x) Routine date handling, processing and analysis.



- (xi) Maintaining files relating to minutes of meetings and discussions and sending intimations regarding follow up action.
- (xii) Keeping a record of files moving to and from the officer.
- (xiii) Keeping track of follow up action in regard to matters marked by the officer to officials under him.
- (xiv) Maintenance of officer's personal library and updating of reference books therein.
- (xv) Dispatch and receipt of D.O. letters and confidential Dak.
- (xvi) Maintenance of personal files of the officer.
- (xvii) Destroying by shredding stenographic record of confidential and secret letters as directed by concerned officer after typing and issuing the letters.
- (xviii) Any other work to be performed for administrative requirements as per the directions of the higher authority.

## **5.20 Role of Tax Assistant (TA)**

- (i) Assist the higher authority in regular activities including statutory and technical work.
- (ii) Preparation of files for logistics requirement.
- (iii) Requisitioning participant nominations.
- (iv) Preparation of files for seeking APARs, clearances, FCRA.
- (v) Assistance in seeking and compilation of feedback.
- (vi) Assistance in development and onboarding of iGOT content.
- (vii) Record Management.
- (viii) Data Management.
- (ix) Preparation of reports.
- (x) Formatting of power point slides and course material.
- (xi) Course Management Assistance.
- (xii) Webinar Assistance.
- (xiii) Preparation of Draft Schedule/ Brochures.
- (xiv) Preparing drafts for correspondence.
- (xv) Assistance in administrative work (leave, correspondence, procurement, bills).
- (xvi) Any other function assigned by the statutes or superior authority.

## **5.21 Role of Multi-Tasking Staff (MTS)**

- (i) Watch & Ward Duties.
- (ii) Maintenance of Records & Files, making available files.
- (iii) Attending to the officer.
- (iv) Photocopying/sending Fax.
- (v) Counting of stock at delivery and distribution of items.
- (vi) Movements of all type of files before officer for sign.
- (vii) Receipt and dispatch of Dak.
- (viii) Distribution of Dak.
- (ix) Upkeep of office and related areas.
- (x) Cleaning of building, furniture and fixtures.
- (xi) General cleanliness and upkeep of the section/ units.
- (xii) Cleaning and arranging furniture, records/documents/registers Operating/ maintaining Office Equipment.

## **6. ROLES & FUNCTIONS FOR DIFFERENT LEVELS IN NADT, NAGPUR**

### **6.1 Role of Director General, NADT - DG (NADT), Nagpur**

#### **6.1.1 SUPERVISORY & ADMINISTRATION**

- (i) Head of Organisation of functions in NADT, Nagpur.
- (ii) Allocation of work amongst ADGs in NADT, Nagpur.
- (iii) Supervise functioning of administration in NADT, Nagpur.
- (iv) Supervise development & maintenance of infrastructure in NADT, Nagpur.
- (v) Supervise manpower management in NADT, Nagpur.
- (vi) Supervision of training in NADT, Nagpur.
- (vii) Finalize budget estimates/ revised estimates for NADT, Nagpur.
- (viii) Allocate funds amongst ADGs in NADT, Nagpur.
- (ix) Supervise, Monitor & Review Expenditure in NADT, Nagpur.
- (x) Sanction of leave of ADGs of NADT, Nagpur.
- (xi) Setting targets, Performance Review & Appraisal for ADGs of NADT, Nagpur.
- (xii) Approve welfare measures (CGHS, LTC).
- (xiii) Transfer and Postings for NADT officers and staff within NADT & recommendations to Pr. DG (Trg.) for posting of officers in NADT, Nagpur.
- (xiv) Deciding representations of officials of NADT, Nagpur.

- (xv) Matters related to casual labourers employed in NADT, Nagpur.
- (xvi) Court matters issues related to NADT, Nagpur.
- (xvii) Process complaints against officers and staff/ issue of charge sheets to officers and staff posted in NADT, Nagpur.
- (xviii) Appointment of Inquiry Officer in case of inquiry against officials posted in NADT, Nagpur.
- (xix) Determine proceedings under CCS (CCA) rules (as Disciplinary Authority), Nagpur.
- (xx) Receiving the relevant intimations under CCS conduct rules of IRS officer trainees and officers of the rank upto the Addl. Director posted in NADT, Nagpur.

### **6.1.2 TRAINING MANAGEMENT**

- (i) Deciding matters related to Induction Training of IRS officer trainees.
- (ii) Deciding policy matters related to Induction Trainees / training in consultation with Directorate of Training.
- (iii) Finalizing Design & Schedule of Induction Training/supervise manpower management.
- (iv) Monitor & Supervise training programmes of NADT, Nagpur.
- (v) MoU with institutes of repute for training purposes in consultation with Directorate of Training.
- (vi) Sanction in cases of outsourcing of training as per rules.
- (vii) Monitor & Supervise conduct of examinations for IRS officer trainees at NADT, Nagpur.
- (viii) Evaluation of IRS Induction Trainees on non-academic attributes.
- (ix) Reporting to the Pr. DG(Trg.) on progress of trainings.
- (x) Suggesting Changes and Improvements to the training programs of NADT, Nagpur.
- (xi) Reviewing the planned training programs by NADT, Nagpur.
- (xii) Analysis of feedback of training programs from field offices.
- (xiii) Planning training courses of national level for field formations.
- (xiv) Identifying new methods of imparting training including use of I&CT at NADT, Nagpur.
- (xv) Promoting training research and preparation of case studies.
- (xvi) Tie ups and arrangement for TOT programmes.

### **6.1.3 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & Communication.
- (iv) Steering Discussions & Managing Conflicts.
- (v) Facilitating Group Activities.
- (vi) Liaisoning with persons of repute for inauguration and valediction functions.
- (vii) Training of the trainers.
- (viii) Supervising training research & recent developments in Pedagogy.

### **6.1.4 OTHERS**

- (i) Meetings of Official Language Committee.
- (ii) Supervising implementation of Official Language Policy.

## **6.2 Role of Additional Director General (Admn.), NADT, Nagpur**

### **6.2.1 SUPERVISORY & ADMINISTRATION**

- (i) HOD functions.
- (ii) Supervise the maintenance of NADT premises.
- (iii) Supervise procurement, sanction of expenses in NADT, Nagpur.
- (iv) Supervise manpower management & work allocation in NADT, Nagpur.
- (v) Supervision of infrastructure matters of NADT, Nagpur.
- (vi) Proposal for new infrastructure projects for NADT, Nagpur.
- (vii) Liaisoning with Local Administration, Police, Forest Dept., NMC, BSNL, MSEB.
- (viii) Supervise outsourcing of manpower of NADT, Nagpur.
- (ix) Liaisoning with AAI, Railways.
- (x) Management/condemnation of Govt. vehicles & hiring of vehicles for NADT, Nagpur.
- (xi) Supervision of Service Litigation matters of officers and officials of NADT, Nagpur.
- (xii) Preparation of various reports & communications of the Pr. DG.

### **6.2.2 ESTABLISHMENT & ADMINISTRATION**

- (i) Supervise making of budget estimates/ revised estimates of NADT, Nagpur.
- (ii) Expenditure sanction above specified limit.

- (iii) Approve advances & withdrawals e.g. GPF, festival advance of officials posted in NADT, Nagpur.
- (iv) Reporting Monthly Expenditure Statements.
- (v) Allocation of funds among the ADGs of NADT, Nagpur.
- (vi) Forecasting and submitting budget estimates of NADT, Nagpur.
- (vii) Leave sanctioning of officers and officials posted in Admin Division.
- (viii) Approve pay fixation of officers and officials posted at NADT, Nagpur.
- (ix) Approve welfare measures e.g. CGHS, LTC.
- (x) GPF matters, pay, service book matters.
- (xi) Transfer and postings within NADT, Nagpur.
- (xii) Process complaints against officers and staff, charge sheeting.
- (xiii) Appointment of Enquiry Officer.
- (xiv) Impose penalties, conclude proceedings.
- (xv) Maintain record of forward intimations under Conduct Rules.
- (xvi) Supervision functions of official language sector.
- (xvii) Pay fixation, promotion, establishment, pension works.
- (xviii) Supervision functions of OL team and OL policy implementation in NADT, Nagpur.

### **6.2.3 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & Communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.

## **6.3 Role of Additional Director General (Induction), NADT, Nagpur**

### **6.3.1 TRAINING MANAGEMENT**

- (i) Training need analysis of IRS induction course.
- (ii) Policy matters & planning of IRS induction course.
- (iii) Design of training of IRS induction course.

- (iv) Approval of course content of IRS induction course.
- (v) Conducting examinations for IRS officer trainees.
- (vi) Evaluation of Non-Academic attributes for IRS officer trainees.
- (vii) Discipline and leave matters of IRS officer trainees.
- (viii) Planning & Executing attachments of IRS officer trainees.
- (ix) Planning & Executing Non-Academic Activities of IRS officer trainees.

### **6.3.2 SUPERVISORY & ADMINISTRATION**

- (i) Coordination with other divisions of NADT.
- (ii) Reporting.
- (iii) Work allocation of officers and officials posted in induction division.
- (iv) Leave matters of officers and officials posted in induction division.
- (v) Maintenance of service book of IRS officer trainees.
- (vi) Vigilance.
- (vii) Budgeting of induction division.
- (viii) Approval for the expenditure.
- (ix) Supervision of library functions.

### **6.3.3 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & Communication.
- (iv) Steering Discussions & Managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.

### **6.3.4 OTHERS**

- (i) Approval of question papers for home tests for IRS officer trainees.
- (ii) Approval of scheduling of home tests and departmental for IRS officer trainees.
- (iii) Preparation of day-to-day examination schedule.
- (iv) Approval of assigned invigilation duties to faculty/officers posted in NADT, Nagpur.

- (v) Approval for publishing of results of home tests.
- (vi) Suitable action initiation against use of unfair means during exams.

## **6.4 Role of Additional Director General [Planning & Research (P&R)], NADT, Nagpur**

### **6.4.1 SUPERVISORY & ADMINISTRATION**

- (i) Coordination with other divisions of NADT.
- (ii) Reporting.
- (iii) Work allocation of officers and officials posted in P&R Division.
- (iv) Leave matters of officers and officials posted in P&R Division.
- (v) Vigilance matters.
- (vi) Budgeting for P&R division.
- (vii) Approval for the expenditure of P&R division.
- (viii) Supervision of matters related to Capacity Building Commission.
- (ix) Registration of Participants & Group Photograph.
- (x) Moderating Inaugural Session.
- (xi) Conducting Sessions.
- (xii) Ensuring discipline of IRS officer trainees.
- (xiii) Contingencies & Crisis Management.
- (xiv) Preparation of course certificates, arranging souvenirs.
- (xv) Conducting valediction & distribution of certificates.
- (xvi) Feedback collection.

### **6.4.2 TRAINING AND MANAGEMENT**

#### **Conducting Orientation Training Programme**

- (i) Review of syllabus of orientation programme for the newly promoted ACsIT.
- (ii) Revision of course content of orientation and all in-service courses.
- (iii) Training needs analysis.
- (iv) Analysis of feedback.
- (v) Designing and planning training courses by P&R.
- (vi) Reviewing/finalizing Trg Calendars of NADT, Nagpur.
- (vii) Conducting Annual & Mid Term Training Review.
- (viii) Planning of future course of actions by NADT, Nagpur.

- (ix) Designing course Schedule & Content for in-service National/ International training courses.
- (x) Identifying & inviting resource persons.
- (xi) Supervision of logistical arrangements.
- (xii) Research on training Tools & Methods.
- (xiii) Training of trainers.
- (xiv) Development of courses for iGOT platform.

### **6.4.3 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & Communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.

### **6.4.4 OTHERS**

- (i) Maintenance & procurement of Computer Hardware & Software.
- (ii) Maintenance of local network.
- (iii) Maintenance of Computer Labs.
- (iv) Outsourcing AMC contracts.
- (v) Supervision of website Maintenance & Development.
- (vi) Supervision of functions of OL team.
- (vii) OL policy implementation in NADT & NADT-Regional Campuses.

## **6.5 Role of Additional Director (Admn.) NADT, Nagpur**

### **6.5.1 SUPERVISORY & ADMINISTRATION**

- (i) Administrative approval & financial sanctions for expenses.
- (ii) Proposal for incurring expenses.
- (iii) Leave sanctioning of officials posted in Admin Division.
- (iv) Approve Pay Fixation of officials posted in NADT, Nagpur.
- (v) Approve welfare measures e.g. CGHS, LTC.



- (vi) Posting staff at NADT, Nagpur.
- (vii) GPF matters, pay, service book matters.
- (viii) Transfer and postings within NADT, Nagpur.
- (ix) Supervision of allotment of rooms in hostels.
- (x) Supervision of functions of office of PRO and allotment of official vehicle.
- (xi) Supervision of purchases of NADT.

### **6.5.2 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.
- (viii) Invigilation duties.
- (ix) Preparation of content for iGOT.

## **6.6 Role of Additional Director (Hq.) to DG, NADT, Nagpur**

### **6.6.1 SUPERVISORY & ADMINISTRATION**

- (i) Supervision of administrative functions.
- (ii) Work allocation of subordinate officials.
- (iii) Office management and discipline.
- (iv) Supervise making of budget estimate/ revised estimate.
- (v) Monthly expenditure statements to DIT (EB).
- (vi) Communicate with DIT (EB) regarding budgetary requirements.
- (vii) Tour programmes & leave matters of the DG and the ADGs.
- (viii) APARs matters of officers posted in NADT.
- (ix) Handling cadre review matters.
- (x) Handling service litigation matters.
- (xi) Handling vigilance matters.
- (xii) Handling conduct rules matters.

### **6.6.2 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.
- (viii) Preparation of content for iGOT.

### **6.6.3 OTHERS**

- (i) Invigilation duties.
- (ii) Primary custodian in SPARROW for Gr. A officers.
- (iii) Formation of various committees.
- (iv) Preparing reports.
- (v) Handling Right to Information Act matters.

## **6.7 Role of Additional Director [Project & Estate (P&E)], NADT, Nagpur**

### **6.7.1 SUPERVISORY & ADMINISTRATION**

- (i) Overall supervision of the works done by all subordinate officers and Staff.
- (ii) Granting administrative approvals and financial sanctions for procurements and supervising the bill processing.
- (iii) Forecasting and submitting budget estimates to ADG.
- (iv) Supervision of maintenance of hostel.
- (v) Supervision of all AMC & relating functions.
- (vi) Co-ordination with CPWD and NSL.

### **6.7.2 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.

- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.
- (viii) Preparation of content for iGOT.

### **6.7.3 OTHERS**

- (i) Invigilation duties.

## **6.8 Role of Additional Director (Course Director, NADT), Nagpur**

### **6.8.1 TRAINING MANAGEMENT**

- (i) Publishing of online Bio-data form and enrolment form for enrolment of OTs.
- (ii) Preparation of course manual and course outline of IRS officers trainees.
- (iii) Preparation of batch report.
- (iv) Arranging for hostel allotment through Admin.
- (v) Arrangements for Track suit/ T-shirts/ Ties/ Sarees & Bandgala for OTs.
- (vi) Finalising topics & schedule of sessions.
- (vii) Identifying resource personnel.
- (viii) Inviting resource personnel & seeking confirmation.
- (ix) Course notification & seeking nominations.
- (x) Planning/Arranging accommodation and local transport for IRS officers trainees during outside attachment.
- (xi) Planning/Arranging logistics for IRS officers trainees during outside attachment.
- (xii) Preparation of course & reference material.
- (xiii) Generation & distribution of web link (for online sessions).
- (xiv) Monitoring participant/resource personnel logistics.
- (xv) Finalization of On Job Training (OJT) stations and preparation of OJT diary.
- (xvi) Preparation of study tour groups and routes.
- (xvii) Feedback analysis.
- (xviii) Preparation of course completion report.
- (xix) Processing of honorarium for guest faculty.
- (xx) Processing of payment for expenses.

### **6.8.2 SUPERVISORY & ADMINISTRATION**

- (i) Co-ordination.

- (ii) Reporting.
- (iii) Work allocation.
- (iv) Budgeting.
- (v) Approval for the expenditure.

### **6.8.3 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.
- (viii) Invigilation duties.
- (ix) Preparation of content for iGOT.

## **6.9 Role of Additional Director (Admin) (Induction) NADT, Nagpur**

### **6.9.1 SUPERVISORY & ADMINISTRATION**

- (i) Budgeting.
- (ii) Approval for the expenditure.
- (iii) Managing joining of OTs & completing formalities.
- (iv) Submitting joining report & batch details to the Board.
- (v) CGHS matters of the OTs.
- (vi) Processing leave matters of IRS officer trainees.
- (vii) Processing reimbursement claims (TA/Medical) of IRS officer trainees.
- (viii) Payments to guest faculty.
- (ix) Service matters of OTs.
- (x) Conduct of election to Mess committee/officers clubs.
- (xi) Maintenance of service sook of IRS officers trainees.
- (xii) Relieving formalities of IRS officers trainees.
- (xiii) Budgeting.
- (xiv) Approval for the expenditure.
- (xv) Drawing budget estimates.

### **6.9.2 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.
- (viii) Preparation of content for iGOT.

### **6.9.3 OTHERS**

- (i) Examination-in-charge for home tests and Departmental Exams.
- (ii) Coordination with the O/o ADG (Exams) for conduct of Departmental Examinations.
- (iii) Compilation and finalization of question papers for home tests.
- (iv) Scheduling of home tests and departmental examinations and supplementary departmental examinations.
- (v) Preparation of day-to-day examination schedule of IRS officers trainees.
- (vi) Assigning invigilation duties to faculty and staff of NADT, Nagpur.
- (vii) Conduct of home tests and Departmental Examinations.
- (viii) Getting the home tests answer sheets evaluated by respective faculty.
- (ix) Seeking evaluation on non-academic attributes from course team.
- (x) Publishing of results of home tests.
- (xi) Suitable action initiation against use of unfair means during examination.

## **6.10 Role of Additional Director (P&R), NADT, Nagpur**

### **6.10.1 TRAINING MANAGEMENT**

- (i) Finalising topics & schedule.
- (ii) Identifying & inviting resource personnel.
- (iii) Course notification & seeking nominations.
- (iv) Planning/Arranging logistics.

- (v) Generation & distribution of weblink (for online courses).
- (vi) Supervision of participant/resource personnel logistics.
- (vii) Registration & group photograph.
- (viii) Inauguration & valediction.
- (ix) Feedback collection.
- (x) Sharing course/reference material with participants.
- (xi) Preparation of course completion report.
- (xii) Processing of honorarium / payments for expenses.
- (xiii) Training needs analysis.
- (xiv) Analysis of feedback.
- (xv) Designing and planning / recommending training courses.
- (xvi) Reviewing/finalizing Trg calendars of NADT, Nagpur.
- (xvii) Conducting Annual & Mid Term Training Review.

#### **6.10.2 SUPERVISORY & ADMINISTRATION**

- (i) Supervision and co-ordination of work.
- (ii) Reporting.
- (iii) Allocation & Review of work & timelines.
- (iv) Recommending and granting leave.
- (v) Sanctioning expenditure for training programmes upto assigned limits.
- (vi) Seeking approval for expenses for training programme beyond assigned Limit.
- (vii) Proposing budgetary requirements (BE/RE).

#### **6.10.3 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.
- (viii) Invigilation duties.
- (ix) Preparation of content for iGOT.

## **6.11 Role of Additional Director [Informative & Computer Technology (I&CT)], NADT, Nagpur**

### **6.11.1 TRAINING MANAGEMENT**

- (i) Finalising topics & schedule.
- (ii) Identifying & inviting resource personnel.
- (iii) Course notification & seeking nominations.
- (iv) Planning/arranging logistics.
- (v) Generation & distribution of weblink (for online courses).
- (vi) Supervision of participant/resource personnel logistics.
- (vii) Registration & group photograph.
- (viii) Inauguration & valediction.
- (ix) Feedback collection.
- (x) Sharing course/reference material with participants.
- (xi) Preparation of course completion report.
- (xii) Processing of honorarium / payments for expenses.
- (xiii) Setting of questions for relevant portion for home tests.
- (xiv) Evaluation of answer sheets.

### **6.11.2 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.
- (viii) Invigilation duties.
- (ix) Preparation of content for iGOT.

### **6.11.3 OTHERS**

- (i) Maintenance & procurement of computer.
- (ii) Hardware & Software.

- (iii) Maintenance of Computer Labs.
- (iv) Outsourcing AMC contracts.
- (v) Supervision website maintenance & development.
- (vi) Maintenance of I&CT inventory.
- (vii) Maintenance of Network infrastructure, repair and upgradation.

#### **6.11.4 SUPERVISORY & ADMINISTRATION**

- (i) Supervision and co-ordination of work.
- (ii) Reporting.
- (iii) Allocation & review of work & timelines.
- (iv) Recommending and granting leave of officials posted in I&CT division.
- (v) Sanctioning expenditure for training programmes upto assigned limits.
- (vi) Seeking approval for expenses for training programme beyond assigned Limit.
- (vii) Proposing budgetary requirements (BE/RE).

### **6.12 Role of Deputy Director / Assistant Director (Admn.), NADT, Nagpur**

#### **6.12.1 SUPERVISORY & ADMINISTRATION**

- (i) Handling leave matters of staff posted in NADT, Nagpur.
- (ii) Handling Transfer & Posting.
- (iii) Handling staff welfare matters.
- (iv) Handling CGHS matters.
- (v) Handling tendering process.
- (vi) Handling canteen matters.
- (vii) Handling disciplinary matters.
- (viii) Handling passport related matters.
- (ix) Handling identity card matters.
- (x) Handling telephone related matters.
- (xi) Framing of rules and SOPs.
- (xii) Hiring and deployment of manpower.
- (xiii) Handling security arrangements on campus.
- (xiv) Handling conduct of programmes in NADT.
- (xv) Handling infrastructure allotment matters.
- (xvi) Handling formation of committees.



- (xvii) Handling protocol related matters.
- (xviii) Handling retirement related matters.
- (xix) Processing of bills.

#### **6.12.2 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for Home Tests.
- (vii) Evaluation of answer sheets.
- (viii) Invigilation Duties.

### **6.13 Role of Deputy Director/Assistant Director [Purchase & Stores (P&S)], NADT, Nagpur**

#### **6.13.1 SUPERVISORY & ADMINISTRATION**

- (i) Handling all type of purchase in NADT, Nagpur.
- (ii) Financial and administrative approval of purchase.
- (iii) Repair and maintenance matters.
- (iv) Approve GeM bills through GeM Web Portal.
- (v) Purchase through Local Purchase Committee.
- (vi) Process of tender related to purchase and store section.
- (vii) Creation of Bid/RA on GeM.
- (viii) Verify quality and quantity of items after delivery.
- (ix) Verify stock register for inward and outward of items.
- (x) Verify distribution of stationery and other items.
- (xi) Ensure delivery of items.
- (xii) Disposal of obsolete and unusable stores and equipment.

#### **6.13.2 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.

- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.
- (viii) Invigilation duties.

## **6.14 Role of Deputy Director / Assistant Director (Hq.), to DG, NADT, Nagpur**

### **6.14.1 SUPERVISORY & ADMINISTRATION**

- (i) Work allocation of subordinate officials.
- (ii) Office management and discipline.
- (iii) Supervise making of budget estimate/ revised estimate.
- (iv) Monthly expenditure statements to DIT (EB).
- (v) Communicate with DIT (EB) regarding budgetary requirements.
- (vi) Tour programmes & leave matters of the DG and the ADGs.
- (vii) APAR matters of officers posted at NADT.
- (viii) Handling cadre review matters.
- (ix) Handling service litigation matters.
- (x) Handling vigilance matters.
- (xi) Handling conduct rules matters.

### **6.14.2 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.
- (viii) Preparation of content for iGOT.

### **6.14.3 OTHERS**

- (i) Invigilation duties.
- (ii) Primary custodian in SPARROW for Gr. A officers.
- (iii) Formation of various committees.
- (iv) Preparing reports
- (v) Handling Right to Information Act matters.

## **6.15 Role of Deputy Director (Infra), NADT, Nagpur**

### **6.15.1 SUPERVISORY & ADMINISTRATION**

- (i) Forecasting and submitting budget estimates to ADG.
- (ii) Supervision of maintenance of hostel.
- (iii) Supervision of all AMC & relating functions.
- (iv) Co-ordination with CPWD and NSL.

### **6.15.2 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.
- (viii) Preparation of content for iGOT.

### **6.15.3 OTHERS**

- (i) Invigilation duties.

## **6.16 Role of Deputy Director / Assistant Director [Associate Course Director (ACD)], NADT, Nagpur**

### **6.16.1 TRAINING MANAGEMENT**

- (i) Draft welcome letter to OTs for Induction Training Programme.
- (ii) Publishing of online Bio-data form and enrolment form for enrolment of OTs.
- (iii) Preparation of course manual and course outline.

- (iv) Preparation of batch report.
- (v) Arranging for hostel allotment through Admin.
- (vi) Arrangements for Track suit/ T-shirts/ Ties/ sarees & Bandgala for OTs.
- (vii) Finalising topics & schedule of sessions.
- (viii) Identifying resource personnel.
- (ix) Inviting resource personnel & seeking confirmation.
- (x) Planning/arranging accommodation and local transport.
- (xi) Planning/arranging logistics.
- (xii) Preparation of course & reference material.
- (xiii) Generation & distribution of weblink (for online sessions).
- (xiv) Monitoring participant/resource personnel logistics.
- (xv) Registration of participants & group photograph.
- (xvi) Preparation of weekly schedule of induction training.
- (xvii) Monitoring morning activity & club activities.
- (xviii) Ensuring discipline & schedules.
- (xix) Seating arrangements, division of sections.
- (xx) Escort duties assignments.
- (xxi) Contingencies & crisis management.
- (xxii) Preparation of course certificates, arranging souvenirs.
- (xxiii) Feedback collection.
- (xxiv) Finalization of OJT stations and operation of OJT diary.
- (xxv) Preparation of study tour groups and routes.
- (xxvi) Feedback analysis.
- (xxvii) Preparation of course completion report.
- (xxviii) Processing of honorarium for guest faculty.
- (xxix) Processing of payment for expenses.

#### **6.16.2 SUPERVISORY & ADMINISTRATION**

- (i) Leave matters of OTs.
- (ii) EOL matters of OTs.
- (iii) Collection and submission of TA/DA bills post outdoor attachments.

### **6.16.3 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.
- (viii) Invigilation duties.

## **6.17 Role of Deputy Director / Assistant Director (Admn.) (Induction), NADT, Nagpur**

### **6.17.1 SUPERVISORY & ADMINISTRATION**

- (i) Managing joining of OTs & completing formalities.
- (ii) Submitting joining report & batch details to the Board.
- (iii) CGHS matters of the O.Ts.
- (iv) Processing leave matters.
- (v) Processing reimbursement claims (TA/Medical).
- (vi) Payments to guest faculty.
- (vii) Service matters of OTs.
- (viii) Conduct of election to Mess Committee/Officers Clubs.
- (ix) Conducting Home Test & Departmental Examination.
- (x) Service Book Maintenance (O.Ts).
- (xi) Relieving formalities of O.Ts.
- (xii) Budgeting.
- (xiii) Approval for the expenditure.
- (xiv) Drawing budget estimates.

### **6.17.2 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.

- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.
- (viii) Invigilation duties.

### **6.17.3 OTHERS**

- (i) Coordination with the O/o ADG (Exams) for conduct of Departmental Examinations.
- (ii) Compilation and finalization of draft question papers for home tests.
- (iii) Draft scheduling of home tests and Departmental Examinations and supplementary Departmental Examinations.
- (iv) Preparation of day to day examination schedule.
- (v) Assigning invigilation duties to faculty/ officers from field.
- (vi) Conduct of home tests and Departmental Examinations.
- (vii) Getting the home tests answer sheets evaluated by respective faculty.
- (viii) Seeking evaluation on non-academic attributes from course team.
- (ix) Publishing of results of home tests.

## **6.18 Role of Deputy Director / Assistant Director (P&R), NADT, Nagpur**

### **6.18.1 TRAINING MANAGEMENT**

- (i) Preparing of training calendar for in-service training program.
- (ii) Planning of in-service courses.
- (iii) Preparing of in-service course material and schedule.
- (iv) Proposing guest faculty & coordinating with them.
- (v) Coordination (FT&TR /HRD /CATA /OECD / others).
- (vi) Supervision of participant/resource personnel logistics.
- (vii) Registration & group photograph.
- (viii) Inauguration & valediction.
- (ix) Feedback collection.
- (x) Sharing course/reference material with participants.
- (xi) Preparation of course completion report.
- (xii) Processing of honorarium / payments for expenses.

### **6.18.2 SUPERVISORY & ADMINISTRATION**

- (i) Supervision of work.
- (ii) Reporting.
- (iii) Allocation & review of work & timelines.
- (iv) Recommending and granting leave.
- (v) Proposing expenditure bills of training programs for sanctioning.
- (vi) Preparation of budget and procurement of items under head IT(OE).

### **6.18.3 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.
- (viii) Invigilation duties.

## **6.19 Role of Deputy Director / Assistant Director (I&CT), NADT, Nagpur**

### **6.19.1 TRAINING MANAGEMENT**

- (i) Preparing of training calendar for in-service training program.
- (ii) Planning of in-service courses.
- (iii) Preparing of in-service course material and schedule.
- (iv) Proposing guest faculty & coordinating with them.
- (v) Co-ordination (FT&TR /HRD /CATA /OECD / others).
- (vi) Supervision of participant/resource personnel logistics.
- (vii) Registration & group photograph.
- (viii) Inauguration & valediction.
- (ix) Feedback collection.
- (x) Sharing course/reference material with participants.
- (xi) Preparation of course completion report.
- (xii) Processing of honorarium / payments for expenses.

### **6.19.2 SUPERVISORY & ADMINISTRATION**

- (i) Supervision of work.
- (ii) Reporting.
- (iii) Allocation & review of work & timelines.
- (iv) Maintenance of Network infrastructure, repair and upgradation.
- (v) Recommending and granting leave.
- (vi) Proposing expenditure bills of training programs.
- (vii) Preparation of budget and procurement under IT(OE).

### **6.19.3 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.
- (viii) Invigilation duties.

### **6.19.4 OTHERS**

- (i) Procurement of Computer Hardware & Software.
- (ii) Maintenance of I&CT inventory.

## **6.20 Role of Deputy Director / Assistant Director (Systems), NADT, Nagpur**

### **6.20.1 SUPERVISORY & ADMINISTRATION**

- (i) Maintenance of local network infrastructure & firewall.
- (ii) AMC of LAPTOP, Desktop, Printer, Scanner, UPS.
- (iii) Local Data Centre Management.
- (iv) e-mail management [@incometax.gov.in, @nadt.gov.in].
- (v) NADT website maintenance.
- (vi) Electronic tendering process through CPP Portal.
- (vii) Co-ordination with Systems Directorate.



- (viii) Allotment of DSC & RSA Token to access ITBA.
- (ix) Maintenance of ITD/ITBA Communication Room.
- (x) Managing VC tools.
- (xi) Administration of new IT projects/initiatives.

### **6.20.2 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.
- (viii) Invigilation duties.

## **6.21 Role of Additional Assistant Director [Public Relation Officer (PRO)], NADT, Nagpur**

### **6.21.1 SUPERVISORY & ADMINISTRATION**

- (i) Handling leave matters of staff.
- (ii) Handling disciplinary matters.
- (iii) Processing of bills and preparation of sanction order.
- (iv) Maintenance of hostel/library/classrooms.
- (v) Supervision of vehicles.
- (vi) Procurement of goods/ services/ assets.
- (vii) Handling protocol matters.

### **6.21.2 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.

- (vii) Evaluation of answer sheets.
- (viii) Invigilation duties.

## **6.22 Role of Additional Assistant Director (Estate), NADT, Nagpur**

### **6.22.1 SUPERVISORY & ADMINISTRATION**

- (i) Leave matters of staff.
- (ii) Supervision and commissioning of horticultural projects.
- (iii) Liaisoning with other departments and agencies like NMC, NIT, BSNL.
- (iv) Maintaining maps, sketches, sanction plans of buildings & assets register.
- (v) Supervision & maintenance of Nursery, Compost plant, Drip irrigation & Sprinkler system, Sports Ground.

### **6.22.2 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.
- (viii) Invigilation duties.

## **6.23 Role of Additional Assistant Director (Training), NADT, Nagpur**

### **6.23.1 TRAINING MANAGEMENT**

- (i) Co-ordination with other agencies/guest speakers.
- (ii) Co-ordinating with trainees.
- (iii) Office work for conduct of training.
- (iv) Co-ordination with NADT-Regional Campuses on Planning & Research.
- (v) Supervision of participant/resource personnel logistics.
- (vi) Registration & group photograph.
- (vii) Inauguration & valediction.
- (viii) Feedback collection.
- (ix) Sharing course/reference material with participants.

- (x) Preparation of course completion report.
- (xi) Processing of honorarium / payments for expenses.

#### **6.23.2 SUPERVISORY & ADMINISTRATION**

- (i) Co-ordination and monitoring of work.
- (ii) Reporting & compilation.
- (iii) Preparation of BE/RE.

#### **6.23.3 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Facilitating group activities.
- (v) Invigilation duties.
- (vi) Setting of questions for relevant portion for home tests.
- (vii) Evaluation of answer sheets.

#### **6.24 Role of Senior Private Secretary to Director General (Training), NADT, Nagpur**

- (i) Receipt and dispatch of emails/correspondence.
- (ii) Taking dictation and transcription.
- (iii) Preparation for meetings, tour programme.
- (iv) Circulation of tour programmes and leave orders.
- (v) Attending to phone calls/visitors.
- (vi) Maintenance of confidential files including ACRs.
- (vii) Dispatch and receipt of DO letters and confidential Dak.
- (viii) Bringing urgent matters to the notice of the Officer.

#### **6.25 Role of Private Secretary to ADG (Admn.), NADT, Nagpur**

- (i) Receipt and dispatch of emails/correspondence.
- (ii) Taking dictation and transcription.
- (iii) Preparation for meetings, tour programme.
- (iv) Circulation of tour programmes and leave orders.

- (v) Attending to phone calls/visitors.
- (vi) Maintenance of confidential files including ACRs.
- (vii) Dispatch and receipt of DO letters and confidential Dak.
- (viii) Bringing urgent matters to the notice of the Officer.

## **6.26 Role of Private Secretary to ADG (Induction), NADT, Nagpur**

- (i) Receipt and dispatch of emails/correspondence.
- (ii) Taking dictation and transcription.
- (iii) Preparation for meetings, tour programme.
- (iv) Circulation of tour programmes and leave orders.
- (v) Attending to phone calls/visitors.
- (vi) Maintenance of confidential files including ACRs.
- (vii) Dispatch and receipt of DO letters and confidential Dak.
- (viii) Bringing urgent matters to the notice of the Officer.

## **6.27 Role of Private Secretary to ADG (P&R), NADT, Nagpur**

### **6.27.1 SUPERVISORY & ADMINISTRATION**

- (i) Receipt and dispatch of emails/correspondence.
- (ii) Taking dictation and transcription.
- (iii) Preparation for meetings, tour programme.
- (iv) Circulation of tour programmes and leave orders.
- (v) Attending to phone calls/visitors.
- (vi) Maintenance of confidential files including ACRs.
- (vii) Dispatch and receipt of DO letters and confidential Dak.
- (viii) Bringing Urgent matters to the notice of the Officer.
- (ix) Assistance in development and onboarding of iGoT content.

## **6.28 Role of Inspector of Income Tax (ITI) (Admn.), NADT, Nagpur**

### **6.28.1 SUPERVISORY & ADMINISTRATION**

- (i) Handling transfer & posting matters.
- (ii) Handling staff welfare matters.
- (iii) Handling tendering process.
- (iv) Handling canteen matters.

- (v) Handling disciplinary matters.
- (vi) Handling telephone related matters.
- (vii) Framing of rules and Standard Operating Procedures.
- (viii) Preparation of tender documents.
- (ix) Uploading of tenders.
- (x) Assistance in tender committee/ purchase committee meetings.
- (xi) Hiring and deployment of manpower.
- (xii) Handling security arrangements on campus.
- (xiii) Conduct of programmes in NADT.
- (xiv) Handling infrastructure allotment matters.
- (xv) Formation of committees.

## **6.29 Role of Inspector of Income Tax (Hq.), NADT, Nagpur**

### **6.29.1 SUPERVISORY & ADMINISTRATION**

- (i) Handling CPGRAM Grievances.
- (ii) Handling service litigation matters.
- (iii) Handling conduct rules matters.
- (iv) Handling formation of committees.
- (v) Handling Right to Information Act.

## **6.30 Role of Inspector of Income Tax (Infra), NADT, Nagpur**

- (i) Daily supervision report.
- (ii) Preparation of tender documents.
- (iii) Uploading of tenders.
- (iv) Assistance in tender committee/ purchase committee meetings.
- (v) Preparing assets register for NADT.
- (vi) Assistance in Hiring, Outsourcing, Tendering, Bidding.
- (vii) Coordination with CPWD/ other agencies.
- (viii) Inventory management, repair-maintenance of equipment.
- (ix) Supervise the work of the following contractors - housekeeping and cleaning.

## **6.31 Role of Inspector of Income Tax (Estate), NADT, Nagpur**

- (i) Deployment of manpower.

- (ii) Supervision of Estate management.
- (iii) Processing requisition/repair requests.
- (iv) Preparation of tender documents.
- (v) Uploading of tenders.
- (vi) Assistance in tender committee/ purchase committee meetings.
- (vii) Preparing assets holding report of NADT.
- (viii) Coordination with NIT, NMC, BSNL, others.
- (ix) Maintenance & upkeep of Maps, Sketches, Sanction plans.

### **6.32 Role of Inspector of Income Tax (P&S), NADT, Nagpur**

- (i) Preparing sanction orders for all purchases.
- (ii) Processing of GeM/offline bills through PFMS.
- (iii) Processing requisition/repair requests.
- (iv) Preparation of tender documents.
- (v) Uploading of tenders.
- (vi) Assistance in tender committee/ purchase committee meetings.
- (vii) Co-ordination with DDO and ZAO.
- (viii) Quality /quantity checkup of purchased items.
- (ix) Distribution of stationery and other items.
- (x) Repair and maintenance work.
- (xi) Maintaining stock register for inward and outward of items.
- (xii) Disposal of obsolete and unusable stores/equipment.

### **6.33 Role of Inspector of Income Tax (PRO), NADT, Nagpur**

- (i) Processing of bills and preparation of sanction order.
- (ii) Assistance in hiring of vehicles.
- (iii) Preparation of tender documents.
- (iv) Uploading of tenders.
- (v) Assistance in tender committee/ purchase committee meetings.
- (vi) Handling protocol matters.
- (vii) Allocation/deployment of vehicle.
- (viii) Preparation of duty chart of drivers.

## **6.34 Role of Inspector of Income Tax (Induction), NADT, Nagpur**

### **6.34.1 TRAINING MANAGEMENT**

- (i) Assist Course Director (CD) & Associate Course Director (ACD).
- (ii) Dissemination of course material prepared by the faculty.
- (iii) Assistance in hostel allotment.
- (iv) Management of logistics during training.
- (v) Co-ordinating with guest faculty.
- (vi) Collection and compilation of feedback.
- (vii) Course management assistance.
- (viii) Webinar assistance.
- (ix) Preparation of weekly schedule.
- (x) Preparing drafts for correspondence.
- (xi) Arrangement of logistics for academic tours and attachments.
- (xii) Arrangements for Track suit/ T-shirts/ Ties/ sarees & Bandgala for OTs.
- (xiii) Monitoring of biometric attendance in class and in morning activity.
- (xiv) Supervision of classroom preparation and management.
- (xv) Preparation of auditorium for various functions like inauguration/valediction/ cultural programmes.
- (xvi) Supervision of group photograph.
- (xvii) Escort duties assignments and MDO duty assignment.
- (xviii) Feedback collection.

### **6.34.2 SUPERVISORY & ADMINISTRATION**

- (i) Record management.
- (ii) Data management.
- (iii) Preparation of reports.
- (iv) Arranging railway/air-tickets for officers on official tours.
- (v) Assistance in administrative work (Leave, Correspondence).
- (vi) Coordination with Balmer & Lawrie and Ashoka Tours and Travels for ticket and hotel bookings of trainees.
- (vii) Preparation of departure and arrival schedules and groups.
- (viii) Preparation and submission of TA/DA bills, Medical bills and OE and OAE bills.
- (ix) Preparation and submission of honorarium bills.

- (x) Assistance in Joining/ Relieving formalities of OTs.
- (xi) Processing of TA/DA bills, Medical bills and OE and OAE bills.
- (xii) Processing of salary bills of OTs.
- (xiii) Processing of bills of NLSIU/ NALSAR/ LEAD.
- (xiv) Preparation of draft schedule of home tests and departmental examinations and supplementary departmental examinations.
- (xv) Preparation of draft day to day examination schedule.
- (xvi) Preparation of draft invitation duty chart.
- (xvii) Communication of invigilation duty schedule to concerned faculty/ officer.
- (xviii) Assistance in conduct of home tests and departmental examinations.
- (xix) Collection and counting of answer sheets from each exam venue.
- (xx) Preparation of draft letters to faculty/ officer for evaluation of answer sheets.
- (xxi) Seeking evaluation on non-academic attributes from Course Team.
- (xxii) Assistance in preparation of results of home tests.

### **6.35 Role of Inspector of Income Tax (P&R), NADT, Nagpur**

#### **6.35.1 TRAINING MANAGEMENT**

- (i) Assisting in conducting online/offline training Programmes.
- (ii) Assisting in preparation of iGOT related work.
- (iii) Training programme schedule with brochure to be put up for approval.
- (iv) Requisitioning for nominations from respective charges.
- (v) Coordinating with guest faculty.
- (vi) Preparation of minutes of meetings/sessions.
- (vii) Collecting & compiling feedback.
- (viii) Logistic arrangements.
- (ix) Preparation of certificates.
- (x) Record management.
- (xi) Data management.
- (xii) Preparation of reports.
- (xiii) Formatting of power point slides and course material.
- (xiv) Course management assistance.
- (xv) Webinar assistance.
- (xvi) Preparing drafts for correspondence.



### **6.35.2 SUPERVISORY & ADMINISTRATION**

- (i) Assistance in administrative work (Leave, Correspondence).

## **6.36 Role of Inspector of Income Tax (I&CT), NADT, Nagpur**

### **6.36.1 TRAINING MANAGEMENT**

- (i) Assisting in conducting Online/Offline training Programmes.
- (ii) Assisting in preparation of iGOT related work.
- (iii) Training programme schedule with brochure to be put up for approval.
- (iv) Requisitioning for nominations from respective charges.
- (v) Coordinating with guest faculty.
- (vi) Preparation of minutes of meetings/sessions.
- (vii) Collecting & compiling feedback.
- (viii) Logistic arrangements.
- (ix) Preparation of certificates.
- (x) Record management.
- (xi) Data management.
- (xii) Preparation of reports.
- (xiii) Formatting of power point slides and course material.
- (xiv) Course management assistance.
- (xv) Webinar assistance.
- (xvi) Preparing drafts for correspondence.

### **6.36.2 SUPERVISORY & ADMINISTRATION**

- (i) Preparing sanction orders for all purchases.
- (ii) Processing of GeM/offline bills through PFMS.
- (iii) Processing requisition/repair requests.
- (iv) Preparation of tender documents.
- (v) Uploading of tenders.
- (vi) Assistance in tender committee/ purchase committee meetings.
- (vii) Co-ordination with DDO and ZAO.
- (viii) Quality /quantity checkup of purchased Items.
- (ix) Distribution of stationery and other items.
- (x) Repair and maintenance work.

- (xi) Maintaining stock register for inward and outward of items.
- (xii) Disposal of obsolete and unusable stores/equipment.
- (xiii) Maintenance of computer labs and digital forensic labs.
- (xiv) Supervision of system maintenance contracts and service provider staff.

### **6.37 Role of Tax Assistant (Admn.), NADT, Nagpur**

#### **6.37.1 SUPERVISORY & ADMINISTRATION**

- (i) Maintaining records & file work.
- (ii) Receipt, distribution and despatch of Dak.
- (iii) Preparing procurement proposals.
- (iv) Drafting correspondence.
- (v) Maintenance and upkeeping of records and files.
- (vi) Maintenance of the file movement register.
- (vii) Assistance in tender preparation.
- (viii) Assistance in tender committee/ purchase committee meetings.
- (ix) Assistance in preparation of minutes.
- (x) Assistance in uploading of tenders on e-procurement portal/GeM.
- (xi) Processing of bills and preparation of sanction order.
- (xii) Preparing monthly DO, RTI & Rajbhasha report.

### **6.38 Role of Tax Assistant (P&S), NADT, Nagpur**

#### **6.38.1 SUPERVISORY & ADMINISTRATION**

- (i) Maintaining records & file work.
- (ii) Receipt, distribution and despatch of Dak.
- (iii) Preparing procurement proposals.
- (iv) Drafting correspondence.
- (v) Maintenance and upkeeping of records and files.
- (vi) Maintenance of the file movement register.
- (vii) Assistance in tender preparation.
- (viii) Assistance in tender committee/ purchase committee meetings.
- (ix) Assistance in preparation of minutes.
- (x) Assistance in uploading of tenders on e-procurement portal/GeM.
- (xi) Processing of bills and preparation of sanction order.

- (xii) Preparing monthly DO, RTI & Rajbhasha report.

### **6.39 Role of Tax Assistant (PRO), NADT, Nagpur**

#### **6.39.1 SUPERVISORY & ADMINISTRATION**

- (i) Supervision of vehicles.
- (ii) Handling protocol matters.
- (iii) Handling allocation/deployment of vehicle.
- (iv) Preparation of duty chart of drivers.
- (v) Record keeping.
- (vi) Assistance in tender preparation.
- (vii) Assistance in tender committee/ purchase committee meetings.
- (viii) Assistance in preparation of minutes.
- (ix) Assistance in uploading of tenders on e-procurement portal/GeM.
- (x) Preparing monthly DO, RTI & Rajbhasha report.

### **6.40 Role of Tax Assistant (Estate), NADT, Nagpur**

#### **6.40.1 SUPERVISORY & ADMINISTRATION**

- (i) Maintaining records & file work.
- (ii) Receipt, distribution and dispatch of Dak.
- (iii) Preparing project Proposals.
- (iv) Drafting correspondence.
- (v) Maintenance and upkeeping of records and files.
- (vi) Maintenance of the file movement register.
- (vii) Assistance in tender preparation.
- (viii) Assistance in tender committee/ purchase committee meetings.
- (ix) Assistance in preparation of minutes.
- (x) Assistance in uploading of tenders on e-procurement portal/GeM.
- (xi) Processing of bills and preparation of sanction order.
- (xii) Preparing monthly DO, RTI & Rajbhasha report.

### **6.41 Role of Tax Assistant (Infra), NADT, Nagpur**

#### **6.41.1 SUPERVISORY & ADMINISTRATION**

- (i) Maintaining records & file work.

- (ii) Receipt, distribution and dispatch of Dak.
- (iii) Preparing project proposals.
- (iv) Drafting correspondence.
- (v) Maintenance and upkeeping of records and files.
- (vi) Maintenance of the file movement register.
- (vii) Assistance in tender preparation.
- (viii) Assistance in tender committee/ purchase committee meetings.
- (ix) Assistance in preparation of minutes.
- (x) Assistance in uploading of tenders on e-procurement portal/GeM.
- (xi) Processing of bills and preparation of sanction order.
- (xii) Preparing monthly DO, RTI & Rajbhasha report.

## **6.42 Role of Tax Assistant (Hq.), NADT, Nagpur**

### **6.42.1 SUPERVISORY & ADMINISTRATION**

- (i) Maintenance of files and their timely submission to the concerned offices.
- (ii) Assistance in APARs management.
- (iii) Assistance in litigation management.
- (iv) Assistance in service matters.
- (v) Receipt, distribution and despatch of Dak.
- (vi) Maintenance of the movement registers for files/ records.
- (vii) Processing of bills and preparation of sanction order.
- (viii) Preparing monthly DO, RTI & Rajbhasha report.
- (ix) Any other work assigned.

## **6.43 Role of Tax Assistant (Admn.) (Induction), NADT, Nagpur**

### **6.43.1 SUPERVISORY & ADMINISTRATION**

- (i) Record management.
- (ii) Data management.
- (iii) Preparation of reports.
- (iv) Assistance in administrative work (Leave, Correspondence).
- (v) Assistance in joining/ relieving formalities of OTs.
- (vi) Processing of TA/DA bills, medical bills and OE and OAE bills.
- (vii) Processing of honorarium bills.

- (viii) Processing of salary bills of OTs.
- (ix) Processing of bills of NLSIU/ NALSAR/ LEAD.
- (x) Processing of other bills and preparation of sanction order.
- (xi) Assistance in preparation of draft schedule of home tests and departmental examinations and supplementary departmental examinations.
- (xii) Assistance in preparation of draft day to day examination schedule.
- (xiii) Assistance in preparation of draft invitation duty chart.
- (xiv) Preparing name plates, chart for daily seating arrangements, attendance sheets related to conduct of examinations.
- (xv) Assistance in conduct of home tests and departmental examinations.
- (xvi) Collection and counting of answer sheets from each exam venue.
- (xvii) Preparation of draft letters to faculty/ officer for evaluation of answer sheets.
- (xviii) Seeking evaluation on non-academic attributes from Course Team.
- (xix) Assistance in preparation of results of home tests.
- (xx) Preparing monthly DO, RTI & Rajbhasha report.

#### **6.44 Role of Tax Assistant (Induction), NADT, Nagpur**

##### **6.44.1 TRAINING ASSISTANT**

- (i) Assistance in preparation of online bio data/ registration forms.
- (ii) Assisting in preparation and distribution of training material.
- (iii) Preparation of weekly schedule of induction training.
- (iv) Morning activity attendance report.
- (v) Classroom daily attendance report of OTs.
- (vi) Assisting in conduct of training sessions.
- (vii) Preparing name plates, chart for seating arrangements, division of sections.
- (viii) Generation & distribution of weblink (for online sessions).
- (ix) Preparing certificates.
- (x) Formatting of power point slides and course material.
- (xi) Assisting in test/ examination matters.
- (xii) Assistance in arrangement of attachments & OJT.
- (xiii) Assistance in preparation of course manual, course outline, OJT diary.

#### **6.44.2 SUPERVISORY & ADMINISTRATION**

- (i) Receipt/ despatch of office Dak.
- (ii) Preparation of draft letters/ correspondences.
- (iii) Preparation of monthly/ quarterly reports.
- (iv) Requisition of stationery.
- (v) File & stationery maintenance.
- (vi) Preparing sanction orders for all expenses.
- (vii) Record management.
- (viii) Data management.
- (ix) Preparation of minutes of meetings/sessions.
- (x) Preparing monthly DO, RTI & Rajbhasha report.
- (xi) Forwarding of TA bills, Medical Bills, Tuition fee bills of OTs.
- (xii) Preparing bills related to honorarium.
- (xiii) Processing of other bills and preparation of sanction order.
- (xiv) Preparing sanction orders for all expenses.
- (xv) Maintaining of stock registers and distribution of stationary.
- (xvi) Maintenance of file movement registers.

#### **6.45 Role of Tax Assistant (P&R), NADT , Nagpur**

##### **6.45.1 TRAINING MANAGEMENT**

- (i) Assisting in preparation and distribution of training material.
- (ii) Liaisoning with the administration for nominations.
- (iii) Handling the attendance registers of the participants.
- (iv) Assisting in conduct of training sessions.
- (v) Preparing course training certificates.
- (vi) Formatting of power point slides and course material.

##### **6.45.2 SUPERVISORY & ADMINISTRATION**

- (i) Receipt / dispatch of Office Dak.
- (ii) Preparation of draft letters/ correspondences.
- (iii) Preparation of monthly/ quarterly reports.
- (iv) Requisition of stationery.
- (v) File & stationery maintenance.

- (vi) Processing of bills and preparation of all sanction orders.
- (vii) Preparing sanction orders for all expenses.
- (viii) Record management.
- (ix) Data management.
- (x) Preparation of reports.
- (xi) Preparation of minutes of meetings/sessions.
- (xii) Preparing monthly DO, RTI & Rajbhasha report.
- (xiii) Maintaining of stock registers and distribution of stationary.
- (xiv) Maintenance of file movement registers.
- (xv) Arranging railway/air-tickets for officers on official tours.

## **6.46 Role of Tax Assistant (I&CT), NADT, Nagpur**

### **6.46.1 TRAINING MANAGEMENT**

- (i) Assisting in preparation and distribution of training material.
- (ii) Liaisoning with the administration for nominations.
- (iii) Handling the attendance registers of the participants.
- (iv) Assisting in conduct of training sessions.
- (v) Preparing course training certificates.
- (vi) Formatting of power point slides and course material.
- (vii) Assisting in test/ examination matters.

### **6.46.2 SUPERVISORY & ADMINISTRATION**

- (i) Receipt/ dispatch of Office Dak.
- (ii) Preparation of draft letters/ correspondences.
- (iii) Preparation of monthly/ quarterly reports.
- (iv) Assisting in work related to System & Network infrastructure.
- (v) Requisition of stationery.
- (vi) File & stationery maintenance.
- (vii) Preparing sanction orders for all expenses.
- (viii) Record management.
- (ix) Data management.
- (x) Preparation of reports.
- (xi) Preparation of tender documents.

- (xii) Assistance in uploading of tenders on e-procurement portal/GeM.
- (xiii) Preparation of minutes of meetings/sessions.
- (xiv) Assistance to tender committee/purchase committee in noting/drafting/ minutes.
- (xv) Disposing of obsolete items & weeding out old documents.
- (xvi) Maintaining computer lab, computers and equipment.
- (xvii) Preparing monthly DO, RTI & Rajbhasha report.
- (xviii) Processing of bills and preparation of all sanction orders.
- (xix) Preparing sanction orders for all expenses.
- (xx) Maintaining of stock registers and distribution of stationary.
- (xxi) Maintenance of file movement registers.
- (xxii) Arranging railway/air-tickets for officers on official tours.

#### **6.47 Role of Administrative Officer/Drawing & Disbursing Officer (Admn.), NADT, Nagpur**

##### **6.47.1 SUPERVISORY & ADMINISTRATION**

- (i) Maintain leave records, service books of OTs.
- (ii) Entry into service books and keeping scanned copies of service books.
- (iii) Maintain inventory of supplies and stock register.
- (iv) Maintain asset register.
- (v) APAR certification.
- (vi) Weeding out of records.
- (vii) Other establishment matters.
- (viii) Preparing BE / RE.
- (ix) Processing of bills.
- (x) Monthly and quarterly expenditure statement.
- (xi) Other advances.
- (xii) Maintain leave records, service registers.
- (xiii) Maintain inventory of supplies and stock register.
- (xiv) Maintain asset register.
- (xv) APARs certification.
- (xvi) Weeding out of records.
- (xvii) Other establishment matters.
- (xviii) Preparing BE / RE.



- (xix) Processing of bills.
- (xx) GPF withdrawals.
- (xxi) Monthly and quarterly expenditure statement.
- (xxii) Other advances.

## **6.48 Role of Office Superintendent (Admn.), NADT, Nagpur**

### **6.48.1 ESTABLISHMENT & ADMINISTRATION**

- (i) Maintain inventory of supplies.
- (ii) Maintain asset register and other registers.
- (iii) Weeding out of records.
- (iv) Other establishment matters.
- (v) Processing of bills.
- (vi) Withdrawals from GPF.
- (vii) Other advances.
- (viii) Monthly and quarterly expenditure statement.

## **6.49 Role of Office Superintendent (Infra), NADT, Nagpur**

### **6.49.1 ESTABLISHMENT & ADMINISTRATION**

- (i) Maintain inventory of supplies.
- (ii) Maintain asset register and other registers.
- (iii) Weeding out of records.
- (iv) Other establishment matters.
- (v) Processing of bills.
- (vi) Withdrawals from GPF.
- (vii) Other advances.
- (viii) Monthly and quarterly expenditure statement.

## **6.50 Role of Office Superintendent (Hq.), NADT, Nagpur**

### **6.50.1 SUPERVISORY & ADMINISTRATION**

- (i) Maintain inventory of supplies.
- (ii) Maintain asset register and other registers.
- (iii) Weeding out of records.
- (iv) Other establishment matters.

- (v) Processing of bills.
- (vi) Withdrawals from GPF.
- (vii) Other advances.
- (viii) Monthly and quarterly expenditure statement.

## **6.51 Role of Office Superintendent (Induction), NADT, Nagpur**

### **6.51.1 SUPERVISORY & ADMINISTRATION**

- (i) Maintain inventory of supplies.
- (ii) Maintain asset register and other registers.
- (iii) Weeding out of records.
- (iv) Other establishment matters.
- (v) Processing of bills.
- (vi) Withdrawals from GPF.
- (vii) Other advances.
- (viii) Monthly and quarterly expenditure statement.

## **6.52 Role of Office Superintendent (P&R), NADT, Nagpur**

### **6.52.1 SUPERVISORY & ADMINISTRATION**

- (i) Maintain inventory of supplies.
- (ii) Maintain asset register and other registers.
- (iii) Weeding out of records.
- (iv) Other establishment matters.
- (v) Processing of bills
- (vi) Withdrawals from GPF.
- (vii) Other advances.
- (viii) Monthly and quarterly expenditure statement.

## **6.53 Role of Office Superintendent (I&CT), NADT, Nagpur**

### **6.53.1 SUPERVISORY & ADMINISTRATION**

- (i) Maintain inventory of supplies.
- (ii) Maintain asset register and other registers.
- (iii) Weeding out of records.
- (iv) Other establishment matters.

- (v) Processing of bills.
- (vi) Withdrawals from GPF.
- (vii) Other advances.
- (viii) Monthly and quarterly expenditure statement.

#### **6.54 Role of Stenographer (Admn.), NADT, Nagpur**

##### **6.54.1 SUPERVISORY & ADMINISTRATION**

- (i) Taking dictation and transcription.
- (ii) Attending to telephone calls.
- (iii) Keeping note of engagements, meetings & reminding officer.
- (iv) Assisting in preparation of bills and schedules.
- (v) Taking down and preparing Minutes of meetings.
- (vi) Keeping note of engagements, meetings & reminding officer.

#### **6.55 Role of Stenographer (Infra), NADT, Nagpur**

##### **6.55.1 SUPERVISORY & ADMINISTRATION**

- (i) Taking dictation and transcription.
- (ii) Attending to telephone calls.
- (iii) Keeping note of engagements, meetings & reminding officer.
- (iv) Assisting in preparation of bills and schedules.
- (v) Taking down and preparing Minutes of meetings.
- (vi) Keeping note of engagements, meetings & reminding officer.

#### **6.56 Role of Stenographer (Hq.), NADT, Nagpur**

##### **6.56.1 SUPERVISORY & ADMINISTRATION**

- (i) Taking dictation and transcription.
- (ii) Attending to telephone calls.
- (iii) Keeping note of engagements, meetings & reminding officer.
- (iv) Assisting in preparation of bills and schedules.
- (v) Taking down and preparing minutes of meetings.
- (vi) Keeping note of engagements, meetings & reminding officer.

## **6.57 Role of Lower Division Clerk/Multi-Tasking Staff/Notice Server (Admn.), NADT, Nagpur**

### **6.57.1 TRAINING MANAGEMENT**

- (i) Assisting during training courses.
- (ii) Coordination for logistics.
- (iii) Support and facilitation of participants/guest faculty.

### **6.57.2 SUPERVISORY & ADMINISTRATION**

- (i) Watch & ward duties.
- (ii) Maintenance of records & files, making available files.
- (iii) Attending to the officer.
- (iv) Photocopying/sending Fax.
- (v) Counting of stock at delivery and distribution of items.
- (vi) Movements of all type of files before officer for sign.
- (vii) Receipt and dispatch of Dak.
- (viii) Distribution of Dak.
- (ix) Upkeep of office and related areas.
- (x) Cleaning of building, furniture and fixtures.
- (xi) General cleanliness and upkeep of the section/ units.
- (xii) Cleaning and arranging furniture, records/documents/ registers.
- (xiii) Operating/ maintaining office equipment.

## **7. ROLES FOR DIFFERENT LEVELS IN NADT- REGIONAL CAMPUSES**

### **7.1 Role of Pr. ADG/ADG (NADT-Regional Campuses)**

#### **7.1.1 SUPERVISORY & ADMINISTRATION**

- (i) Head of organisation functions.
- (ii) Allocation of Work in NADT- Regional Campuses.
- (iii) Supervise functioning of administration at NADT- Regional Campuses and MSTUs.
- (iv) MoU with institutes of repute for training purposes in consultation with Directorate of Training.
- (v) Supervise development & maintenance of infrastructure in NADT- Regional Campuses.

- (vi) Supervise manpower management & work allocation.
- (vii) Liaisoning with other Pr. CCsIT/field formations.
- (viii) Budget related matters of NADT- Regional Campuses.
- (ix) Sanction of leave of the manpower under the administrative control of NADT- Regional Campuses.
- (x) Setting targets, performance review & appraisal.
- (xi) Process complaints against officers and staff/ issue of charge sheets.
- (xii) Any other statutory and administrative matters assigned by the Directorate of Training.

### **7.1.2 FACULTY**

- (i) Conducting training session.
- (ii) Interaction & communication.

### **7.1.3 TRAINING MANAGEMENT**

- (i) Suggesting changes and improvements to the training programs of NADT- Regional Campuses and MSTUs.
- (ii) Reviewing the planned training programs by NADT- Regional Campuses and MSTUs.
- (iii) Analysis of feedback of training programs from field offices.
- (iv) Designing and planning training courses as per the needs expressed by field formations.
- (v) Annual and Mid-Term performance appraisal of all NADT- Regional Campuses and MSTUs.
- (vi) Planning improvements & course corrections as required.
- (vii) Facilitating all NADT- Regional Campuses and MSTUs with required training support.
- (viii) Identifying new methods of imparting training including use of I&CT.
- (ix) Training of the trainers.
- (x) Supervision of training research & recent developments in pedagogy.

### **7.1.4 OTHERS**

- (i) Attending meetings of OL Committee.

- (ii) Supervision of implementation of Official Language Policy.

## **7.2 Role of Additional/Joint Director, NADT-RCs**

### **7.2.1 TRAINING MANAGEMENT**

- (i) Training needs analysis.
- (ii) Feedback.
- (iii) Reviewing/finalizing training calendars of NADT- Regional Campuses and MSTUs.
- (iv) Review of course Schedule & Content.
- (v) Identifying & inviting resource persons.
- (vi) Training of trainers.

### **7.2.2 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & Communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.

### **7.2.3 ESTABLISHMENT & ADMINISTRATION**

- (i) Supervise maintenance of office/ hostel/library/classrooms.
- (ii) Supervise procurement, grant administrative approval & expenditure sanction.
- (iii) Supervise establishment section.
- (iv) Supervise infrastructure matters including systems and internet/ intranet requirements.
- (v) Supervise outsourcing of manpower.
- (vi) Work allocation.
- (vii) Supervise functioning of MSTUs.
- (viii) Supervise implementation of Official Language Policy.
- (ix) Finalizing budget estimates/revised estimates.
- (x) Expenditure sanction above specified limit.
- (xi) Approve advances & withdrawals e.g. GPF, festival advance.
- (xii) Monthly expenditure statements to NADT.
- (xiii) Grant of administrative approval & expenditure sanction.
- (xiv) Approve payment of honorarium.

- (xv) Leave sanctioning authority.
- (xvi) Approve pay fixation.
- (xvii) Approve welfare measures e.g. CGHS, LTC.
- (xviii) Posting staff, maintenance of roster.
- (xix) Performance appraisal.
- (xx) Proposal to DG for infrastructure creation.
- (xxi) Vehicle hiring, condemnation of vehicles.
- (xxii) Approval for committees.
- (xxiii) Process complaints against officers and staff, charge sheets.
- (xxiv) Appointment of Inquiry Officer.
- (xxv) Impose penalties, conclude proceedings.
- (xxvi) Maintain record of /forward intimations under conduct rules.

### **7.3 Role of Deputy Director/Assistant Director NADT- Regional Campuses**

#### **7.3.1 TRAINING MANAGEMENT**

- (i) Finalising topics & schedule.
- (ii) Identifying & inviting resource personnel.
- (iii) Course Notification & Seeking Nominations.
- (iv) Planning/arranging logistics.
- (v) Generation & Distribution of weblink (for Online Courses).
- (vi) Supervision participant/resource personnel logistics.
- (vii) Registration & group photograph.
- (viii) Inauguration & valediction.
- (ix) Feedback collection and analysis.
- (x) Sharing course/reference material with participants.
- (xi) Preparation of Course Completion Report.
- (xii) Processing of Honorarium / Payments for Expenses.

#### **7.3.2 SUPERVISORY & ADMINISTRATION**

- (i) Maintenance of hostel/library/classrooms.
- (ii) Security arrangements on campus.
- (iii) Procurement of goods/ services/ assets.
- (iv) System maintenance, LAN, WAN, Nodes.

- (v) Performance appraisal.
- (vi) Leave matters.
- (vii) Disciplinary matters.
- (viii) Put up vigilance clearance for approval.
- (ix) Maintain record of intimations.

### **7.3.3 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & Communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.

### **7.3.4 OTHERS**

- (i) Publications.
- (ii) Prepare monthly D.O. and reports.

## **7.4 Role of AAD NADT- Regional Campuses**

### **7.4.1 TRAINING MANAGEMENT**

- (i) Finalising topics & schedule.
- (ii) Identifying & inviting resource personnel.
- (iii) Course notification & seeking nominations.
- (iv) Planning/arranging logistics.
- (v) Generation & distribution of weblink (for online courses).
- (vi) Supervision of participant/resource personnel logistics.
- (vii) Registration & group photograph.
- (viii) Inauguration & valediction.
- (ix) Feedback collection and analysis.
- (x) Sharing course/reference material with participants.
- (xi) Preparation of course completion report.
- (xii) Processing of honorarium / payments for expenses.



#### **7.4.2 SUPERVISORY & ADMINISTRATION**

- (i) Maintenance of hostel/library/classrooms.
- (ii) Security arrangements on campus.
- (iii) Procurement of goods/ services/ assets.
- (iv) Vehicle supervision and maintenance.
- (v) Performance appraisal.
- (vi) Leave matters.
- (vii) Disciplinary matters.
- (viii) Put up vigilance clearance for approval.
- (ix) Maintain record of intimations.

#### **7.4.3 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.

#### **7.4.4 OTHERS**

- (i) Publications.
- (ii) Prepare monthly D.O. and reports.

### **7.5 Role of Sr. PS to Pr. ADG/ADG (Trg), NADT- Regional Campuses**

#### **7.5.1 SUPERVISORY & ADMINISTRATION**

- (i) Receipt and dispatch of emails/correspondence.
- (ii) Taking dictation and transcription.
- (iii) Preparation for meetings, tour programme.
- (iv) Circulation of tour programmes and leave orders.
- (v) Attending to phone calls/visitors.
- (vi) Maintenance of confidential files including APARs.
- (vii) Dispatch and receipt of DO letters and confidential Dak.
- (viii) Bringing urgent matters to the notice of the officer.

## **7.6 Role of PS to ADG, NADT- Regional Campuses**

### **7.6.1 SUPERVISORY & ADMINISTRATION**

- (i) Receipt and dispatch of emails/correspondence.
- (ii) Taking dictation and transcription.
- (iii) Preparation for meetings, tour programme.
- (iv) Circulation of tour programmes and leave orders.
- (v) Attending to phone calls/visitors.
- (vi) Maintenance of confidential files including APARs.
- (vii) Dispatch and receipt of DO letters and confidential Dak.
- (viii) Bringing urgent matters to the notice of the officer.

## **7.7 Role of ITI NADT- Regional Campuses**

### **7.7.1 TRAINING MANAGEMENT**

- (i) Assisting in conducting online/offline training programmes.
- (ii) Training programme schedule with brochure to be put up for approval.
- (iii) Requisitioning for nominations from respective charges.
- (iv) Coordinating with guest faculty.
- (v) Preparation of minutes of meetings/sessions.
- (vi) Collecting & compiling feedback.
- (vii) Logistic arrangements.
- (viii) Preparation of certificates.

### **7.7.2 SUPERVISORY & ADMINISTRATION**

- (i) Assistance in leave matters, GPF matters.
- (ii) Assistance in estate management.
- (iii) Preparation of tender documents.
- (iv) Uploading of tenders.
- (v) Assistance in tender committee/ purchase committee meetings.
- (vi) Preparing assets register for NADT- Regional Campuses.
- (vii) Assistance in procurement through GeM.
- (viii) Assistance in outsourcing of services.

- (ix) Assistance in vehicle hiring.
- (x) Supervision of house keeping and cleaning staff.
- (xi) Processing of requisition and repair requests.
- (xii) Coordination with CPWD/ other agencies.
- (xiii) Handling protocol matters.
- (xiv) Allocation/deployment of vehicle.
- (xv) Preparation of duty chart of drivers.
- (xvi) Processing condemnation of vehicles.

## **7.8 Role of TA, NADT- Regional Campuses**

### **7.8.1 TRAINING MANAGEMENT**

- (i) Assisting in preparation and distribution of training material.
- (ii) Liaisoning with the administration for nominations.
- (iii) Handling the attendance registers of the participants.
- (iv) Assisting in conduct of training sessions.
- (v) Preparing course training certificates.
- (vi) Formatting of power point slides and course material.
- (vii) Assisting in test/ examination matters.

### **7.8.2 SUPERVISORY & ADMINISTRATION**

- (i) Receipt/ dispatch of Office Dak.
- (ii) Preparation of draft letters/ correspondences.
- (iii) Preparation of Monthly/ Quarterly reports.
- (iv) Assisting in work related to infrastructure.
- (v) Requisition of stationery.
- (vi) File & stationery maintenance.
- (vii) Preparing sanction orders for all expenses.
- (viii) Record management.
- (ix) Data management.
- (x) Preparation of reports.
- (xi) Preparation of tender documents.
- (xii) Assistance in uploading of tenders on e-procurement portal/GeM.
- (xiii) Preparation of minutes of meetings/sessions.

- (xiv) Assistance to tender committee/purchase committee in noting/drafting/ minutes.
- (xv) Disposing of obsolete items & weeding out old documents.
- (xvi) Maintaining computer lab, computers and Equipment.
- (xvii) Preparing monthly DO, RTI & Rajbhasha report.
- (xviii) Preparing Medical bills, Tuition fee bills, conveyance bill of Inspectors & Notice Servers.
- (xix) Preparing bills related to honorarium.
- (xx) Processing of other bills and preparation of all sanction orders.
- (xxi) Maintaining of stock registers and distribution of stationary.
- (xxii) Maintenance of file movement registers.
- (xxiii) Arranging railway/air-tickets for officers on official tours.

## **7.9 Role of AO/DDO, NADT-Regional Campuses**

### **7.9.1 SUPERVISORY & ADMINISTRATION**

- (i) Maintain leave records, service registers.
- (ii) Maintain inventory of supplies and stock register.
- (iii) Maintain asset register.
- (iv) APAR certification.
- (v) Weeding out of records.
- (vi) Other establishment matters.
- (vii) Preparing BE / RE.
- (viii) Processing of bills.
- (ix) GPF withdrawals.
- (x) Monthly and quarterly expenditure statement.
- (xi) Other advances.

## **7.10 Role of OS, NADT-Regional Campuses**

### **7.10.1 SUPERVISORY & ADMINISTRATION**

- (i) Maintain inventory of supplies.
- (ii) Maintain asset register and other registers.
- (iii) Weeding out of records
- (iv) Other establishment matters.
- (v) Processing of bills.

- (vi) Withdrawals from GPF.
- (vii) Other advances.
- (viii) Monthly and quarterly expenditure statement.

## **7.11 Role of Stenographer, NADT-Regional Campuses**

### **7.11.1 SUPERVISORY & ADMINISTRATION**

- (i) Taking dictation and transcription.
- (ii) Attending to telephone calls.
- (iii) Keeping note of engagements, meetings & reminding officer.
- (iv) Assisting in preparation of bills and schedules.
- (v) Taking down and preparing minutes of meetings.
- (vi) Keeping note of engagements, meetings & reminding officer.

## **7.12 Role of LDC / MTS / NS, NADT-Regional Campuses**

### **7.12.1 TRAINING MANAGEMENT**

- (i) Assisting during training courses.
- (ii) Maintenance of office/classrooms.
- (iii) Preparation & distribution of training materials, notices.
- (iv) Photo copying of material and handouts.
- (v) Serving refreshments or beverages.

### **7.12.2 SUPERVISORY & ADMINISTRATION**

- (i) Attending bell duties.
- (ii) Liaisoning & monitoring housekeeping staff.
- (iii) Record keeping.
- (iv) Operating / maintaining photocopier machine/Fax.
- (v) Receipt, dispatch and distribution of Dak.
- (vi) Maintenance of Dak registers.
- (vii) Contingent work as required.

## **8. ROLES FOR DIFFERENT LEVELS IN MSTUs**

### **8.1 Role of AAD (Trg), MSTU**

#### **8.1.1 TRAINING MANAGEMENT**

- (i) Preparation of training calendar.
- (ii) Finalising topics & schedule.
- (iii) Identifying & Inviting Resource Personnel.
- (iv) Course notification & seeking nominations.
- (v) Planning/arranging logistics.
- (vi) Generation & distribution of weblink (for online courses).
- (vii) Supervision of participant/resource personnel logistics.
- (viii) Registration & group photograph.
- (ix) Inauguration & valediction.
- (x) Feedback collection and analysis.
- (xi) Sharing course/reference material with participants.
- (xii) Preparation of course completion report.
- (xiii) Processing of honorarium / payments for expenses.

#### **8.1.2 SUPERVISORY & ADMINISTRATION**

- (i) Preparing statistics and reporting.
- (ii) Supervision of leave matters of staff.
- (iii) Inventory management & disposing obsolete items.
- (iv) Record management & weeding records.
- (v) Reporting and reviewing APAR of the officials.
- (vi) Maintenance of asset register.
- (vii) Handling work related to office equipment & computers.
- (viii) Handling GeM matters.
- (ix) Supervision of purchases & maintenance of stock register.
- (x) Requisitioning and safe custody of office stationery.
- (xi) Forwarding bills of staff and other expenses.
- (xii) Preparation of infrastructure proposals.
- (xiii) Co-ordinate with o/o Pr. CCsIT/ NADT-Regional Campuses for infrastructure matters.
- (xiv) Preparation of BE/ RE.
- (xv) Co-ordinate with o/o Pr. CCsIT/ NADT-Regional Campuses for budgetary sanctions.

### **8.1.3 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.

## **8.2 Role of ITI, MSTU**

### **8.2.1 TRAINING MANAGEMENT**

- (i) Assisting in preparation of training calendar.
- (ii) Planning / design of courses.
- (iii) Finalising topics & schedule.
- (iv) Identifying & inviting resource personnel.
- (v) Course notification & seeking nominations.
- (vi) Planning/arranging logistics.
- (vii) Generation & distribution of weblink (for online courses).
- (viii) Supervision of participant/resource personnel logistics.
- (ix) Registration & group photograph.
- (x) Inauguration & valediction.
- (xi) Feedback collection and analysis.
- (xii) Sharing course/reference material with participants.
- (xiii) Preparation of course completion report.
- (xiv) Processing of honorarium / payments for expenses.

### **8.2.2 SUPERVISORY & ADMINISTRATION**

- (i) Preparing statistics and reporting.
- (ii) Supervision of leave matters of staff.
- (iii) Inventory management & disposing obsolete items.
- (iv) Record management & weeding records.
- (v) Reporting and reviewing APARs of the officials.
- (vi) Maintenance of asset register.
- (vii) Handling work related to office equipment & computers.
- (viii) Handling GeM matters.

- (ix) Supervising purchases & maintenance of stock register.
- (x) Requisitioning and safe custody of office stationery.
- (xi) Forwarding bills of expenses/ honorarium/ staff.
- (xii) Preparation of infrastructure proposals.
- (xiii) Supervision and maintenance of vehicles.
- (xiv) Supervision of house keeping and cleaning staff.
- (xv) Preparation of BE/ RE.

### **8.2.3 FACULTY**

- (i) Conducting training session.
- (ii) Engaging participants.
- (iii) Interaction & communication.
- (iv) Steering discussions & managing conflicts.
- (v) Facilitating group activities.

## **8.3 Role of TA, MSTU**

### **8.3.1 TRAINING MANAGEMENT**

- (i) Assisting in preparation and distribution of training material.
- (ii) Liaisoning with the administration for nominations.
- (iii) Handling the attendance registers of the participants.
- (iv) Assisting in conduct of training sessions.
- (v) Preparing course training certificates.
- (vi) Formatting of power point slides and course material.
- (vii) Assisting in test/ examination matters.

### **8.3.2 SUPERVISORY & ADMINISTRATION**

- (i) Receipt/ dispatch of Office Dak.
- (ii) Preparation of draft letters/ correspondences.
- (iii) Preparation of Monthly/ Quarterly reports.
- (iv) Assisting in work related to infrastructure.
- (v) Requisition of stationery.
- (vi) File & stationery maintenance.
- (vii) Preparing sanction orders for all expenses.



- (viii) Record management.
- (ix) Data management.
- (x) Preparation of reports.
- (xi) Preparation of tender documents.
- (xii) Assistance in uploading of tenders on e-procurement portal/GeM.
- (xiii) Preparation of minutes of meetings/sessions.
- (xiv) Assistance to tender committee/purchase committee in noting/drafting/ minutes.
- (xv) Disposing of obsolete items & weeding out old documents.
- (xvi) Maintaining computer lab, computers and equipment.
- (xvii) Preparing monthly DO, RTI & Rajbhasha report.
- (xviii) Preparing Medical bills, Tuition fee bills, Conveyance bill of Inspectors & Notice Servers.
- (xix) Preparing bills related to honorarium.
- (xx) Processing of other bills and preparing sanction orders for all expenses.
- (xxi) Maintaining of stock registers and distribution of stationary.
- (xxii) Maintenance of file movement registers.
- (xxiii) Arranging railway/air-tickets for officers on official tours.

## **8.4 Role of AO/DDO, MSTU**

### **8.4.1 SUPERVISORY & ADMINISTRATION**

- (i) Maintain leave records, service registers.
- (ii) Maintain inventory of supplies and stock register.
- (iii) Maintain asset register.
- (iv) APAR certification.
- (v) Weeding out of records.
- (vi) Other establishment matters.
- (vii) Preparing BE / RE.
- (viii) Processing of bills.
- (ix) GPF withdrawals.
- (x) Monthly and quarterly expenditure statement.
- (xi) Other advances.

## **8.5 Role of OS, MSTU**

### **8.5.1 TRAINING MANAGEMENT**

- (i) Supervision of letters issued for nomination, invitation to faculty.
- (ii) Supervision participants attendance in training.
- (iii) Arranging refreshment for participants & faculty.
- (iv) Procuring mementos, gifts for the participants & guest faculties.
- (v) Ensuring discipline, punctuality & maintaining attendance register.

### **8.5.2 SUPERVISORY & ADMINISTRATION**

- (i) Maintaining guard files of circulars, notifications and instructions.
- (ii) Maintaining records/ registers.
- (iii) Ensuring general cleanliness of premises.
- (iv) Corresponding with higher authorities.
- (v) Weeding out old & obsolete items and records.
- (vi) Monitoring of implementation of Official Language Policy.
- (vii) Ensuring annual physical verification and maintenance of computer lab and computers.
- (viii) Providing facilities like lights, fans, drinking water to the officers, staff members and participants.
- (ix) Supervision of purchases & maintenance of stock register.
- (x) Requisitioning and safe custody of office stationery.
- (xi) Forwarding bills of staff.
- (xii) Forwarding of bills for honorarium and expenses.

## **8.6 Role of Stenographer, MSTU**

### **8.6.1 SUPERVISORY & ADMINISTRATION**

- (i) Taking dictation and transcription.
- (ii) Attending to telephone calls.
- (iii) Keeping note of engagements, meetings & reminding officer.
- (iv) Assisting in preparation of bills and schedules.
- (v) Taking down and preparing minutes of meetings.
- (vi) Keeping note of engagements, meetings & reminding office.

## **8.7 Role of LDC / MTS / NS, MSTU**

### **8.7.1 TRAINING MANAGEMENT**

- (i) Assisting during training courses.
- (ii) Maintenance of office/classrooms.
- (iii) Preparation & distribution of training materials, notices.
- (iv) Photo copying of material and handouts, serving refreshments or beverages.

### **8.7.2 SUPERVISORY & ADMINISTRATION**

- (i) Attending bell duties.
- (ii) Liaisoning & monitoring housekeeping staff.
- (iii) Record keeping.
- (iv) Operating / maintaining photocopier machine/Fax.
- (v) Receipt, dispatch and distribution of Dak.
- (vi) Maintenance of Dak registers.
- (vii) Contingent work as required.

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