



## INFORMATION NOTE

# WORKSHOP ON MODERN TECHNIQUES OF INVESTIGATION AND INTELLIGENCE GATHERING

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**LOCATION: National Academy of  
Direct Taxes  
Nagpur, India.**

**DATE: 22<sup>nd</sup> to 24<sup>th</sup> August, 2017**

## **Contents:**

<b>Sl.No</b>	<b>Description</b>	<b>Pg. No</b>
1	PURPOSE	3
2	RESPONSIBILITY FOR ARRANGEMENTS	3
3	SEMINAR DATES AND VENUE	3
4	PROPOSED SEMINAR PROGRAM	3
5	REGISTRATION OF DELEGATES	3
6	SEMINAR PACKAGE	4
7	DRESS CODE	4
8	PASSPORT & VISA	4
9	ACCOMMODATION BOOKING	4
10	ARRIVAL INTO DELHI/ AIRPORT NAGPUR	4
11	CURRENCY, EXCHANGE AND CREDIT CARDS	4
12	TRANSPORTATION	5
13	Weather	5
14	Electricity	5
15	Tax	5
16	Water	5
17	Insurance	5
18	Disclaimer	5

## 1. PURPOSE

The Information Note provides general information on the arrangements for the Seminar on “**Modern Techniques of Investigation and Intelligence Gathering**” which will be held in National Academy of Direct Taxes (NADT), Nagpur, India from **22<sup>nd</sup> to 24<sup>th</sup> August, 2017**.

## 2. RESPONSIBILITY FOR ARRANGEMENTS

Any enquiries relating to the agenda of the seminar, delegate registration, logistical arrangements and organizational matters should be directed to the contact persons below:

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However, overall programme will be conducted under the aegis of Addl. Director General (Trg.)-3, NADT. The details are as under:

**Smt. Leena Srivastava, Addl. Director General (Trg.)-3, NADT, Nagpur, India**

Telephone: +91-712-2593547(off)/ +91-712-2582118 (fax), Mobile: +91-9423044395

E-mail: [adg3@nadt.gov.in](mailto:adg3@nadt.gov.in)

## 3. SEMINAR DATES AND VENUE

The seminar will be held from **22<sup>nd</sup> to 24<sup>th</sup> August, 2017** at the National Academy for Direct Taxes, Chhindwara Road, Nagpur, Maharashtra, India.

## 4. PROPOSED SEMINAR PROGRAM

The proposed program outline for the seminar is as per **Annexure**. Please note that timing may be subject to change.

## 5. REGISTRATION OF DELEGATES

5.1. Delegates must be endorsed by their respective Country Representatives who are the heads of tax/revenue administrations or any officer to whom that authority is delegated.

Kindly note that registration and logistical arrangements for the workshop will be managed through the Knowledge Sharing Platform (KSP). The KSP is a global on line tool designed to promote the sharing of knowledge and expertise among tax administrations and organizations. Nominees for the workshop can register for KSP at [www.ksp-ta.org](http://www.ksp-ta.org) to create their KSP account. They can then locate the workshop through the Calendar function and register for the event. For any guidance on technical issues regarding access to KSP, please contact the team at: [info@ksp-ta.org](mailto:info@ksp-ta.org)

The deadline for registration is **4<sup>th</sup> August, 2017**.

## **6. SEMINAR PACKAGE**

Morning tea, breakfast, lunch, afternoon tea and dinner will be provided during the course of the seminar.

## **7. DRESS CODE**

7.1. Delegates and observers are kindly requested to come in professional attire during the seminar.

## **8. VISA AND TRAVEL ARRANGEMENTS**

8.1. All international delegates are required to enter and leave India with a valid passport issued by or on behalf of the Government of a country of which he or she is a national or citizen.

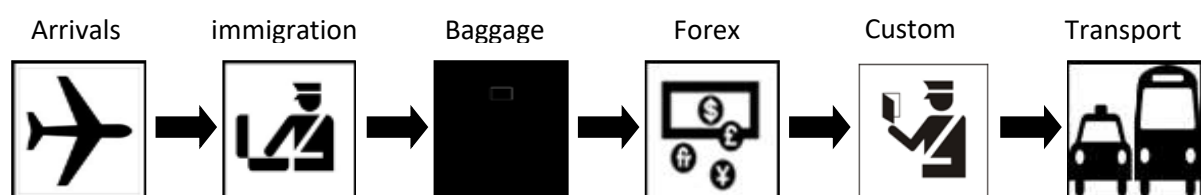
8.2. Delegates should make their own travel arrangements to and from Nagpur (India) and are kindly advised to arrange flight reservations as early as possible in order to obtain their preferred flights and dates of travel.

8.3. Delegates requiring a Visa to enter India are advised to apply at their nearest Indian High Commission and Embassy stationed abroad to allow sufficient time for processing the same.

## **9. ACCOMMODATION BOOKING**

The Accommodation will be provided in Senior Officers Hostel located in NADT Campus, Nagpur

## **10. ARRIVAL INTO DELHI/ AIRPORT NAGPUR**



## **11. CURRENCY, EXCHANGE AND CREDIT CARDS**

11.1. The official currency of India is Rupees. Notes are in denominations of Rs. 10, 20, 50, 100, 500, 2000. Coins are in denominations of Rs. 1, Rs. 2, Rs. 5, Rs. 10.

11.2. Delegates can change their currency upon arriving at the Delhi/Mumbai/Nagpur Airport.

11.3. Banks are generally open for business from Monday to Friday from 10.30 AM to 04.00 PM except on Saturday from 10.30 AM to 01.00 PM.

11.4. Automated Teller Machines (ATMs) are located at Nagpur city and at NADT campus also for convenience.

11.5. Cash, Debit Card and Credit Card are the major form of transaction exchange.

## **12. TRANSPORTATION**

12.1. The host country will be providing transport from Nagpur Airport to NADT in **Nagpur** as well as for departure after the seminar. It is a 20-minute scenic drive from Nagpur Airport to NADT.

12.2. Transport will also be available for Delegates during the course of the seminar.

## **13. WEATHER**

The month of August is characterized by gradually rising daily high temperatures, with daily highs around **30°C** throughout the month, exceeding **33°C** or dropping below **27°C** only one day in ten.

## **14. ELECTRICITY**

NADT uses 230V/50Hz main electricity and uses three power point sockets.



## **15. TAX**

VAT is always included in the prices of goods.

## **16. WATER**

In NADT, drinking water is available in specified location.

## **17. INSURANCE**

Delegates are strongly advised to arrange for their own insurance for individual travel medical care, and personal effects while attending the seminar.

## **18. DISCLAIMER**

National Academy of Direct Taxes authority disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of attendance. In this context, it is strongly recommended that delegates and observers secure prior to departure international medical insurance for the period of attendance.