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### Foreword

Administrative Training Institute (ATI), Mysore is the Apex Training Institute and is committed to improve the capacity building of State Government Officers and Officials through Training. It also facilitates Departments to identify their performance gaps and training needs at different level.

For the last couple of years, ATI has been focusing on preparing training plans based on training needs of Departments concerned. Many Departments and organizations are facing problems in achieving the objectives of the Department due to lack of training of officers. Realizing this, ATI has taken up assessing the problems and find out solutions through Training Needs Analysis. After the feedback and consultations from the Departments and during 2013-14, ATI initiated Training Needs Analysis for seventeen departments to identify Performance Gaps and to suggest Training and non Training interventions. The training needs assessment of Commercial Taxes Department is one such step.

I appreciate the efforts of Faculty members Sri. R.N. Kumar, Faculty (B.S), ATI & Sri. B Yoganath Singh, Faculty, SIUD for their intensive involvement in the process of doing Training Needs Analysis.

Date: 22-10-2013

Place: Mysore

(DIRECTOR GENERAL)

## ACKNOWLEDGEMENT

We are grateful to the **Dr. (Smt.). Amita Prasad, I.A.S.**, Director General for direction and support in preparing this TNA report. We also thank to the support and information provided by the Joint Commissioner (HRD) and Deputy Commissioner to undertake this Training Needs Analysis. The cooperation and information's provided by Officers and Officials of Department of Commercial Taxes are hereby acknowledged.



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