



## OECD South Asia Academy for Tax and Financial Crime Investigation

New Delhi (India)



**Conducting Financial Investigations (Foundation) programme**  
**18<sup>th</sup> – 27<sup>th</sup> July, 2023**

### VENUE



### **National Academy of Direct Taxes Regional Campus Delhi**

Address: NBCC Building, Sector 5, Pushp  
Vihar, New Delhi, 110017

The National Academy of Direct Taxes ‘NADT’ is the apex training Institution of the officers of the Direct Taxes Administration in India. It functions under the aegis of Central Board of Direct Taxes (CBDT). It has 10 regional campuses spread across India for training of officials of the Income Tax Department. The training programme will be held at the Regional Campus of NADT situated in New Delhi.

Wi-Fi access is available at the training venue. The participants will receive user id and password to access the wi-fi on the first day of training before the commencement of programme.

The training venue is at a distance of 1 km from the hotel (walking distance of around 10-15 minutes). Shuttle bus will be provided to the participants for commuting between the training venue and hotel. The schedule of the shuttle will be intimated to the participants upon their arrival to the hotel. The participants are expected to adhere strictly to this schedule.

Rules and guidelines will be provided on arrival and we expect all the participants to adhere by these rules.

### **ARRIVAL AND DEPARTURES DATES**

The participants should plan to arrive on Monday, 17<sup>th</sup> July, 2023. The opening session of the programme is scheduled on Tuesday, 18<sup>th</sup> July at 9:30AM and the valediction ceremony is scheduled on Thursday, 27<sup>th</sup> July, 2023 at 5:30 PM. All the participants are required to attend the valediction ceremony and therefore the participants may plan their departure only after 7 pm on 27<sup>th</sup> July, 2023.

## TRAVEL FROM AIRPORT

The nearest airport is Indira Gandhi International Airport, Terminal 3, New Delhi. To and fro service between the hotel and the airport will be provided by the hotel for the arrival and departure of the participants. The hotel accommodation is situated at a distance of 20 km from the airport. The time taken is typically around 45 minutes but it may take more time depending on the traffic situation.

## ACCOMMODATION



### Svelte Hotel & Personal Suites

Address - Select Citywalk Mall, A-3,  
Saket District Centre, Sector 6, Saket,  
New Delhi 110017

#### Contacts

Mobile: +91 9818132524, Tel: +91 (11) 40512000

Email: [ados@svelte.in](mailto:ados@svelte.in)

Website: [www.svelte.in](http://www.svelte.in)

The accommodation will be available from 17<sup>th</sup> July to 28<sup>th</sup> July, 2023. The check-in time is after 2 pm and the check-out time is until 12 noon. If accommodation is required outside these dates, the participants may check that separately with the hotel.

If, due to your flight schedule, you need to check in before 2 pm on 17<sup>th</sup> July, or check-out after 12 noon on 28<sup>th</sup> July, an additional charge may be applied by the hotel. The participants are requested to confirm the availability of the room with the hotel directly. Participants will be assigned to single rooms. Please follow the hotel instructions during your stay. All rooms are air conditioning equipped. The accommodation includes complimentary breakfast and dinner, wi-fi, access to the gymnasium and roof top swimming pool, laundry service for washing and ironing only (4 pieces per day). For recreational activities, the hotel has private access to nearby shopping mall.

## COURSE LANGUAGE

The Programme will be delivered in English. Presentation by the participants will be conducted in English.

## MEALS

The breakfast and dinner shall be served in the hotel at ‘*Classique Bistro*’ restaurant on the 3<sup>rd</sup> floor. The timings are:

Breakfast: 7:00 AM – 10:30 AM

Dinner: 7:30 PM – 10:00 PM

We kindly ask you to inform us beforehand of any food intolerance, allergy, or any other particular necessity relating to your diet.

On training days, lunch will be available at training centre.

### VISA

Participants are responsible for obtaining their own visa. For visa requirements, participants are requested to consult Government of India website <https://indianvisaonline.gov.in/>.

Those holding ordinary passports can apply for e-Conference Visa as well as Conference Visa by visiting the nearest Indian Embassy/High Commission. The list of countries which are eligible for Indian e-visas can be seen on the following link:

<https://indianvisaonline.gov.in/evisa/tvoa.html>

While applying for Conference Visa, applicants will be required to upload political clearance from Ministry of External Affairs and also Ministry of Home Affairs clearance. The same shall be obtained by CBDT. For that, the applicants need to share their details in the following format:

Name	Nationality	Date of Birth	Place of Birth	Passport Details	Credentials/ Role/ Professional Details

The participants are requested to share these details with us latest by 28<sup>th</sup> June, 2023 so as to enable us to coordinate with Ministry of External Affairs and obtain the political clearance required for visa application.

Please note that e-Visas are not available for holders of official/service and diplomatic passports. India has visa waiver agreement with many countries on official and diplomatic passports. The list can be seen on the link [mea.gov.in/bvwa-menu.htm](https://mea.gov.in/bvwa-menu.htm). In case the participant (holding official/service/diplomatic passport) is from a country whose name does figure in the list, then the applicant has to visit the nearest Indian embassy/High Commission or Consulate and get physical Visa.

### MEDICAL INSURANCE

Please ensure you or your administration has an insurance that cover any medical emergency that may occur during your stay in India.

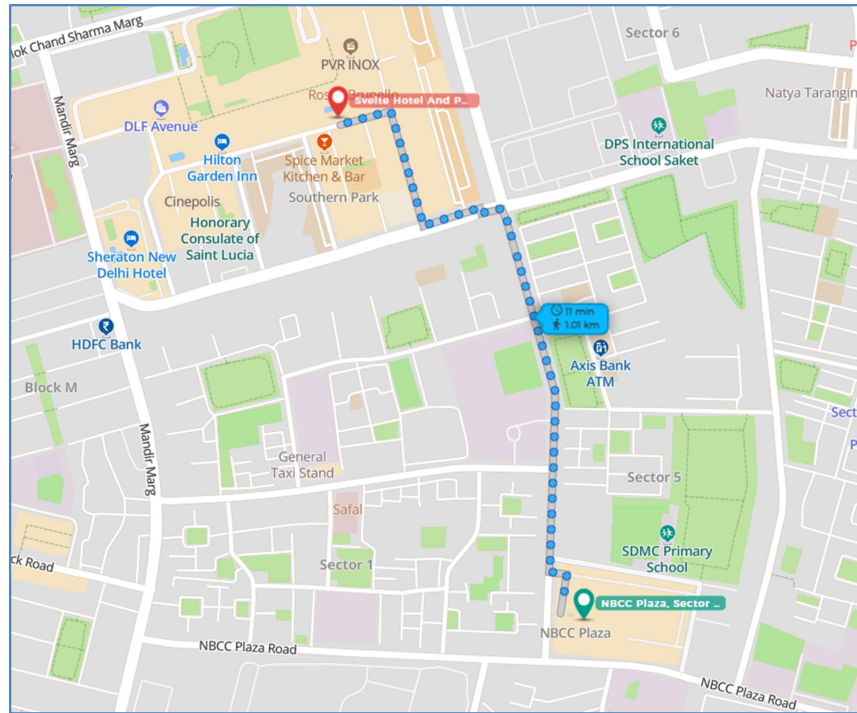
### **SOCIAL EVENTS**

A welcome dinner will be arranged on the first day of the training. Formal attire is required for the welcome dinner.

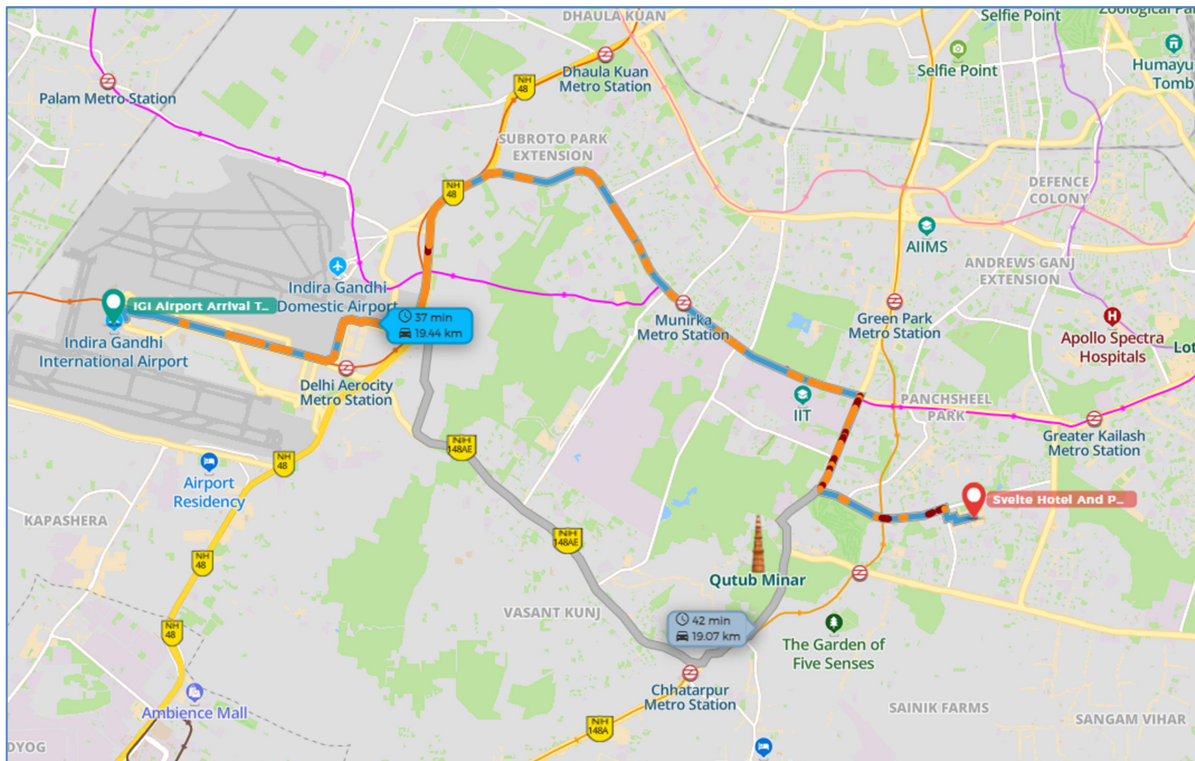
### **VALEDICTION CEREMONY**

The closing ceremony will take place on the last day of the course at 5:30 PM. Participation is mandatory.

## Svelte Hotel to NADT, RC, NBCC Plaza, Saket



## IGI Airport Terminal-3 to Hotel Svelte



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