

INDUCTION TRAINING MODULE
for
TAX ASSISTANTS OF CBIC

Session –I 0930 to1045	Session-II 1100 to 1215	Session-III 1220 to 1330	Session-IV 1430 to 1545	Session-V 1600 to 1715
Tea Break 1045 to1100	Session Break 1215 to 1220	Lunch Break 1330 to1430	Tea Break 1545 to1600	

DAY	SESSION	TOPIC
Day-1 Orientation	Pre-session I	Reporting and Registration Inauguration
	I	<ul style="list-style-type: none"> • Organizational setup of CBIC. • DGHRD and its various wings-HRM-I,HRM-II, I&W and EMC • Function & Responsibilities of various Dept. officers.
	II	<ul style="list-style-type: none"> • Role of the TA’s in the department • Understanding ‘Classification’ of post of Tax Assistant as “General Central Service, Group ‘C’, Non-Gazetted, Ministerial • FR 9(17), Rules 4 and 7 of CCS (CCA) Rules, 1965
	III	<ul style="list-style-type: none"> • Understanding Office Decorum and how to maintain it. • ‘Dress Code’ for office–what is formal for gents and ladies. • Etiquettes- Mobile, Email, Online communication, Dining, Social Gathering, Interpersonal behaviour, Communication in workplace/public place.
	IV	<ul style="list-style-type: none"> • Basic courtesy and mannerisms. • Interaction with the senior officials. • Soft Skills
	V	<ul style="list-style-type: none"> • Importance of working as a team. • Team Building Exercises
	Day-2	I
II and III		Use of computer application –Advanced MS Word Use of computer application –MS Excel
IV		• Use of Computer application –MS Power Point
V		Cyber Security <ul style="list-style-type: none"> • Precautions and safeguards while using social media • Trainees to do the course available on i-GOT E-mail <ul style="list-style-type: none"> • Features of email incl. briefcase, E-mail Policy of GoI - Using only ‘@gov.in’; Prohibition on use of private emails for official work

Day-3 e-Office	I	<ul style="list-style-type: none"> • Introduction to e-Office • Logging into e-Office, Menu Bar • Accops HyID for logging in VPN by using mobile token/ SMS • Parichay Authenticator for logging in Parichay in lieu of SMS • Scanning and diarisation <ul style="list-style-type: none"> ○ Using scanner; Scanning guidelines; Scanning Physical dak/documents; ○ Diarising scanned dak & emails; SOP on dak diarisation ○ Uploading dak one-Office; ○ Send/Send back, Put in a File, Closing/Re-opening File, Copy, Pullback, Pullup, Generating ○ Acknowledgement
	II	<ul style="list-style-type: none"> • Working on eFile <ul style="list-style-type: none"> ○ How to create / edit a file ○ Putting up receipt in file ○ Writing note (green note/yellow note) ○ Flagging (Correspondence/Notes) ○ Attaching and linking a file. ○ How to close/ re-open/ park a file ○ Opening part file
	III	<ul style="list-style-type: none"> • Drafts: <ul style="list-style-type: none"> ○ Introduction to Drafts, ○ Creation of drafts- typing within editor, using template, copying/pasting to editor, Using Hashtags, Typing in Hindi, Using 'Translate' utility ○ Uploading a word document to create draft, and its editing ○ Attachments to drafts, ○ Approval of Drafts
	IV	<ul style="list-style-type: none"> • Signing, Dispatch and Misc. matters <ul style="list-style-type: none"> ○ Signing-DSC, eSign, Ink Sign, ○ Dispatch: By Self and by CRU; Dispatch to e-Office IDs and via email; ○ Tracking file/receipt –Using Movement feature ○ Searching receipt/file-Using Advance Search feature ○ “Pull Up” feature. ○ Sending file & receipt to another department in same/other instance
	V	<ul style="list-style-type: none"> • Various roles in e-Office, • Working as ‘Assistant’ to the officer in e-Office • Role of EMD Manager & redressal of e-Office related grievances
Day-4 Establishment	I	<p>FR and SR-An overview</p> <ul style="list-style-type: none"> • Basic understanding of FR& SR-Part-I • Brief introduction to other parts of FR & SR viz Part II-Travelling Allowances Rules, Part III- CC (Leave) Rules,1972, Part IV- Dearness Allowance, and Dearness Relief Rules, and Part V-HRA
	II	<p>Recruitment</p> <ul style="list-style-type: none"> • Direct Recruitment -SSC, Sports, Compassionate, Surplus, Deputation & Absorption • Probation and Confirmation • Resignation-Technical Resignation, Lien, Resignation before completion of 20 years of service.

	III	General conditions of service <ul style="list-style-type: none"> • Medical Examination • Whole time concept • Lien protection • Pay and allowances • Unauthorized absence • Extension of joining time in service
	IV	Promotion <ul style="list-style-type: none"> • Types of promotions-Regular promotion, in-situ, proforma, ad hoc etc. • Consequential benefit of retrospective promotion • Refusal of promotion DPC General conditions for convening of DPCs <ul style="list-style-type: none"> • Model Calendar for DPC • Recruitment Rules in force at the time of occurrence of vacancy • Integrity Certificate • Zone of Consideration • Character Rolls • Sealed Cover Cases • Review DPC • Preparation of agenda points & record for DPC
	V	- DO -
Day-5 Establishment	I	Seniority <ul style="list-style-type: none"> • Fixing roster/Seniority of a cadre • Handling seniority disputes
	II	Reservation in services: <ul style="list-style-type: none"> • Reservation for SC/ST/OBC, Post-based Reservation Rosters • Reservation for Persons with Disabilities, Reservation for Meritorious Sports persons, Reservation for Ex-Servicemen. Compassionate Appointments • Protection of Rights of SC/ST against anti-reservation judgement
	III	Postings and Transfers: <ul style="list-style-type: none"> • History of Postings; • Preparation of Rosters/Disposition List • ICT
	IV	MACP scheme/ NFG scheme/NFU scheme <ul style="list-style-type: none"> • Understanding the schemes. • Conditions for grant of benefits • Various OMs
	V	Quitting Service-Other than Superannuation: <ul style="list-style-type: none"> • Voluntary Retirement, Premature Retirement, Retirement on Medical Grounds, Missing employees, Absorption in Autonomous Bodies / Public Sector Units etc • On attaining the age of superannuation, FR 56J • Entitlement on dismissal, removal and suspension
	I	Pay and Pay Fixation <ul style="list-style-type: none"> • 7th CPC, Pay Scales, Fixation of Pay, Stepping up, • Increment, Calculation of HRA, TA, DA, etc. • Options for fixation of pay • Due-drawn statement • Illustrative examples of pay fixation. • Sample exercises from Swamy's /DOPT OM
	II	-Do-

Day-6 Pay & Cash	III	<ul style="list-style-type: none"> • Preparation of salary in PFMS Module • EIS • Pay module, GPF and Income Tax module, • PFMS–Payment of Bills processed through EIS • Payment under PFMS-Obligation of GST TDS
	IV	<p>Benefits available to a Government Servant</p> <ul style="list-style-type: none"> • Salary and various allowances - Dress allowance, Transport allowance, Hill allowance, Children’s Education Allowance, Deputation Allowance etc., • Honorarium, Training Allowance, Over Time Allowance, Briefcase Allowance, Reward <p>Advances-Types of Advances: HBA, Computer Advance, Medical Advance</p>
	V	<p>Income Tax</p> <ul style="list-style-type: none"> • Calculation of Income Tax and rebate thereof- New Regime & Old Regime • TDS deduction, • ITR filing/Form16/Form26AS
Day-7 Pay & Cash	I	<p>Filing of returns on behalf of Department</p> <ul style="list-style-type: none"> • Filing of quarterly Income Tax TDS return of 24Q (salaried persons) and 26Q (non-salaried persons) under Income tax Act and maintaining record there of • Filing of monthly GSTR-7 TDS return under GST Act and maintaining register there of
	II	<p>Pension Rules & Retirement Benefits</p> <ul style="list-style-type: none"> • General Conditions • Eligibility • Retirement benefits – Gratuity, DCRG, Commutation of Pension, Compulsory Retirement Pension, Family Pension, Group Insurance, CGHS, Leave encashment, other related matters – Practical exercise in calculation of Pension. • Sankalp-Registration under Sankalp
	III	<p>GPF, NPS and CGEGIS</p> <ul style="list-style-type: none"> • Subscription • Advances • Withdrawals • Finalpayment • DLIS
	IV	<p>Bhavishya Portal</p> <ul style="list-style-type: none"> • Using the portal • Changing the login ID/mobile no. with change of HOO
	V	<p>Receipts and Payment</p> <ul style="list-style-type: none"> • Govt. Accounts, Bills, PAO, Types of Forms, • Audit, Audit techniques. Expenditure Audit-Departmental/By CAG
	I	<p>Joining Time-CCS (Joining Time) Rules, 1979 Leave Rules-CCS(Leave) Rules,1972</p> <ul style="list-style-type: none"> • General Conditions • Various types of leaves • Admissibility of leave • Maintaining record of leave • Communicating leave • Casual Leave (incl. record keeping)
Day-8	II	<ul style="list-style-type: none"> • Travelling Allowances Rules and admissibility • Transfer T.A. and Admissibility

Pay & Cash	III	<ul style="list-style-type: none"> • LTC • Eligibility, • LTC to Home Town; LTC to anywhere in India, • L.T.C. Claims, Forfeiture of claim • Encashment of earned leave during LTC
	IV	CGHS and Medical Attendance Rules,1944 <ul style="list-style-type: none"> • Credit Facilities, Referral System, Emergency Treatment, Medical Allowance for Pensioners, • AMA and Medical Attendance Rules, • Dos &Don'ts for medical claim
	V	-Do-
Day-9 Pay & Cash	I	Service Book –The relevant provisions in rules <ul style="list-style-type: none"> • Entries to be made in service book, and how to make them, • How to maintain service book • Movement of service book • Updating/verification of service book, • Family record/ dependent family members • GPF/NPS/Gratuity Nomination etc. • Entry of other records relating to service matters, • Updating of service book one-HRMS portal. • Demo and practical exercises on Service Book
	II	BUDGET <ul style="list-style-type: none"> • Understanding Function Heads and new Object Heads (capital and revenue expenditure). • Cash & Accounts, • Preparation of Budget Estimates, • Accounts,Compilation, • Consolidated Fund, • Expenditure Control, • Appropriation & Re-appropriation, • Reconciliation and monitoring of Funds, • Maintenance of registers thereof. BEAMS Portal
	III	-Do-
	IV	Welfare <ul style="list-style-type: none"> • Government policies on welfare, Welfare Fund, • Financial Assistance in Death Cases, • Scholarship to meritorious children, • Medical Emergencies, Setting up of Guest Houses, Canteen etc
	V	Rajbhasha - Implementation and legal provisions
Day-10 ADMIN	I	Office Procedures: - with special emphasis on- <ul style="list-style-type: none"> • Noting • Drafting of various types of letters incl. D.O.,O.M., Memo, E.O. etc. Record Management
	II	-Do-
	III	Financial Powers/ Rules <ul style="list-style-type: none"> • Understanding General Financial Rules, 2017 • Understanding Delegation of Financial Power Rules, 1978 • Procedure to be followed for purchase
	IV	-Do-

	V	GeM Procurement of Goods & Services (including tendering through GeM)
Day-11 ADMIN	I	E-Procurement <ul style="list-style-type: none"> • Creation of Bid • Creation of RA Payment Procedure Tendering <ul style="list-style-type: none"> • Procedure to be followed, • Acceptance of quotations
	II	Infrastructure <ul style="list-style-type: none"> • Understanding CBICs' Manual on Infrastructure, 2022 • Purchase of lands and buildings for office and residence • Preparing proposal for construction of office/residences • Hiring of office building • Purchase of buildings from other Govt. departments • Proposal for repair and maintenance of office and residence
	III	Inventory (Stores) Management – Chap7 of GFR, 2017 <ul style="list-style-type: none"> • Relevant provisions of GFR, 2017 • Purchase of stores; • Maintenance of registers of stores- viz GFR 18, 22 and 23 (rule 211) • Annual verification of assets (rules 213 and 215) • Disposal of goods (rule 217-222), • Write off (rule 223).
	IV	Contingent expenditure <ul style="list-style-type: none"> • Recurring, non-recurring, Misc Expenditure, etc.
	V	Government Accommodation <ul style="list-style-type: none"> • General Condition for allotment • Entitlement to residential quarters etc.
Day -12 VIGILANCE	I	Overview of Conduct Rules: <ul style="list-style-type: none"> • Dos/Don't • Transactions in movable/immoveable property • Acceptance of gift/ taking part in politics/ criticism of Government, private trade/employment etc., • Filing of First IPR and annual IPR
	II	<ul style="list-style-type: none"> • Handling of complaints-Anonymous & pseudonymous • CPGRAM • Vigilance Clearance
	III	CCS (CCA) Rules,1965 <ul style="list-style-type: none"> • Disciplinary proceedings • Concept of minor and major penalty
	IV	APAR-Filing and self-appraisal on SPARROW Portal
	V	Dealing with staff representation Handling of CAT/Court Cases; Filing of Replies;
Day-13	I	Gender sensitization -Prevention/Prohibition/ Redressal of Sexual Harassment of Women at Work Place
	II	<ul style="list-style-type: none"> • Time Management • Work-Life Balance
	III	RTI Act, 2005
	IV and V	Evaluation and Assessment

Day-14	Full Day	Extra Day <ul style="list-style-type: none"> • Presentations by the trainees on the given topics, or • ZTIs to plan training session as per their needs
Day-15	I	Brief Introduction and Overview of GST- (On aspects relevant for working as ministerial staff)
	II	Brief Introduction and Overview of Customs (On aspects relevant for working as ministerial staff)
	III	Investment opportunities and financial planning
	IV & V	Feedback, Valediction and Conclusion

***Saturday:** First half/full day, depending upon convenience, may be utilized towards team building exercises to promote esprit de corp. Suggested activities- trek, shramdaan, cultural event, sports event, adventures sports activities, etc.