

Monthly Training Calendar for November 2024 - NACIN, Chennai							
Sl. No.	Subjects covered in the course	Mode	Training dates	Director S/Shri/Smt.	Counsellor S/Shri/Smt.	Coordinator S/Shri/Smt.	Learning Outcomes
1	Induction Course for Inspectors -GST Batch - 17	Offline	29.07.2024 to 07.11.2024 [ongoing]	R. Srivatsan, A.D.	N. Manimaran, AAD	Vikas Gaur, Inspr	Ongoing training
2	Induction Course for Inspectors- Customs Batch II (Preventive Officers) 2024-2025	Offline	05.08.2024 to 08.11.2024 [ongoing]	Sujatha Rao, G.U., A.D.	R.R.Sathyabhama, AAD	Kalakuntla Harshith Kumar, Inspr	Ongoing training
3	Induction Course for Inspectors- Customs Batch III (Examiners) 2024-2025	Offline	05.08.2024 to 08.11.2024 [ongoing]	Ganga Swaminathan, A.D.	S.Gayathri, AAD	Balwant Dan Inspr	Ongoing training
4	Induction for Stenographers grade I and II	Offline	11-11-2024 to 22-11-2024	L.Jayanthi, A.D.	K. Dhakshineswaran, AAD	Jeevitha, Inspr	<p>Technical Skills:</p> <ul style="list-style-type: none"> Execute high-speed dictation and transcription accurately Master office automation software and digital documentation Handle electronic file management systems Operate modern office equipment and communication tools <p>Procedural Knowledge:</p> <ul style="list-style-type: none"> Understand basic GST and Customs procedures and terminology Comprehend office procedures, noting, and drafting Know departmental hierarchy and reporting structures Master filing and record-keeping protocols <p>Administrative Capabilities:</p> <ul style="list-style-type: none"> Manage senior officers' schedules and appointments Handle confidential documents and communications Organize meetings and maintain minutes Process routine office correspondence <p>Soft Skills:</p> <ul style="list-style-type: none"> Display professional etiquette and communication Demonstrate time management and prioritization Show discretion and confidentiality Exhibit multitasking abilities
5	Mandatory training programme for preventive officers / Examiners for promotion to the grade of Superintendents / Appraisers	Offline	11.11.2024 to 22.11.2024	Anuradha Ramesh, AD	Suganya.D AAD	Vikas Gaur, Inspr	<p>Leadership & Management Skills:</p> <ul style="list-style-type: none"> Lead and supervise examination/preventive teams Make independent decisions in complex cases Manage resources and workflow efficiently Handle stakeholder relationships effectively <p>Technical Knowledge Enhancement:</p> <ul style="list-style-type: none"> Master advanced aspects of customs valuation Understand complex classification issues Comprehend risk assessment techniques Know trade facilitation measures and procedures <p>Operational Competencies:</p> <ul style="list-style-type: none"> Execute sophisticated preventive operations Handle complex assessment/examination cases Implement risk management systems Ensure compliance with international standards <p>Administrative Capabilities:</p> <ul style="list-style-type: none"> Monitor performance and mentor subordinates Handle departmental proceedings Manage documentation and reporting Coordinate with other agencies/departments
6	Procurement in GeM and CPPP Portal	Offline	12.11.2024	S.Srikanth, AD	N. Manimaran, AAD	Manyam Murali Shankar, Stenographer	<ul style="list-style-type: none"> *Identify key features and functionalities of the GeM, CPPP portal * How to do the step-by-step process of procurement on GeM, CPPP portal *Procure through different procurement methods available on GeM (e.g., direct purchase, L1 purchase, bid/reverse auction) * Create and publish tender notices on CPPP portal * Verify compliance requirements on both platforms for vendor registration, verification processes
7	Recovery of Arrears and Write Off Proposal	Offline	14.11.2024	R.Srivatsan, AD	N.S.Lokeshwaran, AAD	N.Vijayalakshmi, Stenographer	<ul style="list-style-type: none"> * Know the legal timelines and limitation periods for recovery actions * List the powers and limitations of tax officers in recovery processes * List the step-by-step process of executing recovery actions * Apply various methods of recovery (e.g., attachment of property, garnishee proceedings) * Identify the circumstances under which write offs are considered * Process write offs
8	Induction Course for Inspectors -GST Batch - 18	Offline	18.11.2024 to 21.02.2025	Subramanian. S , AD	Sathyabhama RR	Kalakuntla Harshith Kumar, Inspr	<p>Knowledge based</p> <ul style="list-style-type: none"> Understand GST constitutional framework and legal provisions Master CGST/IGST Act provisions, rules and procedures Comprehend GST registration, returns and payment processes <p>Skill-based:</p> <ul style="list-style-type: none"> Conduct verification of registration applications Process tax returns and identify discrepancies

9	Induction Course for Inspectors -GST Batch - 19	Offline	18.11.2024 to 21.02.2025	Srikanth. S, AD	Subhash Pareek, AAD	Balwant Dan Inspr	<p>Execute preventive operations and intelligence gathering</p> <p>Perform preliminary audit procedures</p> <p>Use GST IT systems effectively</p> <p>Behavioural:</p> <ul style="list-style-type: none"> Display professional integrity and ethical conduct Demonstrate courteous behaviour with taxpayers Show teamwork and collaboration abilities Exhibit analytical thinking and problem-solving skills
10	Scrutiny of GST Returns. Reconciliation of GST Annual Returns with Income Tax returns	online	19.11.2024	Subasankari, DD	N.S.Lokeshwaran, AAD	Manyam Murali Shankar, Stenographer	<ul style="list-style-type: none"> * Identify the purpose and importance of various types of GST returns * List out the statutory provisions for GST return scrutiny * Reconcile Input supplies, ITC with expenses reported in Income Tax Return * Identify the powers and limitations of tax officers in scrutiny processes * Compare turnover reported in GSTR-3B, GSTR-1, and Income Tax Return * Identify reasons for discrepancies (e.g., non-GST supplies, exempt supplies)
11	Drug Law Course Five Day for IOs	Offline	25.11.2024 to 29.11.2024	Ganga Swaminathan, AD	Deenadayalan, AAD	N.Vijayalakshmi, Stenographer	<p>Legal Knowledge:</p> <ul style="list-style-type: none"> Master provisions of NDPS Act and Rules Understand related criminal laws and procedures Comprehend powers and limitations of officers Know evidentiary requirements and procedures <p>Investigation Skills:</p> <ul style="list-style-type: none"> Execute search, seizure, and arrest procedures Handle drug sampling and testing protocols Conduct systematic investigation Prepare water-tight prosecution cases <p>Operational Capabilities:</p> <ul style="list-style-type: none"> Plan and execute drug raids Handle intelligence gathering operations Maintain chain of custody Use modern investigation tools/techniques <p>Inter-agency Coordination:</p> <ul style="list-style-type: none"> Coordinate with forensic laboratories Liaise with prosecution agencies Work with multiple enforcement agencies Handle international cooperation aspects <p>Documentation & Procedures:</p> <ul style="list-style-type: none"> Prepare investigation reports Maintain case records and evidence Handle court procedures Follow prescribed protocols for disposal
12	Training on Baggage scanning and baggage Rules for officers of Customs	Offline	29.11.2024	Sujatha Rao, G.U., A.D.	S.Gayathri, AAD	Jeevitha, Inspr	<ul style="list-style-type: none"> * List out current duty-free allowances for different categories of passengers * List out exemptions for personal effects * Calculate duties on items exceeding allowances * Identify items restrictions, prohibited in passenger baggage * Recognize objects and their X-ray signatures * Identify suspicious items and potential threats

* The Learning Outcomes for each session may be designed by the Course Directors when drawing the detailed session wise schedule and the same be got approved before communicating them to the field formations and faculty.

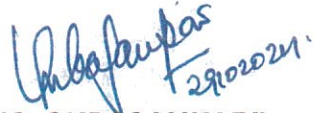
Note dated 29.10.24

Sub: Trainings scheduled in the month of November 2024-Reg.

Kind attention is invited to the Training calendar for the month of November 2024. Due to administrative reasons, the following changes are made to the scheduled trainings at Sl.No. 4,5,7,10,11 & 12 of the training calendar.

Sl. No	Details of the training course	Mode	Training dates	Director S/Shri/Smt	Counsellor S/Shri/Smt.	Coordinator S/Shri/Smt.
4	Induction for Stenographers grade I and II	Offline	11-11-2024 to 22-11-2024	L.Jayanthi, A.D.	N.S.Lokeshwaran, AAD*	Jeevitha, Inspr
5	Mandatory training programme for preventive officers / Examiners for promotion to the grade of Superintendents / Appraisers	Offline	11.11.2024 to 22.11.2024	Subasankari C, DD*	Suganya.D AAD	Vikas Gaur, Inspr
7	Recovery of Arrears and Write Off Proposal under GST	Offline	14.11.2024	R. Srivatsan, AD	S.Gayathri, AAD *	N.Vijayalakshmi, Stenographer
10	Scrutiny of GST Returns. Reconciliation of GST Annual Returns with Income Tax returns	Online	19.11.2024	Subasankari C, DD	K. Dhakshineswaran, AAD*	Manyam Murali Shankar, Stenographer
11	Drug Law Course Five Day for IOs	Offline	25.11.2024 to 29.11.2024	Sujatha Rao G.U., A.D. *	Deenadayalan, AAD	N.Vijayalakshmi, Stenographer
12	Training on Baggage scanning and baggage Rules for officers of Customs	Offline	29.11.2024	Anuradha Ramesh, AD*	N.S.Lokeshwaran, AAD*	Manyam Murali Shankar, Stenographer*

*Substituted names.


(C. SUBASANKARI)
DEPUTY DIRECTOR

To
The officers concerned.