

**NACIN, ZONAL CAMPUS, HYDERABAD**

**ANNUAL TRAINING CALENDAR FOR THE YEAR 2024 - 25**

Sl. No	Name of the Course / Workshop	No. of days per course	2024 - 25		Remarks	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
			No. of courses proposed	Training days													
1	Induction Course for DR Inspectors	14 weeks (6 days a week)	7	588	Subject to availability of eligible officers	As and When required											
2	Induction Course for Promotee Inspectors	8 weeks (6 days a week)	1	48		As and When required											
3	Induction Course for Tax Assistants	10 days	1	10		As and When required											
4	Course for Officers Promoted from Gr 'B' to Gr 'A'	5 days	1	5		As and When required											
5	Mandatory Training to Inspectors for Promotion to the cadre of Superintendent	15 days	5	75		As and When required											
6	Mandatory Training for Executive Assistants for Promotion to post of Administrative Officer	15 days	1	15		As and When required											
7	Induction Course for Stenographers	5 days	1	5		As and When required											
8	Induction Course for Hawaldars	30 days	1	30		As and When required											
9	Mandatory Training to LDCs/H.H/MTS for Promotion to the cadre of Tax Assistant	3 weeks	1	15		As and When required											
10	Induction for MTS	2 weeks	1	10		As and When required											
11	Induction for Executive Assistants	15 days	1	15	As and When required												
12	CBIC GST Back-Office Refresher Training	1 day	4	4			7			18			19				19
13	Course on GST Audit	5 days	4	20			10--14			9--13		18--22				17--21	
14	Course on GST Refunds	1 day	4	4	16				11			22			9		
15	GST Refresher Course on the changes till previous month	1 day	4	4	online		13			20			5			10	
16	Course on issue of Notice/Drafting of SCN, Adjudication procedure and Judicial Procedures in GST including Appeals, coordination with SDRs.	1 day	2	2	offline as well as online				19					12			

Sl. No	Name of the Course / Workshop	No. of days per course	2024 - 25		Remarks	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
			No. of courses proposed	Training days													
17	Course on Enforcement of Indirect Taxes (Intelligence Gathering, Investigation, Search, Seizures and Prosecution )	1 day	2	2	offline as well as online		21								6		
18	Course on Recovery of Arrears / Write offs	1 day	2	2		23						28					
19	Workshop on GST provisions for Real Estate Sector/Works Contract	1 day	2	2	offline as well as online					13							11
20	Course on ITC in GST and its Verification Process	1 day	2	2				19					14				
21	Reading Financial Statements & Cost Accounting	1 day	2	2					16					23			
22	Workshop on Field checking of E-Way Bill (by State GST Officers)	1 day	2	2			27								21		
23	GST Outreach Programme for Trade & Practitioners	1 day	1	1		As and When required											
24	Course on GST Audit master trainers	5 days	1	1		As and When required											
25	Course on TDS and TCS under GST law	1 day	2	2						28						25	
26	Course on Intelligence, Information & Investigation	1 day	1	1							24						
27	Workshop on Project - ADVAIT/BIFA/Database Management	1 day	2	2							20						24
28	Course on Foreign Exchange Management & Prevention of Money Laundering	1 day	1	1		29											
29	Course on Refunds - IGST - Customs	1 day	1	1						9							
30	Refresher Course on Administration / Accounts / Establishment	1 day	1	1		25											
31	Workshop on RTI Act & case laws / developments	1 day	2	2			24				27						
32	Course on Official Language - Hindi	1 day	2	2				25					26				
33	Course on Vigilance Matters including DA cases	1 day	1	1								17					

Sl. No	Name of the Course / Workshop	No. of days per course	2024 - 25		Remarks	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
			No. of courses proposed	Training days													
34	Workshop for IO's/ PO's (Vigilance)	1 day	1	1								25					
35	Workshop on Gender Sensitization / Harassment at work place (POSH)	1 day	2	2									11				28
36	Course on Preventive Vigilance	1 day	1	1								10					
37	Course for Retiring Officers	2 days	2	4				29-- 30						16-- 17			
38	Workshop on Soft Skills & Yoga	1 day	1	1											24		
39	Workshop on Leadership & Motivation	1 day	1	1												13	
40	Course on Personal Financial Planning for CBIC Officers	1 day	1	1											29		
41	Workshop on "NDPS Act, 1985"	1 day	1	1			30										
42	GeM and Tendering	1 day	1	1										18			
43	Digital Forensics and cyber crimes	1 day	1	1				9									
44	Two weeks NCORD (MHA) training to investigating officers of drugs related offences under NDPS Act, 1985 for IOs / SIOs /Inspectors/Sub-Inspect	10 day	1	10							17-30						
45	One-day training for Officials of Civil department/Civil Society Organizations	1	1	1				24									
46	3-days training of Sepoy / Constables / Havalendars for assisting Investigating Officers in Operation & Investigations (Group B & C officers)	3	1	3						19-21							
Total			<b>81</b>	<b>905</b>		<b>4</b>	<b>5</b>	<b>4</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>4</b>