



NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES AND NARCOTICS

ZONAL CAMPUS, CHANDIGARH

ANNUAL TRAINING CALENDAR FOR THE YEAR 2024-25

	Name of the Course	Level of Trainees	Location of Training	No. of Courses during the year	Duration of the Course	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	
(A) INDUCTION TRAINING COURSES																		
1	Induction Training for newly recruited / promoted Inspectors	Newly recruited/promoted Inspectors	OfflineMode	1	14 weeks				24.06.2024 to 27.09.2024									
2	Induction Training for newly recruited / promoted TAs/LDCs	Newly recruited/promoted TAs	OfflineMode	2	3 weeks	01.04.2024 to 12.04.2024	20.05.2024 to 07.06.2024											
3	Induction Training for newly recruited Havalendars	Newly recruited/promoted TAs		0	3 Days													
(B) MANDATORY TRAINING COURSES																		
1	Mandatory Training of Inspectors for promotion to Superintendents	Inspectors		1	3 weeks	22.04.2024 to 10.05.2024												
2	Mandatory Training of Executive Assistant for promotion to Administrative Officer	LDC/EA	OfflineMode	0	3 weeks													
(C) CUSTOMS																		
1	Assessment, Manual EDI & Faceless Assesment on site with Valuation Rules	Gr B	OfflineMode	1	2 day												17-18	
2	Orientation Course on Customs	Gr B	OfflineMode	1	2 days							9-10						
3	Refund and Duty Drawback under Customs	Gr B	OnlineMode	1	1 day									16				
4	Launching of Prosecution and relevant proceedings	Gr A,Gr B(Executive)	OfflineMode	1	1 days									12				
5	Soft skill	Gr A,Gr B(Executive)	OnlineMode	1	1 Day										8			
6	Training to combat illegal trade in wildlife & trophies and protection of flaua & fanna	Gr A,Gr B(Executive)	OfflineMode	1	1 days												10	
(D) GOODS & SERVICE TAX																		
1	GST Audit & Accounting	Gr A and B	OfflineMode	2	3 days							14-16					05-07	
2	GST Refresher Course	Gr. A and B	OfflineMode	2	2 days							3-4			16-17			
3	E-Way Bill Mechanism ; Data Analysis using GST Returns	Gr A and B	OfflineMode	1	1 day									27				

4	Supply in GST : Time, Place & Valuation	Gr. A & B	OnlineMode	2	1 day								17			3		
5	ITC Provisions under GST	Gr. A & B	Offline/ online Mode	2	1 day								18			6		
6	GST on Services Sector	Gr. A & B	OfflineMode	1	2 day									05-06				
7	TRAINING for AUDIT Officers- Financial Accounts & Accounting Tools and HANDS ON BALANCE SHEET AND ACCOUNTS,	Gr. A & B	OfflineMode	1	2 days											23-24		
8	Training in Goods and Services Tax to the Officers of Indirect Taxes Wing of the Indian Audit & Accounts Department	Gr. A & B	OfflineMode	1	5 days	1-5												
9	Training on ADVAIT	Gr. A & B	OnlineMode	1	1 Day													5
(E) GENERAL (TECHNICAL)																		
1	DATA Interrogation techniques using Microsoft Excel	GR A and B	online Mode	1	3 days													19-21
2	GST Prime-NIC Analytical Systems	GR A and B	Offline Mode	1	2 days	29-30												
3	Online training Session for solving doubts and queries of PIMS Managers	First Half of EVERY FIRST TUESDAY OF MONTH	OnlineMode	12	Half Day	2	7	4	2	6	3	1	5	3	7	4	4	
4	Online training Session for solving doubts and queries of PIMS Managers	Second Half of EVERY FIRST TUESDAY OF MONTH	OnlineMode	12	Half Day	2	7	4	2	6	3	1	5	3	7	4	4	
(F) ADMINISTRATION & OTHERS																		
1	Training on POSH	Gr A, B & C	OnlineMode	2	1 day									28			28	
2	Happiness, Health Meditation , Motivation & Balance between Official Work & Personel Life	Gr A, B & C	OfflineMode	1	1 day										19			
4	Right to Information Act	GR A and B	OfflineMode	2	1 day													6
5	Vigilance Matters	GR A and B	OfflineMode	2	1 day								30					18
6	Yoga Workshop	GR A , B and C	OfflineMode	1	1 day			21										
7	Workshop on Planning for Retirement	GR A , B	OfflineMode	1	1 days								24					
8	Training to DDOs/ AOs on TDS under GST and TDS under Income Tax	GR A, B and C	OfflineMode	2	1 day									29				12
9	Workshop for Women Employees on International Women's Days	Gr. A, B and C	OfflineMode	1	1 day													7
10	Rajbhasha, Policy, Act & Rules	Gr. A, B and C	OnlineMode	2	1 Day									20			27	

