

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	April	May	June	July	August	September	October	November	December	January	February	March
			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			
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											

