

I/1831153/2024

NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES AND NARCOTICS, ZONAL CAMPUS, BHOPAL, TRAINING CALENDER FOR THE YEAR 2024-25

S.No.	Name of the Course	Officers Grade	Jurisdiction	Duration (in days)	Course Director ADD/DD/AD	Course Co-ordinator Supdt.	No. of times in the FY	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Frequency	Remarks
								Dates	Dates	Dates	Dates	Dates	Dates	Dates	Dates	Dates	Dates	Dates	Dates		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
1	GST Registraion: Rules & Format	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	thrice a year		6					7				4		3	
2	Valuation in GST: GST Valuation Rules 2017 and Time of Supply	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	twice a year				4						6			2	
3	ITC Eligibility and condition for taking ITC, taking ITC i.r.o.inputs sent for job work, manner of distribution of credit by Input Service Distributor, recovery of credit distributed in excess.	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	twice a year		7					8						2	
4	GST Workshop on GST Returns & updates	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	twice a year					6					7			2	
5	Assessment: Self-assessment, provisional assessment, scrutiny of returns, assessment of non-filers of returns, assessment of unregistered person, summary assessment in certain special cases.	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	twice a year			4						5				2	
6	GST Workshop--Refund, Rebate & Drawback Claims-processing thereof	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	thrice a year			6		8				6				3	
7	Scrutiny of return	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	twice a year				11			14						2	
8	GST Workshop---Meaning and scope of Supply, Time and Valuation of supply of Goods and Services	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	thrice a year		14				5				9			3	
9	GST Workshop--- Handling of cases of vehicles/ Goods intercepted during E-way Bill checks	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	quarterly	12			9				5			6		4	
10	GST Workshop---(1) Inspection Search & Seizure under GST , (2)Preparation for Raids and Role of officers in Enquiry &(3) Drafting of Panchnma and recording of statements	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	thrice a year	15			12						16			3	
11	GST Workshop---(1)Offences and Penalties involved under GST, (2) Drafting of Demand-cum-Show Cause Notices under GST (3) Order in original	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	thrice a year	16							7			11		3	
12	Appeal Mechanism in GST	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	thrice a year							15					4	2	
13	Workshop on Audit under GST	Gr. A, B & C	CG	2	Shivi Sangwan	Shashank Goel	six times a year		17		16		6		11		17		7	6	
14	Basic Customs training		CG		Shivi Sangwan	Shashank Goel	once a year					13								1	
15	Data Handling and Analysis- (a) To identify revenue leakage & abnormal trends in returns, to unearth evasion (b) Making optimum use of data available in AIO	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	once a year						10							1	
16	Understanding/Scrutiny of Financial Statements & Audit Reports	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	thrice a year					20				9				2	
17	Course on collection & recovery	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	quarterly						12						10	2	
18	Course on Cyber Law and Digital evidence	Gr B	CG	1	Shivi Sangwan	Shashank Goel	thrice a year				18		17				21			3	
19	Workshop on Right To Information Act	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	twice a year		21									13		2	
20	Financial Accounting and Tally Accounting	Gr. A ,B & C	CG	3	Shivi Sangwan	Shashank Goel	twice a year			21					14					2	
21	Basic Computer & Microsoft Office	Gr.A,B & C	CG	1	Shivi Sangwan	Shashank Goel	twice a year	18							19					2	

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22	Official Languages	Gr.A,B & C	CG	1	Shivi Sangwan	Shashank Goel	quarterly		28			22			25			14		4
23	Women's Empowerment	Gr.A,B & C	CG	1	Shivi Sangwan	Shashank Goel	twice a year			24					10					2
24	Soft Skills (Wellness/Stress Management/Yoga, etc.)	Gr.A,B & C & Family	CG	1	Shivi Sangwan	Shashank Goel	twice a year	23					18						11	3
25	CCS Leave Rules, CCS Pension Rules	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	quarterly			25		20			16				17	4
26	Workshop for Retiring Officers	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	twice a year					24						17		2
27	Welfare measures like PF, CGEIS, etc. & LTC, CES, TA/DA	Gr. B & C	CG	1	Shivi Sangwan	Shashank Goel	twice a year						22						18	2
28	APAR writing & Pay fixation	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	once a year				19				20					2
29	Noting/Drafting/Record Keeping	Gr. B & C	CG	1	Shivi Sangwan	Shashank Goel	twice a year				23				23					2
30	(1)Vigilance And Inquiry Proceedings & (2) Handling of Complaints	Gr.A, B & C	CG	1	Shivi Sangwan	Shashank Goel	twice a year					27						18		2
31	Workshop on E-office	Gr.A, B & C	CG	1	Shivi Sangwan	Shashank Goel	twice a year				26				26					2
32	Training on ADVAIT (Advanced Analitics in Indirect Taxes) for data mining, predictive analytics, risk scoring etc.	Gr. A, B & C	CG	1	Shivi Sangwan	Shashank Goel	once a year										23			1
33	GST Outreach Program of Other Organization/Departments	Others	CG	1	Ajay Bhatkar	Sanat Kumar Panda	once in a month	Date of the Workshop will be decided after consultation with the school authority/ other stake holders.												12
<b>TOTAL</b>								<b>6</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>7</b>	<b>90</b>