Annual Training Calender NADT, RC, Chandigarh 2023-24

S. No.	Name of the Course	Content of course (Indicative only - may be amended as per requirement)	Duration	No. of days	Target Population	Offline/ Online	Course Name
1	Induction course for newly recruited Inspectors	Induction course for newly recruited Inspectors	10.04.2023 to 04.08.2023	60	ITI	offline	Induction Course
2	Preventive Vigilance and Conduct Rules	Vigilance Manual and Conduct Rules	13.04.2023	0.5	ITO- DCIT	Online	Other Course
3	Exchange of Information	1.Significance 2.Procedure 3.What to ask for 4.How to utilize the information 5.Legal Issues	19.04.2023	0.5	ITO- DCIT	Online	Specialized Course
4	Official Language	As per Rajbhasha guidelines	21.04.2023	0.5	ITO- DCIT	Online	Other Course
5	Computer Training for Inspectors	Microsoft Office and Other softwares	24.04.2023	1	ITI	Online	Other Course
6	Emerging issues in Re-assessment	Discussion on recent changes to the provisions of S. 148 of the Income Tax Act	26.04.2023	0.5	ITO- DCIT	Online	Specialized Course
7	Prevention of procedural lapses in Assessment proceedings	1. Discussion on common errors during assessment. 2.How to avoid such common errors	28.04.2023	0.5	ITO- DCIT	Online	Specialized Course
8	Training on Analysis of Fnancial Statements & Examination of Books of Accounts	1. Understanding Financial statements like Balance sheet, P&L account, Trial balance, Trading A/c, Manufacturing A/c etc. 2. Books of Accounts vs. Final Financial Statements 3. Tally and other softwares 4. Examination of books of accounts during Search and Survey actions	03.05.2023	1	ITI-ITO	Offline	Specialized Course
9	Orientation course for newly promoted PS	1. Equip themselves with present environment of work culture. 2. Communicate effectively. 3. Improving Efficiency of secretarial work through application of IT tools. 4. Behavioral aspects of the program will make them vibrant and energetic. 5. Learn about the various facets of the office management and productivity	08.05.2023 to 12.05.2023	5	PS	Offline and Online.	Oreintation Course
10	Course for officers posted in Faceless Assessment Unit	1. SOPs, Instructions & Circulars issued by the CBDT 2. Changes in IT Act by latest Finance Bill 3. Art of framing of questionnaire 4. Preparation of Income and Loss Determination Proposal. 5. Relevant ITBA module 6. Conducting pertinent enquiries	17.05.2023- 18.05.2023	2	ITO- DCIT	Offline	Specialized Course
11	Insight Portal - various modules for Faceless assessment	Using Insight module for faceless proceedings	18.05.2023	0.5	ITI-ITO	Online	Specialized Course
12	Course on Allied Acts	Aadhar (Targeted delivery of financial and other subsidies, Benefits and servicces) Act, 2016, Banking Regulation Act 1949, Cantonments Act, 2006, Central Excise Act 1944, Chartered Accountants Act 1949, Code of Civil Procedure 1908, Code of Criminal Procedure 1973, Companies Act, 1956 etc.	19.05.2023	1	ITO- DCIT	Online	Specialized Course
13	Preparation of cases for search/survey and handling of STRs and TEPs	1. Identification and preparation of cases for Search and Survey. 2. Open/ Discreet Inquiries in STRs and TEPs 3. Effective and timely dissemination of information 4. Preparation and maintenance of dossiers	23.05.2023	1	ITO- DCIT	Online	Specialized Course
14	ITBA for Faceless Assessment Proceedings	All Modules for Faceless Assessment including for Verification and Review Units	25.05.2023	0.5	ITI	Online	Specialized Course

S. No.	Name of the Course	Content of course (Indicative only - may be amended as per requirement)	Duration	No. of days	Target Population	Offline/ Online	Course Name
15	Course for Inspectors posted in Investigation Wing	1. Preparation of cases for search including discreet enquiries. 2. Coordination before conduct of search and seizure operations. 3. Conduct of search operation (procedure) - timely strike, controlling premise, recording of statements, seizure of books of accounts, money etc, Inventorisation of stock-in -trade, Search of Bank lockers. 4. Work related to Air Intelligence Units (AIUs) 5. Handling of digital evidence and seizure of the data storage devices, Integrity of the retrieved data 6. Post search inquiries and preparation of appraisal report 7. Procedure for Survey under section 133A 8. Preparation of Survey Report. 9. Other day-to-day reporting	25.05.2023-26.05.2023	2	ITI	Offline	Specialized Course
16	Income Computation and Disclosure Standards (ICDS)	1. Overview- ICDS & Accounting Standards 2. Relevant Provisions under Income Tax Act 3. Applicability of ICDS	29.05.2023	1	ITO- DCIT	Online	Specialized Course
17	Refresher course for AOs	As per prescribed syllabus	12.06.2023-16.06.2023	5	Administrative Officers	Online	Refresher Course
18	Session as per Mission Lifestyle for Awareness (LIFE)	Session as per Mission Lifestyle for Awareness (LIFE)	21.06.2023	0.5	DCIT/ITOs	Online	Specialized Course
19	Training on drafting of Remand Report, Scrutiny Reports and Grounds of Appeals	Drafting of Remand Report, Scrutiny Reports and Grounds of Appeals	28.06.2023	1	ITI-ITO	Online	Specialized Course
20	Emerging issues in Investigation	Discussion on new areas of tax evasion and latest methods of investigation.	11.07.2023	1	ITO- DCIT	Online	Specialized Course
21	Exchange of Information	1.Significance 2.Procedure 3.What to ask for 4.How to utilize the information 5.Legal Issues	14.07.2023	0.5	ITO- DCIT	Online	Specialized Course
22	Assessment of Capital Markets		19.07.2023	1	ITO- DCIT	Online	Specialized Course
23	Emergind issues in Reassessment	---	21.07.2023	1	DCIT/ITOs	Offline	All India Course
24	Leadership	1.Who is a leader 2.Born or learnt 3.Essential Qualities 4.Development	27.07.2023	0.5		Online	Other Course
25	Team Building	1.Composition 2.Culture 3.Motivation in team	27.07.2023	0.5	ITO- DCIT	Online	Other Course
26	Gender Sensitization	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place	31.07.2023	0.5	ITO- DCIT	Online	Other Course
27	Disciplinary proceedings- Training of IOs and POs	As per Vigilence Manual	04.08.2023	1	ITO- DCIT		
28	Official Language	As per Rajbhasha guidelines	07.08.2023	0.5	ITO- DCIT	Online	Other Course
29	Important Case laws in favor of Revenue	Discussion on latest case laws related to Income Tax	09.08.2023	0.5	ITO- DCIT	Online	Specialized Course
30	Collection & Recovery of Taxes	Effective ways of Tax recovery and Demand Management	10.08.2023	0.5	ITO- DCIT	Online	Specialized Course
31	e-Office	Implementation of e-office	11.08.2023	0.5	ITI-ITO	Online	Other Course
32	Ethics & Values	1.Meaning of Ethics and Value 2.Role of Morality 3.Relevance in Professional Life 4.How to imbibe	16.08.2023	0.5	ITI-DCIT	Online	Other Course
33	Emerging issues in TDS	Training and feedback on legal, technical aspects also about new functionalities on TRACES to field formations	17.08.2023	0.5	ITO- DCIT	Online	Other Course
34	Course for Audit Charge	1.Checking of Assessment records 2.Audit Instructions 3.ITBA modules	21.08.2023	1	ITI-ITO	Offline	Specialized Course
35	Business Laws	Indian Contracts Act, Competition Act, Companies Act, etc.	22.08.2023	1	DC/AC/ITO/TRO	Online	Specialized Course

S. No.	Name of the Course	Content of course (Indicative only - may be amended as per requirement)	Duration	No. of days	Target Population	Offline/ Online	Course Name
36	Preventive Vigilance and Conduct Rules	Vigilance Manual and Conduct Rules	24.08.2023	0.5	ITO- DCIT	Online	Other Course
37	ITBA for Faceless Assessment Proceedings	All Modules for Faceless Assessment including for Verification and Review Units	25.08.2023	0.5	ITI-ITO	Online	Specialized Course
38	Insight Portal - various modules for Faceless assessment	All Modules for Faceless Assessment including for Verification and Review Units	28.08.2023	0.5	ITI-ITO	Online	Specialized Course
39	Training on Search & Survey Manual and Compendium of Instructions	Search and Survey Manual	29.08.2023	1	ITI-ITO	Offline	Specialized Course
40	NWR Zone mid-term Conference	1.Progress report 2.Way forward 3.New Initiatives	01.09.2023	1	Faculty members of NADT,RC, Chd. And its MSTUs	Offline	Specialized Course
41	Orientation course for newly promoted ITOs *	As per prescribed syllabus	04.09.2023- 02.11.2023	40	newly promoted ITOs	Offline and Online	Oreintation Course
42	Exchange of Information	1.Significance 2.Procedure 3.What to ask for 4.How to utilize the information 5.Legal Issues	03.11.2023	0.5	ITO- DCIT	Online	Specialized Course
43	Refresher course for CsIT (Appeals)	1.Latest Legal developments 2.Sharing of best practices 3.ITBA	06.11.2023- 07.11.2023	2	CsIT Appeals	Offline	Refresher Course
44	Workshop on Noting & Drafting for Staff	Purposes, drafting and maintenance of Noting	08.11.2023	0.5	ITI	Online	Other Course
45	Penalty, Prosecution and Compounding	TDS Penalty and Prosecution provisions	09.11.2023	1	ITO- DCIT	Online	Specialized Course
46	Blockchain technology and Virtual Digital Assets (VDA)	1. Basics of VDA 2. How to unearth VDAs 3. Taxation aspects and legal issues surrounding VDAs 4. Future trends	10.11.2023	1	ITO- DCIT	Offline	All India Course
47	Refresher course for Jt./ Addl. CsIT	1.Emerging areas of economy 2.Sharing of best practices	13.11.2023- 14.11.2023	2	Jt./Addl.	Offline	Refresher Course
48	Litigation and Judicial matters	Drafting para-wise replies to court matters and liasing with Standing Counsel for effective representation	15.11.2023	1	ITO- DCIT	Online	Specialized Course
49	Assessment of Trusts & Charitable organization	1. Definition u/s 2(15) 2. Sec 11, 12A, 12AA, 80G 3. Judicial decision on charitable purpose 4. Religious Trust	16.11.2023- 17.11.2023	2	ITO- DCIT	Offline	Specialized Course
50	Training on PFMS & Bhavishya Portal	1. Recent Developments in PFMS 2. Preparation of pension and retirement related papers	20.11.2023	1	ITO (Hq) & DDO	Online	Specialized Course
51	Gender Sensitization	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place	21.11.2023	0.5	ITO- DCIT	Online	Other Course
52	Economic Offence laws	1. PMLA 2. PBPT Act 3. Companies Act, 2013 4. SEBI (Prohibition of Fraudulent and Unfair Trade Practices relating to Securities Markets) Regulations 5. Serious Fraud Investigation Office (SFIO) and others	23.11.2023- 24.11.2023	2	ITO- DCIT	Online	Specialized Course
53	Black Money Act and Foreign Assets matters	Overview of the Act and provisions	28.11.2023	1	Asstt. - Dy. CIT	Online	Specialized Course
54	Assessment of Agriculture cases	Assessment of Agriculture cases	29.11.2023	1	ITO- DCIT	Online	Specialized Course
55	Assessment of Contractors	Assessment of Contractors	30.11.2023	1	ITO- DCIT	Online	Specialized Course
56	Exchange of Information	1.Significance 2.Procedure 3.What to ask for 4.How to utilize the information 5.Legal Issues	04.12.2023	0.5	ITO- DCIT	Online	Specialized Course
57	Emerging issues on startups and Taxability of E-commerce Transactions	Relevant provisions of the Act and latest issues.	05.12.2023	1	ITO- DCIT	Online	Specialized Course

S. No.	Name of the Course	Content of course (Indicative only - may be amended as per requirement)	Duration	No. of days	Target Population	Offline/ Online	Course Name
58	Official Language	As per Rajbhasha guidelines	06.12.2023	0.5	ITO- DCIT	Online	Other Course
59	Assessment of Real Estate	1.Latest issues 2.Percentage of Completion Method (POCM)	07.12.2023	1	ITO- DCIT	Online	Specialized Course
60	Training on accounts, establishment and procurement through GeM	1. All Aspects of Purchasing through GeM 2. Recent Developments in Accounts & Establishment Matters 3. GFR, Purchase of Goods/ Services, Contract Manager, Expenditure 4. Maintenance of Stock Registger	08.12.2023	1	ITO (Hq) & DDO	Online	Specialized Course
61	International Taxation - Basic Program	Basics of International Taxation	11.12.2023	1	ITO- DCIT	Offline	Specialized Course
62	Assessment of Cooperative Societies	Assessment of Cooperative Societies	12.12.2023	1	ITO- DCIT	Online	Specialized Course
63	Computer Training for Inspectors	Microsoft Office and Other softwares	14.12.2023	1	ITI	Offline	Other Course
64	Safarnama	Sharing of personal anecdotes and experience by eminent guest speakers.	15.12.2023	1	ITO- DCIT	Online/ Offline	Other Course
65	Refresher course for Asstt./Dy. CsIT	1.Emerging areas of economy 2.Sharing of best practices	18.12.2023-19-12-2023	2	Asstt. - Dy. CIT	Offline	Refresher Course
66	Ek Bharat Sreshtha Bharat	Celebration of Ajadi ka Amritkal	21.12.2023	1	ITO- DCIT	Online/ Offline	Specialized Course
67	Tax Payer Services & Grievance Redressal	1. CPGRAMS 2. e-Nivaran 3. PAN module - deletion, activation and transfer and others	27.12.2023	1	ITI	Online	Specialized Course
68	Orientation course for newly promoted ITIs	As per prescribed syllabus	28.12.2023-17.01.2023	15	ITI	Offline and Online	Orientation Course
69	Refresher course for ITOs	As per prescribed syllabus	08.01.2024-12.01.2024	5	ITOs	Online	Refresher Course
70	Team Building	1.Composition 2.Culture 3.Motivation in team	09.01.2024	0.5	ITO- DCIT	Online	Other Course
71	Preparation of cases for Survey and Recovery	1. Enquiry for recovery 2. Recovery Survey 3. Discussion on section 220 to 232 4. Procedure for issue of TRC 5. Procedure for sale of property	10.01.2024	1	ITI-ITO	Offline	Specialized Course
72	Refresher course for ITIs	As per prescribed syllabus	15.01.2024-19.01.2024	5	ITI	Online	Refresher Course
73	Disciplinary proceedings- Training of IOs and POs	as per Vigilance Manual	23.01.2024	0.5	ITO- DCIT	Online	Other Course
74	Gender Sensitization	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place	29.01.2024	0.5	ITO- DCIT	Online	Other Course
75	Ethics & Values	1.Meaning of Ethics and Value 2.Role of Morality 3.Relevance in Professional Life 4.How to imbibe	30.01.2024	0.5	ITI-DCIT	Online	Other Course
76	Transfer Pricing - Basic Program	Basics of Transfer Pricing	31.01.2024	1	ITO- DCIT	Offline	Specialized Course
77	Intelligence gathering using technology and Insight Portal	1. Introduction to various technologies available for intelligence gathering. 2. Using information from Insight portal for intelligence gathering	01.02.2024	1	ITI-ITO	Offline	Specialized Course
78	Infrastructure and Drafting of Budget proposals	Provisions of Infrastructure Manual Drafting of proposals	07.02.2024	0.5	ITO (Hq) & DDO	Online	Other Course
79	Assessment of Large companies	1. Relevant provisioins of Companies Act for Taxation 2. Mergers and amalgamations 3. Common issues for examination and additions made in company cases (Liquidation, Treatment of goodwill, NCLT matters etc) 4. Allowability of deduction under Chapter VIA in Company Cases 5. MAT provisions 6. Verification of provisions of contingent liability	08.02.2024-09.02.2024	2	ITO- DCIT	Online	Specialized Course
80	Leadership	1.Who is a leader 2.Born or learnt 3.Essential Qualities 4.Development	12.02.2024	0.5		Online	Other Course

S. No.	Name of the Course	Content of course (Indicative only - may be amended as per requirement)	Duration	No. of days	Target Population	Offline/ Online	Course Name
81	Public speaking and Outreach	Skills and tools for public speaking	13.02.2024	1		Online	Other Course
82	Goods and Services Tax	1. Overview of the Goods and Services Tax 2. Common Touch Points between Goods & Services Tax and the Income Tax 3. Information Sharing Modes and Methods	15.02.204-16.02.2024	2	ITO- DCIT	Offline	All India Course
83	Orientation course for newly promoted Administrative Officers	As per prescribed syllabus	19.02.2024-01.03.2024	10	Administrative Officers	Offline and Online.	Oreintation Course
84	Functions of Headquarters	Budgeting, Records, Infra, Office Procedures, latest issues	04.03.2024	1	ITI-ITO	Offline	Specialized Course
85	Discussion on latest important judgements of the SC and HCs	1. Relevant case laws & landmark Judgements. 2. Discussion on judgments and their applicability. 3. Substantial question of law. 4. Common discussion on judgments in other cases and their implications on assessment work	06.03.2024	1	ITO- DCIT	Online	Specialized Course
86	e-Office	Implementation of e-office	08.03.2024	0.5		Online	Other Course
87	Collection & Recovery of Taxes	Effective ways of Tax recovery and Demand Management	12.03.2024	0.5	ITO- DCIT	Online	Specialized Course
88	Safarnama	Sharing of personal anecdotes and experience by eminent guest speakers.	14.03.2024	1	ITO- DCIT	Online/ Offline	Other Course
89	Refresher course for PS	1. Equip themselves with present environment of work culture. 2. Communicate effectively. 3. Improving Efficiency of secretarial work through application of IT tools.	18.03.2024-19.03.2024	2	PS	Online	Refresher Course
90	Emerging issues in TDS	Training and feedback on legal, technical aspects also about new functionalities on TRACES to field formations	20.03.2024	1	ITO- DCIT	Online	Specialized Course
91	Important Case laws in favor of Revenue	Discussion on latest case laws in favor of revenue for assessing officers.	21.03.2024	0.5	ITO- DCIT	Online	Specialized Course
92	Official Language	As per Rajbhasha guidelines	21.03.2024	0.5	ITO- DCIT	Online	Other Course
93	NWR Zone annual Conference	Review of annual progress	22.03.2024	1	Faculty members of NADT,RC, Chd. And its MSTUs	Offline	Specialized Course
			Total	**222**			

NOTES:

Training for SC/ST Candidates for departmental exam : To be conducted online as per departmental exam notification

Training of Trainers : As per agreement with NITTTR, Chandigarh

Offline and online courses : The portions of offline and online may be decided by the Course Team

Indicative course content : The actual course content may be decided by the Course Team

Ek Bharat Sreshtha Bharat : This course can be a 'Doorstep' course to be decided by the course team