

## Proposed Annual Training Calender -2021-22

National Academy of Customs, Excise & Narcotics (WR), Mumbai-400 042.

Training Calendar for Year **April 2021-March 2022. (FIXED COURSE)**

Sr. No.	Name of the Course		Duration	Apr.,21	May,21	June, 21	July, 21	Aug.,21	Sept, 21	Oct.,21	Nov.,21	Dec.,21	Jan.,22	Feb, 22	Mar.22	No. of times in the FY
				Dates	Dates	Dates	Dates	Dates	Dates	Dates	Dates	Dates	Dates	Date	Date	
1	Administration & Establishment	Gr. A & B	1 day			25						14				2
2	MS Office Excel	Gr. A, B & C	2 days				26-27						11-12			2
3	Course For Retiring Officers	Gr. A, B & C	3 days			22-24		04-06			24-26			7-9		4
4	Course On Allied Acts For Customs	Gr. A, B & C	1 day			09				05						2
5	Dispute Settlement/ Litigation Process	Gr.A,B & C	2 days						14-15							1
6	Drugs Law Enforcement	Gr. A, B & C	4 days			22-25					08-11					2
7	Departmental Facilities For Staff	Gr. A, B & C	1 day					24								1
8	Export Promotion Schemes/Export Frauds	Gr. B (G & NG)	2 days				13-14						17-18			2
9	Financial Investigation related to Import & Export( FEMA 1999 & Prevention of Money Laundering Act 2002	Gr. B (G & NG)	2 days				19-20									1
10	Infrastructure Development	Gr. A & B	1 day						22							1
11	IPR, Counterfeit & Piracy	Gr. A, B, C	1 day									17				1
12	Financial Accounting /Advanced Excel/ Tally	Gr. A, B & C	5 days			14-18					08-12					2

13	Official Language ( Rajbhasha )	Gr. B & C	3 days		04-06						01-03				2
14	Audit in Customs	Gr. B	2 days					10-11					03-04		2
15	Audit in GST	Gr.A & B	2 days					17-18						15-16	2
16	Recovery Of Arrears & Write Off	Gr. A, B & C	1 day		11					09					2
17	Refunds & Drawback	Gr. B & C	1 day				16								1
18	Right To Information Act, 2005	Gr. A, B & C	1 day			08					07				2
19	Sevottam	Gr. A & B	1 day							26					1
20	Strengthening Of Wild Life Law Enforcement	Gr. A, B & C	1 day					14						11	2
21	Wellness/ Stress Management/ Yoga	Gr. A, B, C & Fly Members	3 days				27-29		12-14				18-20		3
22	Vigilance and Inquiry Proceedings	Gr. A, B & C	2 days			02-03									1
23	Free Trade Agreements, its misuse and Redressal mechanism	Gr A & B	2 days							23-24					1
24	Prosecution/Compoun ding of Offences	Gr A & B	1 day		12				13						2
25	Women's Empowerment	Gr. A,B & C	2 days					12-13			02-03				2



39	Sensitization of officers to the cause of SC/ST officers in CBIC	Gr.A & B	1 day				30							22		2
40	GST refresher Training	Gr.A & B	5 days		24-28 & 31					25-29						2
41	Refund in GST	Gr.A & B	1 day		13									25		2
42	Impact of GST in Customs-Import & Export	Gr.A & B	1 day						21						01	2
43	Classification of Goods & services in GST	Gr.A & B	1 day							14						1
44	ITC in GST	Gr.A & B	1 day			04										1
45	Sea patrolling, Rummaging of ships, Dock operations and coordination with Coast Guard/Navy		3 days				28-30									1
46	Anti - Smuggling: Surveillance, Intelligence gathering, Cargo/Passenger Profiling, Baggage Scanning		2 days								17-18					1
47	Risk Management/iHast/Tarrant Customs		1 day		06					26						2

48	Food import clearance to departmental officers of field formations in coordination with FSSAI. (Training of Trainers (TOT) for Authorized Officers for clearance of Food Consignments at Locations where FSSAI has provided delegation )		1 day							11					04	2
49	Behavioural Training		1	21	18	21	21	23	17	18	17	22	25	28	22	12
<b>TOTAL</b>				<b>4</b>	<b>18</b>	<b>31</b>	<b>15</b>	<b>15</b>	<b>9</b>	<b>15</b>	<b>19</b>	<b>15</b>	<b>11</b>	<b>19</b>	<b>7</b>	<b>178</b>





<b>(D) GOODS &amp; SERVICE TAX</b>																
1	GST Audit & Accounting	Gr. A and B	Online Mode	5	5 days		10-15	07-11	26-30				08-12		17-21	
2	GST Refresher Course	Gr. A and B	Online Mode	7	2 days	19-20		03-04	14-16	09-10		21-22		13-14		07-08
3	E-Way Bill Mechanism ; Data Analysis using GST Returns	Gr. A and B	Online Mode	2	1 day	23						18		27		
4	Training on Search, Seizure & Arrest under GST and Fake Invoices	Gr. A & B	Online Mode	2	3 days					26-27						17-18
5	Compliance Management under GST (assessment & audit)	Gr. A & B	Online Mode	2	3 days						06-08					02-04
6	Supply in GST : Time, Place & Valuation	Gr. A & B	Online Mode	3	1 day					5	15					23
7	ITC Provisions under GST	Gr. A & B	Online Mode	3	1 day		12					08				03
<b>(E) GENERAL (TECHNICAL)</b>																
1	DATA Interrogation techniques using Microsoft Excel	Gr. A and B	Online Mode	1	3 days					16-18						
2	Financial Accounts & Accounting Tools for GST Audit	Gr. A & B	Online Mode	2	2 days							04-05		06-07		





	No. of course	No. of days	Remarks
April	5	7	
May	4	8	
June	5	10	
July	2	7	
Aug	5	11	
Sep	4	6	
Oct	5	7	
Nov	4	8	
Dec	4	6	
Jan	3	8	
Feb	4	7	
March	3	6	
Total	48	91	
Induction training courses	1	70	
Mandatory Training Courses	1	15	
Grand total	50	176	

**ANNUAL TRAINING CALENDER FOR THE YEAR 2021-22 - NACIN, BENGALURU**

SL. NO.	Name of the course 2021-22	Duration of the course (No. of working days)	April	May	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
<b>I. MANDATORY TRAININGS FOR OFFICERS</b>														
1	MANDATORY TRAININGS FOR OFFICERS TO BE PROMOTED FROM THE GRADE OF INSPECTOR TO SUPERINTENDENT	2 WEEK (10 DAYS)						13-24						
2	MANDATORY TRAINING FOR OFFICERS TO BE PROMOTED TO THE GRADE OF ADMINISTRATIVE OFFICERS	2 WEEK (10 DAYS)								22-30	1-3			
3	INDUCTION COURSE FOR TAX ASSISTANTS	3 WEEK (15 DAYS)		3-21										
4	INDUCTION COURSE FOR INSPECTORS	12 WEEKS (60 DAYS)			2-30	1-31	1-31	1-9						
5	COURSE ON OFFICIAL LANGUAGE	1			15			15			15		15	
6	COURSE ON VERNACULAR LANGUAGE	15 DAYS (1 SESSION/ DAY)		10-28						8-26				
<b>II. GST / CUSTOMS TRAINING FOR OFFICERS</b>														
7	CAPACITY BUILDING ON GST	0.5		19		14		15		10		12		10
8	TRAINING COURSE ON ACCOUNTANCY AND AUDIT FOR OFFICERS POSTED TO GST AUDIT COMMISSIONERATES	4 WEEK (20 DAYS)				5-30								
9	CUSTOMS TRAINING FOR AIRPORT OFFICERS ( JUST IN TIME)	3 DAYS			21-23									
10	REFRESHER COURSE ON CUSTOMS FOR OFFICERS TRANSFERRED FROM GST TO CUSTOMS ( JUST IN TIME )	1 WEEK (5 DAYS)				12-16								
11	REFRESHER COURSE ON GST FOR OFFICERS TRANSFERRED FROM CUSTOMS TO GST (	1 WEEK (5 DAYS)					9-13							
12	CAPACITY BUILDING FOR GST AUDIT OFFICERS	0.5	27		29		27		28		29		25	
13	TRAINING ON WILDLIFE CONSERVATION	1									16			
14	COURSE ON GREEN CUSTOMS	1							7					
15	NEED BASED TRAINING IN CONSULTATION WITH ZONE	1		18			18			18			18	
<b>III. TRAINING ON GST AND CUSTOMS FOR TRADE AND STAKE HOLDERS</b>														
16	GST REFRESEHER COURSE FOR MSMEs	1								10			24	
17	TRAINING FOR CUSTOMS BROKERS	2									22-23			15-16



**NACIN ZONAL CAMPUS PATNA**  
**Annual Training Calendar 2021-22**

Sl No.	Name of the Training	Month	Level of participants	Duration of Training	No. of Courses per year	Total training days	April	May	June	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH
1	NDPS Act(search, Seizure, Investigation & Drawl of sample	June, Oct,	Group B Gazetted & Non Gazetted	2	2	4			2 & 3				4 & 5					
2	Mandatory training of Inspectors for promotion to the grade of Supdt.	April	Group B Non Gazetted	3 Weeks	1	15	12 April to 3rd may											
3	Mandatory training of E.A for promotion to the grade of A.O	Nov	Group B Non Gazetted	To be decided														
4	Inspection, Search, Seizure & Arrest with dummy Exercise under Customs Act,1962	July, Nov	Group B Gazetted & Non Gazetted	1	2	2				2				5				
5	Vigilance procedure & disposal of disciplinary Cases	July, Jan	Group A & B	2	2	4				22 & 23						6 & 7		
6	Money laundering & FEMA Act	April, Jan	Group B Gazetted & Non Gazetted	1	2	2	9									10		
7	Induction course for Newly recruited/Promoted Inspector	May	Group B Non Gazetted	To be decided	1			3 months (As per schedule)										
8	Adjudication, Revision & appeal Procedure along with SOP for litigation management	Aug, Feb	Group B Gazetted & Non Gazetted	2	3	6					2 & 3						3 & 4	
9	RTI Act' 2005 & Related cases	Oct, Jan	Group B Gazetted & Non Gazetted	1	2	2							8			13		
10	Inspection search seizure & Demand & recovery under GST	June, Oct, Feb	Group B Gazetted & Non Gazetted	2	3	6			8 & 9				21 & 22				8 & 9	
11	Meaning & scope of Supply, Time & Valuation of supply of Goods and services	Aug, Dec	Group B Gazetted & Non Gazetted	2	3	6					9 & 10				2 & 3			



**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES AND NARCOTICS, ZONAL CAMPUS, BHOPAL, TRAINING CALENDER FOR THE YEAR 2021-22**

S.No.	Name of the Course	Officers Grade	Jurisdiction	Duration (in days)	Course Director	Course Co-ordinator	No.of times in the FY	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
					ADD/DD/AD	Supdt.		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	Cyber Laws & Handling of Digital Evidence	For Gr.A officers across the country	All India	2	MKY	Harsh Pandey	twice a year				22-23							01-02	
2	International & Cross Border Taxation	For Gr.A officers across the country	All India	1	MKY	Harsh Pandey	twice a year						23				21		
3	Intellectual Property Rights	Gr. A, B & C	MP & CG	1	MKY	Harsh Pandey	once a year				1								
4	Orientation from enforcement towards Facilitation & Trade Facilitation Agreement	Gr.A,B & C	MP & CG	1	MKY	Harsh Pandey	twice a year		4							2			
5	GST Workshop on GST Returns & updates	Gr. A, B & C	MP	1	MKY	Harsh Pandey	quarterly		11		6			1			4		
6	GST Workshop--Refund, Rebate & Drawback Claims-processing thereof	Gr. A, B & C	MP	1	MKY	Harsh Pandey	thrice a year	16						5		7			
7	GST Workshop---Meaning and scope of Supply, Time and Valuation of supply of Goods and Services	Gr. A, B & C	MP	1	MKY	Harsh Pandey	thrice a year					5			9				3
8	GST Workshop--- Handling of cases of vehicles/ Goods intercepted during E-way Bill checks	Gr. A, B & C	MP	1	MKY	Harsh Pandey	quarterly		6			10				9			8
9	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	MP	1	MKY	Harsh Pandey	quarterly		13		8				11			7	
10	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	MP	1	MKY	Harsh Pandey	quarterly		18			12				14			10
11	Appeal Mechanism in GST	Gr. A, B & C	MP	1	MKY	Harsh Pandey	thrice a year				13				16			10	
12	Workshop on Audit under GST	Gr. A, B & C	MP	2	MKY	Harsh Pandey	six times a year	28-29		08-09		25-26		26-27		16-17		08-09	
13	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	MP	1	MKY	Harsh Pandey	thrice a year			3		17			18				
14	<b>CBIC GST Backend Refresher Training</b>	<b>Gr. A, B &amp; C</b>	MP	2	<b>Will be organised when offline classes are restarted.</b>														
15	GST Outreach Program of Other Organization/Departments	Others	MP	1	Lokesh Lilhare	RL Meena	once in a month												
16	Understanding/Scrutiny of Financial Statements & Audit Reports	Gr. A, B & C	MP	1	MKY	Harsh Pandey	thrice a year	12				20			23				
17	Course on collection & recovery	Gr. A, B & C	MP	1	MKY	Harsh Pandey	quarterly		25				7			23			17

18	Course on Cyber Law and Digital evidence	Gr B	MP	1	MKY	Harsh Pandey	thrice a year				15			21			11		
19	Induction Course for Inspector	Gr.B	MP & CG	70	IJB	RL Meena	once a year	05.04.2021 to 09.07.2021											
20	Induction Course for Tax Assistant	Gr. C	MP & CG	10	IJB	RL Meena	once a year						13-24						
21	Mandatory Training for Inspectors for promotion to the grade of Superintendent	Gr.B	MP & CG	15	IJB	RL Meena	once a year												
22	Mandatory Training for Executive Assistant for promotion to the grade of Administrative Officer	Gr.B	Bhopal	15	IJB	RL Meena	once a year										03-21		
23	Training for newly promoted Gr. A officers	Gr. A	Bhopal	5	Lokesh Lilhare	RL Meena	once a year					23-27							
24	Mid Career Training Programme for officers of Gr.B (MCTP)	Gr. B	MP & CG	5	MKY	Harsh Pandey	once a year						13-17						
25	Workshop on Right To Information Act	Gr. A, B & C	MP	1	MKY	Harsh Pandey	twice a year					24				15			
26	Financial Accounting and Tally Accounting	Gr. A, B & C	MP	3	MKY	Harsh Pandey	twice a year				27-29								14-16
27	Basic Computer & Microsoft Office	Gr.A,B & C	MP	1	MKY	Harsh Pandey	twice a year					27							22
28	Official Languages	Gr.A,B & C	MP	1	MKY	Harsh Pandey	quarterly			15			28		29			13	
29	Women's Empowerment	Gr.A,B & C	MP	1	MKY	Harsh Pandey	twice a year						9			21			
30	Soft Skills (Wellness/Stress Management/Yoga, etc.)	Gr.A,B & C & Family	MP	1	MKY	Harsh Pandey	twice a year						1						24
31	CCS Leave Rules, CCS Pension Rules	Gr. A, B & C	MP	1	MKY	Harsh Pandey	quarterly		5			11			30				28
32	GFR, GeM & PFMS	Gr. A, B & C	MP	1	Lokesh Lilhare	Harsh Pandey	quarterly		27				21			28			29
33	Workshop for Retiring Officers	Gr. A, B & C	MP	1	MKY	Harsh Pandey	twice a year					31						18	
34	Welfare measures like PF, CGEIS, etc. & LTC, CES, TA/DA	Gr. B & C	MP	1	MKY	Harsh Pandey	twice a year		19					12					
35	APAR writing & Pay fixation	Gr. A, B & C	MP	1	Lokesh Lilhare	Harsh Pandey	once a year		31										
36	Noting/Drafting/Record Keeping	Gr. B & C	MP	1	Lokesh Lilhare	Harsh Pandey	twice a year	9						12					
37	(1)Vigilance And Inquiry Proceedings & (2) Handling of Complaints	Gr.A, B & C	MP	1	MKY	Harsh Pandey	twice a year			22								20	
38	Workshop on E-office	Gr.A, B & C	MP	1	MKY	Harsh Pandey	twice a year			1				28					
39	Cultivation of Opium , Enforcement work under NDPS Act, 1985	Gr.A, B & C	All India	1	MKY	Harsh Pandey	twice a year			24				14					
40	Mandatory Training for Sub-Inspectors, CBN for promotion to the grade of Inspectors, CBN	Gr. B	All India	15	MKY	Harsh Pandey	once a year	As per the availability of CBN officers											
41	Mandatory Training for UDC, CBN for promotion to the grade of Deputy Office Superintendent, CBN	Gr. C	All India	10	MKY	Harsh Pandey	once a year	As per the availability of CBN officers											
42	Training on ADVAIT (Advanced Analytics in Indirect Taxes) for data mining, predictive analytics, risk scoring etc.	Gr. A, B & C	MP & CG	1	MKY	Harsh Pandey	quarterly	6		17			3			30			
							Trainings per month	7	12	8	9	11	9	8	9	10	7	9	6



I/153852/2021

Training Calendar for FY 2021-22 in respect of NACIN, ZONAL CAMPUS, BHUBANESWAR								
Sl. No.	NAME OF THE COURSE	Duration of Training Days	DATE OF TRAINING COURSE		LEVEL OF PARTICIPATION			
			From	To	A	B	C	Others
1	Training on Input Tax Credit	1 Day	07.04.2021	07.04.2021	YES	YES	YES	NO
2	Training on GeM	1 Day	08.04.2021	08.04.2021	YES	YES	YES	NO
3	Training on GST Refund	1 Day	09.04.2021	09.04.2021	YES	YES	YES	NO
4	Mandatory Training of Inspectors for Promotion to the Grade of Superintendent	15 Day	12.04.2021	03.05.2021	NO	YES	NO	NO
5	Training on Processing of APAR in SPARROW	1 Day	27.04.2021	27.04.2021	YES	YES	YES	NO
6	Training on Budget Estimation, Allocation & Monitoring System(BEAM)	2 Day	04.05.2021	05.05.2021	YES	YES	YES	NO
7	Training on Budget/Revised Budget	1 Day	06.05.2021	06.05.2021	YES	YES	YES	NO
8	Training on Documentation of Goods(Import and Export) and Indian Customs EDI System	1 Day	07.05.2021	07.05.2021	YES	YES	YES	NO
9	Training on Anti Evasion	1 Day	10.05.2021	10.05.2021	YES	YES	YES	NO
10	Training on Bhabisya	1 Day	11.05.2021	11.05.2021	YES	YES	YES	NO

I/153852/2021

11	Training on Processing of APAR in SPARROW	1 Day	12.05.2021	12.05.2021	YES	YES	YES	NO
12	Advance Ruling in GST	1 Day	13.05.2021	13.05.2021	YES	YES	YES	NO
13	Refresher course for Superintendent of CGST & Central Excise	5 Day	17.05.2021	21.05.2021	NO	YES	NO	NO
14	Training on Role and Responsibility of the Inquiry Officer (IO)/ Presenting Officer(PO)	1 Day	24.05.2021	24.05.2021	YES	YES	YES	NO
15	Training on GeM	1 Day	25.05.2021	25.05.2021	YES	YES	YES	NO
16	Training on IGST Refunds, Export Assessment and Valuation Rules for Gr-A Officers	2 Day	27.05.2021	28.05.2021	YES	NO	NO	NO
17	Training on Customs valuation	1 Day	31.05.2021	31.05.2021	YES	YES	NO	NO
18	Implementation of Official Language & Functional Hindi	1 Day	01.06.2021	01.06.2021	YES	YES	YES	NO
19	Implementation of Official Language & Functional Hindi	1 Day	02.06.2021	02.06.2021	YES	YES	YES	NO
20	All India Training on GeM	2 Day	03.06.2021	04.06.2021	YES	YES	YES	NO
21	Induction Training for Inspectors	40 Day	07.06.2021	03.08.2021	NO	YES	NO	NO
22	Auditing procedure under GST.	1 Day	08.06.2021	08.06.2021	YES	YES	YES	NO
23	Training on E-Office	1 Day	09.06.2021	09.06.2021	YES	YES	YES	NO
24	Demand and recovery	1 Day	10.06.2021	10.06.2021	YES	YES	YES	NO
25	Training on Financial Planning and Health Issues for Retiring Officers	1 Day	11.06.2021	11.06.2021	YES	YES	YES	NO
26	Induction Training for Tax Assistant	10 Day	14.06.2021	25.06.2021	NO	NO	YES	NO

I/153852/2021

27	Training on Career Planing for Students of Educational Institution of Odisha and Family Members of Departmental Officers	1 Day	12.06.2021	12.06.2021	YES	YES	YES	YES
28	Training on "Yoga for Health" During International Yoga Day	1 Day	21.06.2021	21.06.2021	YES	YES	YES	YES
29	Training on CCS(Conduct) Rules	1 Day	28.06.2021	28.06.2021	YES	YES	YES	NO
30	Training on Advance Excel	2 Days	29.06.2021	30.06.2021	YES	YES	YES	NO
31	Workshop on Vigilance Matter	1 Day	01.07.2021	01.07.2021	YES	YES	YES	NO
32	Training on Litigation Management	1 Day	02.07.2021	02.07.2021	YES	YES	YES	NO
33	Trainig on Pay Fixation	1 Day	05.07.2021	05.07.2021	YES	YES	YES	NO
34	Training on Financial Accounting	3 Days	06.07.2021	08.07.2021	YES	YES	NO	NO
35	Training Fake Indian Currency Notes	1 Day	09.07.2021	09.07.2021	YES	YES	YES	NO
36	Training on Place of Supply and Time of Supply	1 Day	13.07.2021	13.07.2021	YES	YES	YES	NO
37	Recovery of arrears under Indirect Tax.	1 Day	14.07.2021	14.07.2021	YES	YES	YES	NO
38	Training on Sea Cargo Menifest and Transhipment Regulations(SCMTR)	1 Day	15.07.2021	15.07.2021	YES	YES	NO	NO
39	Training on Faceless Assessment	1 Day	16.07.2021	16.07.2021	YES	YES	NO	NO
40	Fresh Look at Attitudinal Behaviour towards Tax Payer	1 Day	19.07.2021	19.07.2021	YES	YES	YES	NO
41	Training on ITC and its effect on Construction Sector	1 Day	20.07.2021	20.07.2021	YES	YES	YES	NO
42	Training on Gender Sensitization	1 Day	22.07.2021	22.07.2021	YES	YES	YES	NO
43	Training on Budget/Revised Budget	1 Day	23.07.2021	23.07.2021	YES	YES	YES	NO
44	Training on Composition Scheme	1 Day	26.07.2021	26.07.2021	YES	YES	YES	NO
45	Training on GST Updates	1 Day	27.07.2021	27.07.2021	YES	YES	YES	NO
46	Training on GST Registration	1 Day	28.07.2021	28.07.2021	YES	YES	YES	NO

I/153852/2021

47	Training on Overview of GST, 2017	1 Day	29.07.2021	29.07.2021	YES	YES	YES	NO
48	Training on Advance Passenger Information System(APIS)	1 Day	30.07.2021	30.07.2021	YES	YES	YES	NO
49	Training on GST Backend	5 Day	02.08.2021	06.08.2021	YES	YES	YES	NO
50	Training on Pension Related Matters	1 Day	09.08.2021	09.08.2021	YES	YES	YES	NO
51	TDS and TCS Mechanism in GST	1 Day	10.08.2021	10.08.2021	YES	YES	YES	NO
52	E-Way Bill	1 Day	11.08.2021	11.08.2021	YES	YES	YES	NO
53	Training on Search Seizure and Arrest	1 Day	12.08.2021	12.08.2021	YES	YES	YES	NO
54	Training on Drafting of Show Cause Notice and Demands	1 Day	16.08.2021	16.08.2021	YES	YES	YES	NO
55	Training on GST Case Law	1 Day	17.08.2021	17.08.2021	YES	YES	YES	NO
56	Training on Valuation in GST	1 Day	18.08.2021	18.08.2021	YES	YES	YES	NO
57	Training on ITC and its effect on Construction Sector	1 Day	20.08.2021	20.08.2021	YES	YES	YES	NO
58	Training for SGST Officer on GST Audit and different topics of GST	5 Day	23.08.2021	27.08.2021	YES	YES	YES	NO
59	All India Training on GeM	2 Day	30.08.2021	31.08.2021	YES	YES	YES	NO
60	Implementation of Official Language & Functional Hindi	1 Day	01.09.2021	01.09.2021	YES	YES	YES	NO
61	Training on RTI Act, 2005	1 Day	02.09.2021	02.09.2021	YES	YES	YES	NO
62	Training on TA/LTC/Medicle Bill	1 Day	03.09.2021	03.09.2021	YES	YES	YES	NO
63	Training on Adjudications and Appeals in GST and Central Excise	1 Day	06.09.2021	06.09.2021	YES	YES	YES	NO
64	Training on Foreign Trade Policy and Export Promotion Scheme	1 Day	07.09.2021	07.09.2021	YES	YES	YES	NO
65	Training on GST Return	1 Day	08.09.2021	08.09.2021	YES	YES	YES	NO
66	Training on CGHS	1 Day	09.09.2021	09.09.2021	YES	YES	YES	NO
67	Training on Vigilance	1 Day	10.09.2021	10.09.2021	YES	YES	YES	NO

I/153852/2021

68	Training on Career Planing for Students of Educational Institution of Odisha and Family Members of Departmental Officers	1 Day	11.09.2021	11.09.2021	YES	YES	YES	YES
69	Training on Green Customs and Intellectual Property Rights	1 Day	14.09.2021	14.09.2021	YES	YES	YES	YES
70	Training on Budget Estimation, Allocation & Monitoring System(BEAM)	2 Day	15.09.2021	16.09.2021	YES	YES	YES	NO
71	Training on GeM	1 Day	17.09.2021	17.09.2021	YES	YES	YES	NO
72	Refresher course for Superintendent of CGST & Central Excise	1 Day	20.09.2021	24.09.2021	YES	YES	YES	NO
73	Training on Bhabisya	1 Day	27.09.2021	27.09.2021	YES	YES	YES	NO
74	Training on Documentation of Goods(Import and Export) and Indian Customs EDI System	1 Day	28.09.2021	28.09.2021	YES	YES	YES	NO
75	Fresh Look at Attitudinal Behaviour towards Tax Payer	1 Day	29.09.2021	29.09.2021	YES	YES	YES	NO
76	Training on GST Return	1 Day	01.10.2021	01.10.2021	YES	YES	YES	NO
77	Training on Financial Accounting	3 Days	05.10.2021	07.10.2021	YES	YES	YES	NO
78	Training on Time of Supply and Place of Supply	1 Day	08.10.2021	08.10.2021	YES	YES	YES	NO
79	Overview of NDPS Act, 1985 and Wildlife Protection Act, 1972 for Gr-A Officers	1 Day	21.10.2021	21.10.2021	YES	YES	YES	NO
80	Training on GST Updates	1 Day	22.10.2021	22.10.2021	YES	YES	YES	NO
81	Training on Fake Indian Currency Note(FICN)	1 Day	25.10.2021	25.10.2021	YES	YES	YES	NO
82	Training-cum-Workshop on Cyber Law, Cyber Crimes and Handling of electronic evidence	2 Day	26.10.2021	27.10.2021	YES	YES	YES	NO
83	Training on GST Case law	1 Day	28.10.2021	28.10.2021	YES	YES	YES	NO
84	Training on GST Refund on Export and Refund on unutilized ITC	1 Day	29.10.2021	29.10.2021	YES	YES	YES	NO

I/153852/2021

85	Training on LOC	1 Day	01.11.2021	01.11.2021	YES	YES	YES	NO
86	Training on Composition Scheme	1 Day	02.11.2021	02.11.2021	YES	YES	YES	NO
87	Training on Green Customs and Intellectual Property Rights	1 Day	03.11.2021	03.11.2021	YES	YES	YES	NO
88	Training on Customs Valuation	1 Day	05.11.2021	05.11.2021	YES	YES	YES	NO
89	Training for SGST Officer on GST Audit and different topics of GST	5 Day	08.11.2021	12.11.2021	YES	YES	YES	NO
90	Training on Assessment, Audit and Advance Ruling	2 Day	16.11.2021	17.11.2021	YES	YES	YES	NO
91	Training on TA/LTC/Medicle Bill	1 Day	18.11.2021	18.11.2021	YES	YES	YES	NO
92	Advance Ruling	2 Day	22.11.2021	23.11.2021	YES	YES	YES	NO
93	Training on Anti Evasion for Gr- A Officers	1 Day	24.11.2021	24.11.2021	YES	NO	NO	NO
94	Training on Inspection, Search, Seizure and Arrest	1 Day	25.11.2021	25.11.2021	YES	YES	YES	NO
95	Training on RTI Act, 2005	1 Day	26.11.2021	26.11.2021	YES	YES	YES	NO
96	Anti-Profiteering Machanism	1 Day	29.11.2021	29.11.2021	YES	YES	YES	NO
97	Training on CGHS	1 Day	01.12.2021	01.12.2021	YES	YES	YES	NO
98	Training on Pension Related Matters	1 Day	02.12.2021	02.12.2021	YES	YES	YES	NO
99	Training on Recovery of Arrears	1 Day	03.12.2021	03.12.2021	YES	YES	YES	NO
100	Training on GST Backend	5 Days	06.12.2021	10.12.2021	YES	YES	YES	NO
101	Training on Financial Planing and Health Issues for Retiring Officers	1 Day	13.12.2021	13.12.2021	YES	YES	YES	NO
102	Training on Vernacular Langugae for Non Odia Officers (To be conducted on every Tuesday and Wednesday)	12 Days	14.12.2021	19.01.2021	YES	YES	YES	NO
103	Training on GST Registration	1 Day	16.12.2021	16.12.2021	YES	YES	YES	NO
104	Women empowerment - Gender Sensitization & Eradication of Harassment of women in workplace	1 Day	20.12.2021	20.12.2021	YES	YES	YES	NO

I/153852/2021

105	Training on Documentation of Goods (Import and Export) and Indian Customs EDI System	1 Day	23.12.2021	24.12.2021	YES	YES	YES	NO
106	Training on Training on Drafting of Show Cause Notice and Demands	1 Day	27.12.2021	27.12.2021	YES	YES	YES	NO
107	Training on Prevention of Corruption Act	1 Day	30.12.2021	30.12.2021	YES	YES	YES	NO
108	Training-cum-Workshop on Cyber Law, Cyber Crimes and Handling of electronic evidence	2 Days	06.01.2022	07.01.2022	YES	YES	YES	NO
109	Training on Financial Accounting	3 Days	12.01.2022	14.01.2022	YES	YES	YES	NO
110	Training for SGST Officer on GST Audit and different topics of GST	5 Days	17.01.2022	21.01.2022	YES	YES	YES	NO
111	Training on Demand and recovery	1 Day	24.01.2022	24.01.2022	YES	YES	YES	NO
112	Training on AnLeadership and Human Resource Development and Time Management	1 Day	25.01.2022	25.01.2022	YES	YES	YES	NO
113	Auditing procedure under GST.	2 Day	27.01.2022	28.01.2022	YES	YES	YES	NO
114	Overview of NDPS Act, 1985 and Wildlife Protection Act, 1972	1 Day	01.02.2022	01.02.2022	YES	YES	YES	NO
115	Training on Role and Responsibility of the Inquiry Officer (IO)/ Presenting Officer(PO)	1 Day	03.02.2022	03.02.2022	YES	YES	YES	NO
116	Training on Right to Information Act-2005	1 Day	08.02.2022	08.02.2022	YES	YES	YES	NO
117	Training on GST Updates	1 Day	09.02.2022	09.02.2022	YES	YES	YES	NO
118	Training on GST Return	1 Day	10.02.2022	10.02.2022	YES	YES	YES	NO
119	Training on CCS(Conduct) Rules	1 Day	11.02.2022	11.02.2022	YES	YES	YES	NO
120	Training on Prevention of Corruption Act	1 Day	15.02.2022	15.02.2022	YES	YES	YES	NO
121	Training on e -Way Bill	1 Day	16.02.2022	16.02.2022	YES	YES	YES	NO
122	Training on Soft Skill	2 Day	17.02.2022	18.02.2022	YES	YES	YES	NO

I/153852/2021

123	Implementation of Official Language & Functional Hindi	1 Day	21.02.2022	21.02.2022	YES	YES	YES	NO
124	Training on Time & Value of Supply	1 Day	22.02.2022	22.02.2022	YES	YES	YES	NO
125	Recovery of arrears under Customs	1 Day	23.02.2022	23.02.2022	YES	YES	YES	NO
126	Training on ITC and its effect on Construction Sector	1 Day	25.02.2022	25.02.2022	YES	YES	YES	NO
127	Training on Handling of Court Matters During Investigation	1 Day	02.03.2022	02.03.2022	YES	YES	YES	NO
128	Training on Career Planing for Students of Educational Institution of Odisha and Family Members of Departmental Officers	1 Day	05.03.2022	05.03.2022	YES	YES	YES	YES
129	Training on Trade Facilitation Agreement	1 Day	07.03.2022	07.03.2022	YES	YES	YES	NO
130	Role of GST Officers and Customs Officers for Economic security of India	1 Day	09.03.2022	09.03.2022	YES	YES	YES	NO
131	Training on GST Refund on Export and Refund on unutilized ITC	1 Day	11.03.2022	11.03.2022	YES	YES	YES	NO
132	Training on Processing of APAR in SPARROW	1 Day	15.03.2022	15.03.2022	YES	YES	YES	NO



**ANNUAL TRAINING CALENDER FOR THE YEAR 2021-22 -  
NACIN, CHENNAI**

SL. NO.	Subjects covered in the course	Duration of the course (No. of working days)	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN, 22	FEB	MAR	No. of times proposed during the year
<b>I. GST / CENTRAL EXCISE COURSES</b>															
1	Induction Course for Inspectors of C.Ex. and Service Tax	88				31.05.2021 to 27.08.2021			06.09.2021 to 03.12.2021						2
2	GST Audit Training	5 or 1	19-23			29			21	22-26		20			5
3	Anti-Evasion measures including Inspection / Search / Seizure and Arrest	1				22						13			2
4	Drafting of SCN, Preparation of OIO, Filing of Appeals	1						16					10		2
5	Preparation of Memorandum of Cross objections and other legal matters - GST Legal Process	1						23					17		2
6	Seminar on Qualitative Improvement in Adjudication Orders in GST & Customs	1		20											1
7	Data Analytics using GST	1						2							1

	returns													
8	Processing of Refund/Rebate claims/pre Audit/Post Audit	1		10								10	2	
9	Intelligence gathering using GST Backend	1					9					3	2	
10	TALLY / ERP based Auditing under GST	2					29 & 30					23 & 24	2	
11	Course on Sale of Goods Act & Contract Law and its relevance to taxability of supply in GST	1		13						23			2	
12	One day Seminar on Valuation under GST	1		24									1	
13	Sector Specific course on GST	1	21	16		25	20		29			16	6	
14	Subject Specific Course under GST	1		27	15				18				3	
15	Course on Recovery of Arrears in GST	1					8						1	
16	Mandatory training programme for Inspectors for promotion to the grade of Superintendents	18											In October 2021	

**II. CUSTOMS COURSES**

17	Course on Export Promotion Schemes including EOU and SEZ	1			7									1
18	Valuation and assessment under customs including second hand machinery	1			14				08					2
19	Implementation of Anti-money Laundering - Combat of Financial Terrorism (AML - CFT) provisions	1					29						9	2
20	Two Days Course on Drug Laws	2		7 & 8					15 & 16				16 & 17	3
21	Customs Transfer Pricing	1						3						1
22	Customs Classification and Valuation	1						10						1
23	Green Customs	1		23										1
24	Allied acts-Plant quarantine Act, Animal Quarantine Act, FSSAI	1					13							1
25	Allied acts-Wild life Act, Drugs & Cosmetics Act & Leather examination.	1					20							1
26	Course on Customs Examination	1					27							1

	(Import & Export) Preventive supervision of Import, Export, Cargo, Granting of various permissions													
27	Impact of GST on latest Customs Procedures	1				11								1
28	Detereent provsions in customs	1	7					6						2
29	Course on Intellectual Property Rights for Officers of Customs assessment	1								22				1
30	Soft Skills - Staying healthy the natural way	1									19			1
31	Training on Identification and examination of Leather articles for officers of Customs	1				23								1
32	Training in assaying, identifying, valuation of Gems and Jewellery for officers of Customs	2								29				1
33	Turant Customs, Trade faclitation measures like SWIFT, e-	1							17					1

	Sanchit etc., / ICES / RMS														
34	Training on Baggage Rules for officers of Customs	1			28										1
35	Course on Recovery of Arrears in Customs	1							24						1
36	Mandatory training programme for Preventive Officers for promotion to the grade of Superintendents	18													Nov, 21

### III. COURSE ON INFORMATION TECHNOLOGY AND COMPUTERS

37	level 1: Basics of MS excel and word	1		4											1
38	Level 2: Advanced computing techniques in Excel, Access	2				3-4									1
39	e-Governance & Digital India programs	1			11					14					2
40	Course on TDS under IT Act - Do's and Don't's - Hands On training	1				6									1
41	Course on Cyber Crimes, Ethical Hacking and Security Breaches	1										8			1

### IV. COURSE ON MANAGEMENT, HEALTH, NUTRITION, SPORTS FITNESS

AND MISCELLANEOUS TOPICS														
42	Course on Soft skills & Ethics	1		11			10			2		4		4
43	Course on Estt. and other Admin matters -	1										21		1
44	Refresher training for administrative staffs (AO,STA.TA, ES)	5												On demand
45	Three Week Mandatory training for EAs for promotion to AO	15							8-26					1
46	Induction Training programme for Tax Assisitants (GST and Customs)	15								6-24				1
47	Course on Right to Information Act	1						26					29	2
48	Course for Retiring Officers	3				16-18						10-12		2
49	Sevottam and Tax Payer Services	1	27											1
50	Course on Disciplinary Proceedings, IO & PO and Vigilance Matters	1			18			8						2
51	Refresher Course on procurement	1			22			12						2



60	Income Tax Act and its relevance to the department - Scrutiny w.r.t GST	1					27								1
	TOTAL NO. OF COURSES PER MONTH		5	7	10	8	8	8	11	10	9	6	8	6	96

**\*: The orientation course for newly promoted ACs will be planned and conducted once the Officers are posted to field formations and as per their training needs.**

**\*\*: Back to school training programs will be planned and conducted as per the requests and the field requirements.**

COURSE ON	Number (Including On demand courses)
GST & CENTRAL EXCISE	16
CUSTOMS	20
COMPUTER	5
GENERAL TOPICS	16
TRAINING ON APAR TOPICS	3
<b>TOTAL</b>	<b>60</b>



**ANNUAL TRAINING CALENDAR OF NACIN, COCHIN (FOR 2021-22)**

	NAME	From	To	Duration	Training Type
1	Lecture On Sea borne smuggling Trends, Modus operandi and Legal issues	07.04.21		One day 3 sessions	For Commanding officers of Indian Coast Guard
2	DIGIT	21.04.21		One day 2 sessions	Customs Officers
3	Alert notices	27.04.2021		One day 2 sessions	Customs Officers
4	Induction Training for Inspectors of Central Excise	19.04.21	13.7.21	12 weeks	INDUCTION TRAINING
5	Induction Training for Inspectors (Preventive) of Customs	19.04.2021	13.7.21	12 weeks	INDUCTION TRAINING
6	Induction Training for Inspectors (Examiners) of Customs	19.04.2021	13.7.21	12 weeks	INDUCTION TRAINING
7	RMS & STCE	05.05.21	05.05.,21	One day 4 sessions	Customs Officers
8	Training on Sea safety	17.5.21	21.5.21	5 Days	Customs Officers
9	Boat Operations	17..5.21	21.05.21	5days	Customs Officers
10	TURANT	08.06.21		One day 2 sessions	Customs Officers
11	Baggage screening and identification of objects	15.06.21	15.06.21	1 day	AIRPORT (Trivandrum )
12	Baggage screening and identification of Objects	16.06.21	16.06.21	1 day	AIRPORT (Kochi)
13	Baggage screening and identification of Objects	25.06.21	25.06.21	1 day	AIRPORT (Kozhikode)
14	Baggage screening and identification of Objects	28.06.21	28.06.21	1 day	AIRPORT (Kannur)
15	SWIFT	08.07.21		One day 2 sessions	Customs Officers
16	Workshop on Anti smuggling Documentation	27.7.21	29.07.21	3 Days	Customs Officers
17	Procurement in Government Goods and services / Inventory and asset register	03.08.21	3.08.21	1 day	Customs & CGST Officers of Zone
18	Audit under GST	09.08.21	13.08.21	5 Days	GST Officers
19	Training on BIS	25.08.21	26.08.21	2 Days	Customs Officers
20	Induction Inspectors of Central Excise	30.08.21	12.11.21	12 weeks	INDUCTION TRAINING
21	Induction Inspectors (Preventive) of Customs	30.08.21	12.11.21	12 weeks	INDUCTION TRAINING
22	Arms training	06.9.21	17.09.21	2 weeks	Training at Kerala Policy Academy (KEPA), Trichur for Induction batches
23	Arms training	20.11.21	1.12.21	2 weeks	Training at Kerala Policy Academy (KEPA), Trichur for Induction batches
24	Training on Sea Safety	15.11.21	19.11.21	1 week	Customs Officers
25	Passenger Baggage Clearance and Facilaition	16.11.21		1 day	Customs Officers
26	Import through courier and Post	22.11.22		One day 2 sessions	Customs Officers
27	Training on Life Skills for Customs Cadet Core (CCC)	22.11.21		1 day	CCC
28	Passenger Baggage Clearance and Facilitation	24.11.21		1day	Customs Officers
29	Training on Life Skills for Customs Cadet Core (CCC)	24.11.21		1 day	CCC
30	Induction - Tax Assistants	29.11.21	17.12.21	3 weeks	INDUCTION TRAINING
31	Arms Training	22.11.21	03.12.21	2 weeks	Training at Kerala Policy Academy (KEPA), Trichur for Induction batches
32	Management Development Programme at IIM Kozhikode	1.12.21	2.12.21	2 days	Gr B Officers from Kerala Zone
33	Training on Gold appraising and Diamond Grading	06.12.21	10.12.21	5 days	Customs & CGST Officers of Zone
34	Arms Training	06.12.21	17.12.21	2 weeks	Training at Kerala Policy Academy (KEPA), Trichur for Induction batches
35	Intpretation of Statutes, Collection of Evidence in Economic offences and Court Procedures at NUALS, Cochin	14.12.21	16.12.21	3 days	All India training on legal aspects of Investigation and Court procedures for Gr A & Gr B Officers
36	Customs Orientation for Coast Guard	06.12.21 to	8.12.2021	3 days	ICG Personnel
37	MS Office	13.12.21	17.12.21	One week	Customs & CGST Officers of Zone
38	Cyber Forensics	03.01.22	07.01.22	one week	Customs & CGST Officers of Zone
39	Official language Policy and Hindi	10.01.22	11.01.22	2 days	Customs & CGST Officers of Zone
40	Procurement in Government Goods and services / Inventory and asset register	13.01.22		1 day	Customs & CGST Officers of Zone
41	Recovery Arrears of Revenue	18.01.22	19.01.22	2 days	Customs & CGST Officers of Zone
42	Training by WPC wing on Licenses & Equipment Type Approval Certificate	21.01.2022		1 day	Online
43	Pre- Retirement training	24.01.22	25.01.22	3 days	For Officers due for retirement
44	Introduction to Big Data Analysis	27.01.22	28.01.22	2 days	Customs & CGST Officers of Zone
45	GST Refresher	1.02.22	03.02.22	3 days	GST Officers
46	Understanding Maritime Trade at Indian Maritime University, Cochin	07.02.22	11.02.22	5 Days	Customs Officers (All India Gr A & Gr B)
47	Intpretation of Statutes, Collection of Evidence in Economic offences and Court Preocdures at NUALS, Cochin	15.02.22	17.02.22	3 days	All india training on legal aspects of Investigation and Court procedures for Gr A & Gr B Officers of CBIC
48	Drug law enforcement	22.02.22	24.02.22	3 days	Customs & CGST Officers of Zone
49	Sevottam /RTI	01.03.22		1day	Customs & CGST Officers of Zone
50	GST Front End	02.03.22	03.03.22	2 days	GST Officers
51	One day workshop on Gender Justice	08.03.22	08.03.22	1	Customs & CGST Officers of Zone
52	Workshop on Training the Trainers	09.03.22	10.3.22	2 days	Customs & CGST Officers of Zone
53	Workshop on Human Trafficking	15.03.22	15.03.22	1 day	Customs & CGST Officers of Zone
54	Management Development Programme at IIM Kozhikode	15.03.22	16.03.22	2 days	Gr B Officers from Kerala Zone

**NACIN DELHI**  
**Training Calender for FY 2021-22**

Month	Trainings	Date
April, 2021	Induction Training of Newly Recruited/ Promoted Inspectors Batch-1	05.04.2021 to 09.07.2021
	GST Audit Course (4 Days)	26.04.2021 to 29.04.2021
	Scrutiny of returns in GST (1 day)	20.04.2021
	Yoga, Meditation, Motivation & Leadership	14.04.2021
	Financial & Cost Accounting	28 & 29.04.2021
May, 2021	Induction Training of Newly Recruited/ Promoted Inspectors Batch-1(Contd)	05.04.2021 to 09.07.2021
	Mandatory training for inspectors for promotion to Supdt	03.05.2021 to 21.05.2021
	Drafting of Show Cause Notices & Adjudiation Order	28.05.2021
	Training on Authorized Economic Operator	31.05.2021
	Stress Management & Emotional Intelligence	14.05.2021
	Baggage Rules	05.05.2021
June, 2021	Induction Training of Newly Recruited/ Promoted Inspectors Batch-1(Contd)	05.04.2021 to 09.07.2021
	Goods & Srvce Tax Training (2 days)	17 & 18.06.2021
	Training on FSSAI for clearance of food reated consignments	21.06.2021
	Course on Vigilance Matters/ Disciplinary Proceedings	11.06.2021
	Workshop on noting & drafting	09.06.2021
July, 2021	Induction Training of Newly Recruited/ Promoted Inspectors Batch-1(Contd)	05.04.2021 to 09.07.2021
	Induction Training of Newly Recruited/ Promoted Inspectors Batch-2	26.07.2021 to 29.10.2021
	Induction Training of Newly recruited/ promoted Tax Assistant	12.07.2021 to 23.07.2021
	Mandatory training for inspectors for promotion to Supdt	19.07.2021 to 06.08.2021
	Course on Export Promotion Scheme	22.07.2021
	Yoga, Meditation, Motivation & Leadership	29.07.2021
	Gender sensitization & Women Commission	15.07.2021

August, 2021	Induction Training of Newly Recruited/ Promoted Inspectors Batch-2 (Contd)	26.07.2021 to 29.10.2021
	Mandatory training for inspectors for promotion to Supdt (contd)	19.07.2021 to 06.08.2021
	Data Analytics in GST	04.08.2021
	Anti evasion, Intelligence, Search & Seizure	05.08.2021
	Ms Excel, Ms Word & Powerpoint	11.08.2021 to 13.08.2021
	Workshop on Wildlife trafficking Act	25.08.2021
	Course for custom broker & CHA	24.08.2021

September, 2021	Induction Training of Newly Recruited/ Promoted Inspectors Batch-2 (Contd)	26.07.2021 to 29.10.2021
	Mandatory Training for EA for Promotion to AO	06.09.2021 to 24.09.2021
	Green Customs	01.09.2021
	Workshop on IPR	06.09.2021
	Course on Vigilance Matters/ Disciplinary Proceedings	15.09.2021
	GST (APAR Based)	27 & 28.09.2021

October, 2021	Induction Training of Newly Recruited/ Promoted Inspectors Batch-2 (Contd)	26.07.2021 to 29.10.2021
	Mandatory training for inspectors for promotion to Supdt	25.10.2021 to 12.11.2021
	GST Audit Course (4 Days)	04 Oct to 07 Oct
	Baggage Rules	29.10.2021
	Training on FSSAI for clearance of food related consignments	06.10.2021

November, 2021	Induction Training of Newly recruited/ promoted Tax Assistant	15.11.2021 to 26.11.2021
	Mandatory training for inspectors for promotion to Supdt (contd)	25.10.2021 to 12.11.2021
	Drafting of Show Cause Notices & Adjudiation Order	09.11.2021
	Anti Smuggling techniques, COFEPOSA, Commercial Fraud, Anti money Laundering & CFT	29 & 30.11.2021
	Right TO Information & Human Rights	01.11.2021
	Gender sensitization & Women Commission	02.11.2021
	Course for GST Practitioners	28.11.2022

December, 2021	Induction Training of Newly Recruited/ Promoted Inspectors Batch-3	06.12.2021 to 12.03.2021
	Goods & Service Tax Training (2 days)	01.12.2021 to 02.12.2021
	NDPS Law & Procedure	15-16 December, 2021
	SWIFT, ATA-Carnet & Carnet-de-passage	20.12.2021

January, 2022	Induction Training of Newly Recruited/ Promoted Inspectors Batch-3 (contd)	06.12.2021 to 12.03.2021
	Data Analytics in GST	18.01.2022
	Course on Export Promotion Scheme	04.01.2022
	Course on Vigilance Matters/ Disciplinary Proceedings	03.01.2022
	GST (APAR Based)	20 & 21.01.2022

February, 2022	Induction Training of Newly Recruited/ Promoted Inspectors Batch-3 (contd)	06.12.2021 to 12.03.2021
	Mandatory training for inspectors for promotion to Supdt	01.02.2022 to 18.02.2022
	Financial & Cost Accounting	03 & 04.02.2020
	Anti Smuggling techniques, COFEPOSA, Commercial Fraud, Anti money Laundering & CFT	17 & 18.02.2022
	Course for custom broker & CHA	21.02.2022

March, 2022	Induction Training of Newly Recruited/ Promoted Inspectors Batch-3 (contd)	06.12.2021 to 12.03.2021
	Course on Commercial Frauds & Investigation Techniques	18.03.2022
	Ms Excel, Ms Word & Powerpoint	01 & 02.03.2022
	Yoga, Meditation, Motivation & Leadership	29.03.2022
	Course for GST Practitioners	16.03.2022

NACIN, ZONAL CAMPUS, HYDERABAD

ANNUAL TRAINING CALENDAR FOR THE YEAR 2021-22

Sl. No	Name of the Course / Workshop	No. of days per course	2021 - 22		Remarks	Course Directors Shri/Smt	April	May	June	July	August	September	October	November	December	January	February	March	
			No. of courses proposed	Training days															
<b>INDUCTION &amp; MANDATORY COURSES</b>																			
1	Induction Course for Inspectors	14 weeks	2	140	Subject to availability of eligible officers				24/05 - 27/8					04/10 - 07/01					
2	Induction Course for Tax Assistants	10 days	1	10					21/06-02/07										
3	Course for Officers Promoted from Gr 'B' to Gr 'A'	5 days	1	5														07-11	
4	Mandatory Training for Promotion to the Post of Superintendent	15 days	1	15						12-30									
5	Mandatory Training for Executive Assistants for Promotion to post of Administrative Officer	15 days	1	15				03-21											
<b>PROFESSIONAL COURSES</b>																			
<b>GST &amp; AUDIT COURSES</b>																			
6	CBIC GST Back-end Refresher Training	2 days	4	8	Once in 3 months				23-24			14-15			14-15			10-11	
7	Course on GST Audit	5 days	2	10						05-09					06-10				
8	GST Refresher Course, E-Way Bill & New GST Returns	1 day	4	4	Once in 3 months		11				17			16			15		
9	Course on issue of Notice/Drafting of SCN, Adjudication procedure and Judicial Procedures in GST including Appeals, coordination	2 days	1	2							30-31								
10	Course on Enforcement of Indirect Taxes (Intelligence Gathering, Investigation, Search, Seizures and Prosecution )	1 day	1	1										13					
11	Course on Recovery of Arrears	1 day	1	1								23							
12	Workshop on NCLT/ IBBI Procedures	1 day	1	1						27									
13	Workshop on Anti-Profitteering	1 day	1	1			25												
14	Course on Advance Ruling	1 day	1	1			28												
15	All India Workshop/ Seminar - Sharing of Information/ Modus Operandi on Evasion prone Industries/goods	1 day	1	1							24								
16	Workshop on GST provisions for Real Estate Sector/Works Contract	1 day	1	1					30										
17	Course on ITC in GST and its Verification Process	2 days	1	2								07-08							
18	Workshop on Allied Acts such as CrPC/ IPC/ CPC with relevance to Indirect Tax provisions	1 day	1	1								22							
19	Reading Financial Statements & Cost Accounting	2 days	2	4								16-17				19-20			



Sl. No	Name of the Course / Workshop	No. of days per course	2021 - 22		Remarks	Course Directors Shri/Smt	April	May	June	July	August	September	October	November	December	January	February	March
			No. of courses proposed	Training days														
<b>COURSES ON HUMAN RESOURCES</b>																		
43	Work shop on Time Management & Stress Management	1 day	1	1												18		
44	Course for Retiring Officers	2 days	2	4					19-20								22-23	
45	Workshop on IT Skills including Advanced Excel	1 day	1	1			16											
46	Workshop Making of effective presentation	1 day	1	1										29				
47	Workshop on Soft Skills & Personality development	1 day	1	1								28						
48	Workshop on Leadership & Motivation	1 day	1	1												25		
49	Course on Basics of Micro/Macro Economics for CBIC officers	1 day	1	1													17	
50	Course on Personal Financial Planning for CBIC Officers	1 day	1	1			27											
51	Online Workshop on Physical, Emotional & Mental well being	1 day	1	1	*										28			
52	Workshop on Stress & Reproductive Health	1 day	1	1	*		23											
<b>OTHER NICHE Workshops</b>																		
53	Workshop on Cyber Forensics	1 day	1	1			29											
54	Workshop on Companies Act and its relevance to department	1 day	1	1									26					
55	Workshop on Human Rights & Human Trafficking	1 day	1	1										23				
56	Workshop on Disaster Management	1 day	1	1								21						
57	Course on Implementation of Sevottam - New Service Quality Manual & Citizen Charter	1 day	1	1	*													15
58	Online Workshop for Implementation of e-office in CBIC	1 day	2	2	*		14							26				
			<b>72</b>	<b>278</b>			<b>6</b>	<b>8</b>	<b>7</b>	<b>5</b>	<b>7</b>	<b>8</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>2</b>







**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS: ZONAL CAMPUS, KOLKATA:: ANNUAL CALENDAR FOR THE YEAR 2021 - 22**

Sl. No.	Name of the Course	No. of course during 2020-21	No. of course during 2021-22	Period	Level of Participants	Apr'21	May'21	June'21	July'21	Aug'21	Sept'20	Oct' 21	Nov' 21	Dec' 21	Jan' 22	Feb' 22	Mar' 22
<b>CGST &amp; Central Excise</b>																	
1	Induction Course for Inspectors of CGST	0		14 weeks	Inspectors of GST	As per requirement											
2	Financial Accounting	4	4	02 days	Supdt./Inspectors			15-16		12-13			16-18				7-9
3	Anti-Evasion	2	4	2 days	Supdt./ Inspectors	19-20			12-13			21-22				6-7	
4	Refresher course for Inspector of CGST & Central Excise	1	4	2 days	Inspectors of CGST & Central Excise		3-4			3-4				8-9			16-17
5	Refresher course for Superintendent of CGST & Central Excise	1	3	2 days	Superintendent of CGST & Central Excise		17-18				6-7				11-12		
6	Recovery of arrears under Indirect Tax.	1	4	1 day	Gr. A & Gr. B Executive Officers		21			12			8				28
7	Auditing procedure under GST.	2	4	2 days	Gr. A & Gr. B Executive Officers			22-23			8-9			6-7			10-11
8	Advance Ruling in GST	1	3	1 day	Gr. A & Gr. B Executive Officers	12				20						21	
9	Anti-Profiteering Machanism	0	3	1 day	Gr. A & Gr. B Executive Officers				6				11				16
10	Drafting of SCN	0	3	1 day	Supdt./ Inspectors			4			20					13	
11	Case Laws on ITC	0	2	1 day	Gr. A & Gr. B Executive Officers				8					31			
12	Valuation in GST	1	3	1 day	Supdt./ Inspectors			24				28					8
<b>Customs</b>																	
13	Refresher course for Preventive Officers of Customs	1	3	2 days	Preventive Officers of Customs			7-8					9-10				9-10
14	Refresher course for Examiner of Customs	0	4	2 days	Examiners of Customs	21-22			14-15			7-8					14-15
15	Induction Course for Preventive Officers of Customs	0		14 weeks	P.O's / Inspectors of Customs	As per requirement											
16	Induction Course for Examiner of Customs	0		14 weeks	Examiners of Customs	As per requirement											
17	Refresher Course for Appraisers	1	4	2 days	Appraiser		25-26			26-27			22-23				28-29
18	Refresher Course for Superintendent of Customs	1	3	2 days	Superintendents of Customs			10-11					29-30				21-22
19	Prevention of Smuggling, Commercial Fraud, Money Laundering	2	4	2 days	Gr. A & Gr. B Executive Officers		27-28				13-14			13-14			14-15
20	Training programme for Custom Officers on Food Safety, ISPM-15 and IPR	2	4	1 days	Gr. A & Gr. B Executive Officers		3				10			15			23

21	Recovery of arrears under Customs.	2	4	1 day	Gr. A & Gr. B Executive Officers	14			16				26			18	
22	Role of Customs and Economic security of India	0	3	1 day	Gr. A & Gr. B Executive Officers			17						16			24
23	Assessment of Duty under Customs	1	2	1 day	Gr. A & Gr. B Executive Officers					31						10	
24	Customs Allied Acts.	1	4	1 day	Gr. A & Gr. B Executive Officers	8			19			18					25
<b>Narcotics</b>																	
25	Drugs Law Enforcement	2	4	3 days	Gr. 'B' (Executive) officers of Customs, GST & other organisation			2-4			15-17			30-31			10-11
<b>Administration</b>																	
26	Basic Computer Training	3	3	2 days	Gr.'C' officers of Customs, CGST & Central Excise.			7-8			23-24					19-20	
27	Advance Excel	2	2	2 days	Supdt./Inspectors/ TA/STA/ DOS/AO			14-15					11-12				

<b>Administration</b>																	
28	Implementation of Official Language & Functional Hindi	2	3	1 day	Gr. 'B' & 'C' (Executive) officers of Customs & GST			9				8				10	
<b>Other Courses</b>																	
29	Refresher course for Administrative Officer and Assistant Chief Accounts Officer	1	4	2 days	A.O's and ACAO's	22-23				24-25				16-17			14-15
30	Refresher course for Stenographer, TA Executive Assistant	1	3	2 days	T.A, E.A Stenographer and P.S			10-11					24-25				16-17
31	Workshop on Vigilance Matter	3	3	1 day	Gr.'B' officers of Customs, CGST & Central Excise			15			27			21			
32	Induction Course for Tax Assistant	2	1	10 days	Tax Assistant				19-30								
33	Training on e-Marketing (GeM), E-procurement & Bhabishya	2	4	1 day	Gr 'B' Ministerial officers of Customs and CGST	28			21				15				24
<b>Other Courses</b>																	
34	Gender Sensitization	2	3	1 day	Gr. 'B' officers of Customs, CGST & Central Excise				30				5				25
35	Right to Information Act-2005	4	3	1 day	Gr. 'B' (Ministerial/Executive) officers of C & CE		13				21						23
36	Refund under GST	5	3	1 day	Gr. 'B' (Executive) officers of CGST & Central Excise			16				29				25	
37	EOU & SEZ	2	3	2 days	Gr. 'B' (Executive) officers of CGST & Central Excise			17-18				28-29					21-22

38	COFEPOSA	0	3	1 day	Gr. 'B' officers of Customs			17				4				18	
40	TDS- on IT & GST Provision	2	3	1 day	Gr. 'B' officers of GST & Customs			21			20			7			
41	Litigation Management	3	3	1 day	Gr. 'B'(Executive) Officers			22				27				8	
42	Valuation of Imported Goods	1	2	1 day	Gr.'B' officers of Customs		11									18	
43	Soft Skill	2	4	1 day	Gr. A, Gr. B & Gr. C		10			13				24			23
44	Assessment of Customs Import & Export	2	4	1 day	Gr.'B' officers of Customs			23			28			29			18
45	Medical Facilities for Govt. Employees including CGHS.	1	3	1 day	Gr. 'B' & 'C' officers of Customs, CGST & Central Excise and Customs.			18				25					22
46	FEMA & PMLA	1	3	1 day	Gr.'B' officers of Customs			21				26				7	
47	Import and Export of service under GST	1	2	1 day	Gr.'B' officers(Executive) of Customs and CGST				6					22			
48	Deterrent Provisions in NDPS Act.	1	4	1 day	Gr.'B' officers of Customs		7			6				27			25
49	Prevention of Corruption Act	1	3	1 day	Gr.'B' officers of Customs			29				6				25	
50	Warehouse Regulations 2019	1	3	1 day	Gr.'B' officers of Customs			30				20				11	
51	POS in GST Exceptional Cases.	1	4	1 day	Gr.'B' officers(Executive) of Customs and CGST	16		29				28				9	
52	Drawback-Brand Rate Fixation	1	3	1 day	Gr.'B' officers of Customs		6			10				28			
53	GST Back-end	0	2	02 days	Gr.'A' & 'B' (Executive) officers of CGST & Central Excise	To be decided in consultation with DG Systems and Data Management.											
54	Green Customs and Intellectual Property Rights	1	3	1 day	A' officers of Customs & GST and Gr. 'B'(Gazetted)		11										16
55	Functioning of Customs officers at Airport	0	3	1 day	Gr.'B' officers(Executive) of Customs		12			6				8			
56	Preventive Vigilance 'A Conceptual Framework' & Case studies.	0	2	1 day	Gr.'B' officers(Executive) of Customs and CGST					27							28





**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES AND NARCOTICS, ZONAL CAMPUS, BHOPAL, TRAINING CALENDER FOR THE YEAR 2021-22**

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-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
								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	Intellectual Property Rights	Gr. A, B & C	MP & CG	1	IB	MM	once a year					10							
2	GST Workshop on GST Returns & updates	Gr. A, B & C	MP	1	IB	MM	quarterly	7			9			8			14		
3	GST Workshop--Refund, Rebate & Drawback Claims-processing thereof	Gr. A, B & C	MP	1	IB	MM	thrice a year		12				3					8	
4	GST Workshop---Meaning and scope of Supply, Time and Valuation of supply of Goods and Services	Gr. A, B & C	MP	1	IB	MM	thrice a year		18				8				5		
5	GST Workshop--- Handling of cases of vehicles/ Goods intercepted during E-way Bill checks	Gr. A, B & C	MP	1	IB	MM	quarterly	8			15			7				4	
6	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	MP	1	IB	MM	quarterly		5			11			9			10	
7	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	IB	MM	quarterly	11			6			19			11		
8	Appeal Mechanism in GST	Gr. A, B & C	CG	1	IB	MM	thrice a year			4				6					4
9	Workshop on Audit under GST	Gr. A, B & C	CG	2	IB	MM	six times a year	12		8,		5		11		3		11,	
10	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	IB	MM	thrice a year		7				9				7		
11	GST Outreach Program of Other Organization/Departments	Others	CG	1	Lokesh Lilhare	MM	once in a month	15	11	9	8	25	28	26	23	14	18	9	8
12	Understanding/Scrutiny of Financial Statements & Audit Reports	Gr. A, B & C	CG	1	IB	MM	thrice a year	22				13					13		
13	Course on collection & recovery	Gr. A, B & C	CG	1	IB	MM	quarterly		19			4			3			15	

14	Course on Cyber Law and Digital evidence	Gr B	CG	1	IB	MM	thrice a year			11				22			19			
15	Workshop on Right To Information Act	Gr. A, B & C	CG	1	IB	MM	twice a year	27					14							
16	Financial Accounting and Tally Accounting	Gr. A, B & C	CG	3	IB	MM	twice a year		20						16					
17	Basic Computer & Microsoft Office	Gr.A,B & C	CG	1	IB	MM	twice a year			15						8				
18	Official Languages	Gr.A,B & C	CG	1	IB	MM	quarterly			17		6			12				11	
19	Women's Empowerment	Gr.A,B & C	CG	1	IB	MM	twice a year				14					10				
20	Soft Skills (Wellness/Stress Management/Yoga, etc.)	Gr.A,B & C & Family	CG	1	IB	MM	twice a year			22						16				
21	CCS Leave Rules, CCS Pension Rules	Gr. A, B & C	CG	1	IB	MM	quarterly				22		6		18			3		
22	GFR, GeM & PFMS	Gr. A, B & C	CG	1	IB	MM	quarterly				23			4		21			10	
23	Workshop for Retiring Officers	Gr. A, B & C	CG	1	IB	MM	twice a year			3						7				
24	Welfare measures like PF, CGEIS, etc. & LTC, CES, TA/DA	Gr. B & C	CG	1	IB	MM	twice a year				20								18	
25	APAR writing & Pay fixation	Gr. A, B & C	CG	1	IB	MM	once a year						17							
26	Noting/Drafting/Record Keeping	Gr. B & C	CG	1	IB	MM	twice a year		4						26					
27	(1)Vigilance And Inquiry Proceedings & (2) Handling of Complaints	Gr.A, B & C	CG	1	IB	MM	twice a year					24							22	
28	Workshop on E-office	Gr.A, B & C	CG	1	IB	MM	twice a year	19						27						
							Trainings per month		8	8	8	8	8	7	9	7	7	7	9	4

525269/2021/Trng-O/o DD/AD-NACIN-RC-Ranchi

## NACIN, RC, RANCHI

## ANNUAL TRAINING CALENDER FOR 2021-22

Date	Days	Holidays	Name of the Course
<b>April, 2021</b>			
1	Thursday		
2	Friday	GH	
3	Saturday		
4	Sunday		
5	Monday		
6	Tuesday		
7	Wednesday		
8	Thursday		Recent changes in the provisions of GST
9	Friday		
10	Saturday		
11	Sunday		
12	Monday		
13	Tuesday		
14	Wednesday		
15	Thursday		Training on e office implementation
16	Friday		
17	Saturday		
18	Sunday		
19	Monday		
20	Tuesday		
21	Wednesday	GH	
22	Thursday		Safeguards against Corona Virus
23	Friday		
24	Saturday		
25	Sunday		
26	Monday		
27	Tuesday		
28	Wednesday		
29	Thursday		Office Procedure:- Noting & Drafting , Service Book, Maintenance of records etc.
30	Friday		
<b>May, 2021</b>			
1	Saturday		
2	Sunday		
3	Monday		
4	Tuesday		
5	Wednesday		
6	Thursday		Yoga & Meditation,
7	Friday		
8	Saturday		
9	Sunday		
10	Monday		
11	Tuesday		
12	Wednesday		
13	Thursday		Refund provisions under GST
14	Friday		
15	Saturday		
16	Sunday		
17	Monday		
18	Tuesday		
19	Wednesday		
20	Thursday		Inspection, Search, Seizure & Arrest under GST
21	Friday		
22	Saturday		
23	Sunday		
24	Monday		
25	Tuesday		
26	Wednesday	GH	
27	Thursday		SCN, Adjudication & Appeal provisions under GST
28	Friday		
29	Saturday		
30	Sunday		
31	Monday		



## 525269/2021/Trng-O/o DD/AD-NACIN-RC-Ranchi

June,2021		
1	Tuesday	
2	Wednesday	
3	Thursday	ITC provisions under GST
4	Friday	
5	Saturday	
6	Sunday	
7	Monday	
8	Tuesday	
9	Wednesday	
10	Thursday	Salient features of the NDPS Act,1985
11	Friday	
12	Saturday	
13	Sunday	
14	Monday	
15	Tuesday	
16	Wednesday	
17	Thursday	Special Course for Officers due for Superannuation
18	Friday	
19	Saturday	
20	Sunday	
21	Monday	
22	Tuesday	
23	Wednesday	
24	Thursday	Leadership & Personality Development
25	Friday	
26	Saturday	
27	Sunday	
28	Monday	
29	Tuesday	
30	Wednesday	
July, 2021		
1	Thursday	
2	Friday	
3	Saturday	
4	Sunday	
5	Monday	
6	Tuesday	
7	Wednesday	Right to Information Act, 2005
8	Thursday	
9	Friday	
10	Saturday	
11	Sunday	
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	Webinar on filing of Income Tax Returns
16	Friday	
17	Saturday	
18	Sunday	
19	Monday	
20	Tuesday	
21	Wednesday	GH
22	Thursday	CCS (Conduct) Rules , 1964
23	Friday	
24	Saturday	
25	Sunday	
26	Monday	
27	Tuesday	Recovery of arrears of Tax
28	Wednesday	
29	Thursday	
30	Friday	
31	Saturday	
August, 2021		
1	Sunday	
2	Monday	
3	Tuesday	
4	Wednesday	Training on "GST Audit" (4 days)
5	Thursday	
6	Friday	
7	Saturday	
8	Sunday	
9	Monday	
10	Tuesday	
11	Wednesday	Stress management & Health Tips
12	Thursday	
13	Friday	
14	Saturday	
15	Sunday	

## 525269/2021/Trng-O/o DD/AD-NACIN-RC-Ranchi

16	Monday		
17	Tuesday		
18	Wednesday		Gender Sensitization
19	Thursday	GH	
20	Friday		
21	Saturday		
22	Sunday		
23	Monday		
24	Tuesday		
25	Wednesday		
26	Thursday		Roles and functions of Inspector & Superintendent under GST
27	Friday		
28	Saturday		
29	Sunday		
30	Monday		
31	Tuesday		
<b>September, 2021</b>			
1	Wednesday		
2	Thursday		
3	Friday		
4	Saturday		
5	Sunday		
6	Monday		
7	Tuesday		CCS (CCA) Rules, 1965
8	Wednesday		
9	Thursday		
10	Friday		
11	Saturday		
12	Sunday		
13	Monday		
14	Tuesday		Valuation, payment of Tax & Returns under GST
15	Wednesday		
16	Thursday		
17	Friday		
18	Saturday		
19	Sunday		
20	Monday		
21	Tuesday		Analysis of data & Returns under GST
22	Wednesday		
23	Thursday		
24	Friday		
25	Saturday		
26	Sunday		
27	Monday		
28	Tuesday		How to protect yourself from Cyber fraud
29	Wednesday		
30	Thursday		
<b>October, 2021</b>			
1	Friday		
2	Saturday	GH	
3	Sunday		
4	Monday		Inspection, Search, Seizure & Arrest under GST
5	Tuesday		
6	Wednesday		
7	Thursday		
8	Friday		Training on eoffice implementation
9	Saturday		
10	Sunday		
11	Monday		
12	Tuesday		
13	Wednesday		
14	Thursday	GH	
15	Friday	GH	
16	Saturday		
17	Sunday		
18	Monday		
19	Tuesday	GH	
20	Wednesday		Analysis of Annual Returns under GST
21	Thursday		
22	Friday		
23	Saturday		
24	Sunday		
25	Monday		
26	Tuesday		SCN, Adjudication & Appeals provisions under GST
27	Wednesday		
28	Thursday		
29	Friday		
30	Saturday		
31	Sunday		

## 525269/2021/Trng-O/o DD/AD-NACIN-RC-Ranchi

November, 2021			
1	Monday		
2	Tuesday		
3	Wednesday		Ethics & Integrity
4	Thursday	GH	
5	Friday		
6	Saturday		
7	Sunday		
8	Monday		
9	Tuesday		
10	Wednesday		
11	Thursday		GST on Construction Services
12	Friday		
13	Saturday		
14	Sunday		
15	Monday		
16	Tuesday		
17	Wednesday		PFMS
18	Thursday		
19	Friday	GH	
20	Saturday		
21	Sunday		
22	Monday		
23	Tuesday		
24	Wednesday		
25	Thursday		ITC provisions under GST
26	Friday		
27	Saturday		
28	Sunday		
29	Monday		
30	Tuesday		
December, 2021			
1	Wednesday		
2	Thursday		Stress Management & Health Tips
3	Friday		
4	Saturday		
5	Sunday		
6	Monday		
7	Tuesday		
8	Wednesday		
9	Thursday		Vigilance matters- Departmental proceedings(Chargesheet, Inquiry, Imposition of Minor/ Major Penalty
10	Friday		
11	Saturday		
12	Sunday		
13	Monday		
14	Tuesday		
15	Wednesday		
16	Thursday		Investigation procedures for Officers posted in field formations
17	Friday		
18	Saturday		
19	Sunday		
20	Monday		
21	Tuesday		
22	Wednesday		
23	Thursday		GST on Works Contract Service
24	Friday		
25	Saturday		
26	Sunday		
27	Monday		
28	Tuesday		
29	Wednesday		
30	Thursday		
31	Friday		
January, 2022			
1	Saturday		
2	Sunday		
3	Monday		
4	Tuesday		
5	Wednesday		
6	Thursday		Leave Rules & Medical Attendance Rules
7	Friday		
8	Saturday		
9	Sunday		
10	Monday		
11	Tuesday		
12	Wednesday		
13	Thursday		Analysis of data and Returns under GST
14	Friday		
15	Saturday		
16	Sunday		
17	Monday		

## 525269/2021/Trng-O/o DD/AD-NACIN-RC-Ranchi

18	Tuesday		
19	Wednesday		
20	Thursday		Soft Skills and Excel utility for Tax Administrators
21	Friday		
22	Saturday		
23	Sunday		
24	Monday		
25	Tuesday		
26	Wednesday	GH	
27	Thursday		Inspection, Search, Seizure & Arrest
28	Friday		
29	Saturday		
30	Sunday		
31	Monday		
<b>February, 2022</b>			
1	Tuesday		
2	Wednesday		
3	Thursday		Budgetary changes in the provisions of GST
4	Friday		
5	Saturday		
6	Sunday		
7	Monday		
8	Tuesday		
9	Wednesday		
10	Thursday		Recent changes in ITC provisions under GST
11	Friday		
12	Saturday		
13	Sunday		
14	Monday		
15	Tuesday		
16	Wednesday		
17	Thursday		Recent changes in Refund provisions under GST
18	Friday		
19	Saturday		
20	Sunday		
21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday		Wild life conservation & Prevention of smuggling activities
25	Friday		
26	Saturday		
27	Sunday		
28	Monday		
<b>March, 2022</b>			
1	Tuesday	GH	
2	Wednesday		
3	Thursday		
4	Friday		
5	Saturday		
6	Sunday		
7	Monday		
8	Tuesday		GeM- Essential features thereof
9	Wednesday		
10	Thursday		
11	Friday		
12	Saturday		
13	Sunday		
14	Monday		
15	Tuesday		How to draft a quality SCN under GST
16	Wednesday		
17	Thursday		
18	Friday	GH	
19	Saturday		
20	Sunday		
21	Monday		
22	Tuesday		
23	Wednesday		
24	Thursday		Rajbhasha Adhinyam, 1963
25	Friday		
26	Saturday		
27	Sunday		
28	Monday		
29	Tuesday		
30	Wednesday		Cure of common ailments with Yoga & Ayurveda
31	Thursday		

**TRAINING CALENDER FOR THE FINANCIAL YEAR 2021-22**

**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES AND NARCOTICS (NACIN), ZONAL CAMPUS, SHILLONG,**

Sl. No	Name of the Course	Duration of the Course	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
<b>GST / CENTRAL EXCISE</b>														
1	Legacy issues under Central Excise and Service tax	1	22nd April 2021											
2	Classification and Supply of Goods and Services under GST	1		4th May 2021					7th Oct 2021					
3	GST Registration and Cancellation	2	13th & 14th Apr 2021					6th & 7th Sep 2021						
4	Overview of IGST Act	1		7th May 2021								12th Jan 2022		
5	Returns, Payment and Assessment under GST	2						8th & 9th Sep 2021					4th & 5th Feb 2022	
6	2 Days workshop on GST Investigation	2			10th & 11th of Jun 2021									14th Mar 2022
7	One day seminar on Anti evasion in GST	1		14th May 2021										23rd Ma 2022
8	One day Course on Data Mining and Data Analysis in GST	1						24th Sep 2021			8th Dec 2021			
9	GST Back-end Training	1				20th July 2021							24th &	

10	GST Front-end Training	1			23rd June 2021								25th Feb 2022	
11	Course on Anti Profiteering Mechanism	1					12th Aug 2021							
12	Reading and understanding of Financial Statements	1								22th Nov 2021				
13	Course on Export & Import Under GST	1									1st Dec 2021			
14	E-Way Bill under GST	1	30th April 2021						14th October 2021					
15	3 Days Training on GST Audit	3			1st to 3rd of June 2021									7th to 9th Mar 2022
16	Job Work Under GST	1		17th May 2021								17th Jan 2022		
17	Refund Under GST	1				23rd July 2021					3rd Dec 2021			
18	GST Refresher Course	2	2nd & 5th Apr 2021						18th & 19th Oct 2021				27th & 28th Feb 2022	
19	Course on Input Tax Credit	1					5th Aug 2021					29th Jan 2022		
20	Course on Valuation in GST (GST Valuation Rules 2017)	1										27th Jan 2022		
21	GST-OUTREACH PROGRAMME	2							3rd & 4th Oct 2021				3th & 4th Feb 2021	



29	Working with allied agencies in ICP, ICD, Airport etc.	1						29th Sep 2021						
30	Money Laundering (PMLA Act)	1										31st Jan 2022		
31	Illegal movement of Arms & Ammunition in Border areas of NE India	1				30th July 2021								
32	Lecture on International Convention on Chemicals Weapon	1							18th Oct 2021					
33	Indian Customs EDI System & Documentation of goods (Import & Export)	1								30th Nov 2021				
34	Salient Features of Wildlife Protection Act, 1972	1						10th Sept 2021						2nd Mar 2022
35	Foreign Trade Policy	1		27th May 2021										
36	Introduction to FSSAI	1				14th July 2021								
37	Course on Disposal of the Seized Goods	1										21st Jan 2022		
38	Baggage Rules 2016 and Airport Customs Procedure	1							12th October 2021					





48	E-Procurement and GEM & through Purchase Committee	1					31st Aug 2021				8th Dec 2021			
49	Workshop on Intellectual Property Rights	1				8th July 2021				17th Nov 2021				
50	Working on PFMS & EIS	1						3rd Sept 2021					14th Feb 2022	
51	Career opportunity to officers for Deputation/Loan including other Departments	1			11th May 2021							31st Jan 2022		
52	2 Days Workshop on Vigilance	2							27th & 28th Of Oct 2021					
53	Course on General Administration and Establishment	1					22nd Aug 2021				10th Dec 2021			
54	Overview of CSS (Conduct) Rules 1964	1											10th Feb 2022	
55	Office procedure and uniform ettiquette	1				30th June 2021				8th Nov 2021				
56	Procedure of Filing APAR electronically	1												18th Mar 2022

**COURSE ON MANAGEMENT, HEALTH AND MISCELLANEOUS TOPICS**

57	Course on Physical wellbeing, Yoga, Naturopathy etc.	1								26th Nov 2021				
58	Role of officers & Facilitation of Investment in NE India	1				11th May 2021								

59	Yoga Training (Fit India Movement)	1						13th to 17th Sep 2021 (7AM - 8AM)						
60	Gender Sensitization and Sexual Harassment of Women at Supreme Court (Prevention, Prohibition and Redressal) Guidelines, 2015	1				1st July 2021				4th Nov 2021				
61	Effective Communication Skill and Stress Management	1			15th June 2021				1st Oct 2021				9th Feb 2022	
62	Overview of SEVOTTAM	1									6th Jan 2022			
63	Course on Soft skills & Time Management	1		26th May 2021										
64	Right to Information (RTI) Act 2005 & CPGRAM	1	18th April 2021					14th Sep 2021						
65	Leadership and Human Resource Development	1								6th Dec 2021				
<b>TRAINING ON LOCAL VERNACULAR LANGUAGE FOR FIELD OFFICERS</b>														
66	Local Vernacular Training - MIZO language	40	15th March 2021 to 7th May 2021											
67	Local Vernacular Training - Meitei language	40							4th October 2021 to 26th November 2021					

68	Local Vernacular Training - Khasi language	40		17th May 2021 to 9th July 2021									
69	Local Vernacular Training - Bengali language	40				26th July 2021 to 17th September 2021							

\*\* As per our mandate, special invitation to all SGST formations located under this jurisdiction for the courses on GST and related topics except those subjects exclusively for Customs.

\*\*\* On the request of the State GST Department, Classroom training at any of the state capital will be conducted on GST and related subjects.

# Training Calendar 2021-22

(APRIL 2021 TO MARCH 2022)

S. No.	Name of the Course	Duration	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
1	Retiring Officers – Ethics Probity	2 Days	5-06.04.21											
2	World Health Day	1 Day	07.04.21											
3	Mandatory Training of Inspectors for promotion to the grade of Superintendents/ 5 <sup>th</sup> May hand hygiene day	19 days	19.04.21 to 07.05.21											
4	World Earth Day(Energy Efficiency ICED)	1 Day	22.04.21											
5	World Intellectual Property Day / Session on IPR	1 Day	26.04.21											
6	Induction Training of Inspectors/ No Tobacco Day	12 Weeks		31.05.21 to 20.08.21										
7	Environment Day (Plantation Drive/ Awareness Programme)	1 Day			05.06.21									
8	International Day against Drug Abuse and Illicit Trafficking / One Day training on NDPS Act	1 Day			26.06.21									
9	Workshop on World Hepatitis Day	1 Day				28.07.21								
10	World Suicide Prevention Day/ Session on Mental Health	1 Day						10.09.21						
11	Training on Gender Sensitization (All India)	1 Day						22.09.21						
12	Health & Wellness workshops	1 Day							07.10.2021					
14	Stress Management	2 Days							11-12.10.21					
13	Vigilance Awareness Week	1 Weeks								02.11.2021				
15	Furbisher Course for Inspectors	2 Weeks								15-29.11.21				
16	Elimination of domestic Violence	1 Day								25.11.21				
17	Induction Training of Inspectors*													
18	International Anti Corruption Day	1 Day									09.12.21			
19	Work life Balance	2 Days									20-21.12.21			
	Positive Mind & Positive Body by law of affirmation	2 days										10-11.01.2022		
20	Legacy of Central Excisen & Service Tax	1 Day											24.02.2022	
22	World Consumer Rights Day/ Session on Consumer rights	1 Day												15.03.2022
24	Workshop for Women Employees	01 Day												08.03.2022
25	GST : Place and value of supply and data analytics using GST Returns	1/2 Day	08.04.21											
26	E-Way bill Mechanism and data analysis using GST returns	1/2 Day	23.04.21											
27	Training on Audit under GST	5 Days		17-21.05.21										
28	Course for SGST Officer on AE Procedure and Drafting of SCN and Adjudication Orders	1/2 Day			03-04.06.21									
29	Online Training on Insight Insolvency and Bankruptcy Code, 2016	1/2 Day			24.06.21									
30	Trg. On Refund Under GST	2 Days				08-09.07.21								
31	GST Refresher Course	3 Days				14-16.07.21								
32	GST Backend Training	2 Days					05-06.08.21							
33	Training on Fake Invoice and Data Mining under GST	1 Day					16.08.21							
34	Demand & Recovery under GST	1 Day						03.09.21						
35	Place & Time of Supply under GST	1 Day						15.09.21						
36	Online training on "Frauds in GST"	1 Day							18.10.21					
37	E-Invoicing and Familiarization of tax payer interface under GST	1 Day							22.10.21					
38	GST Out Reach	2 Days								09-10.11.21				
39	GST Backend Training	2 Days								22-23.11.21				

40	GST Backend Training	2 Days								22-23.12.21			
41	GST Training Return	1 Day								27.12.21			
48	GST Backend	01 Day									12.01.2022		
42	Appeal Mechanism in GST	1 Day									13.01.2022		
43	Training on GST Registration	1 Day									20.01.2022		
49	Demand & Recovery Under GST	01 Day									21.01.2022		
50	Valuation under GST	01 Day									28.01.2022		
51	Refund and Rebate under GST	01 Day										09.02.2022	
44	Training on ITC under GST	1 Day										10.02.2022	
45	Financial Accounting / Advanced Excel / Tally	1 Day										16.02.2022	
46	Training of newly promoted Superintendent	2 Weeks										21.02.2022-	04.03.2022
52	GST Backend	01 Day										23.02.2022	
53	Inspection, Search, Seizure and Arrest under GST	01 Day											04.03.2022
47	Training on composition scheme	1 Day											10.03.2022
54	Place & Time of Supply under GST	01 Day											15.03.2022
55	WTO - Training on Trade Facilitation Agreement for Gr. A & Gr. B officers	2 Days	15-16.04.21										
56	Basic Computer Course	2 Days		04-05.05.21 (after lunch)						10-11.11.21 (2 days)			
57	Right to Information Act, 2005	1 Day			08.06.21								
58	Yoga Workshop <b>(Yoga Day - 21 June)</b>	1 Day			21.06.21								
59	Course on Wildlife Trafficking overview / Intimational Agreement Prevention & Preventive Strategies	3 Days				27-29.07.21					02-03.12.21 (2 days)		
60	Workshop on CCS Conduct Rules	1 Day					04.08.21						
61	Training on Detection of Tax Evasion by Using Data Mining Techniques and other Method	2 Days					12-13.08.21						
62	Training on NDPS Act, 1985	3 Days						27-29.09.21					
63	Training on Gandhiji & Swachhta Awareness	1 Day							01.10.21				
64	Grow your Own Organic food on Roof	1 Day								28.10.2021			
65	Workshop on understanding Cyber Operation, Intelligence Gathering & Digital Forensics and Cyber Security	1 Day								02.11.21			
66	Training on <b>"Brief Discussion on LTC Rules"</b>	1 Day									06.12.21		
67	Training on <b>Internaional Human Rights</b>	1 Day									10.12.21		
68	Workshop on Implementation of Tax Deduction Source (TDS) Provision under	01 Day										20.01.2022	
69	Right to Information Act, 2005	01 Day											03.02.2022
70	Basic Computer Course	01 Day											26.02.2022
71	Training on Customs Procedure	1 Day		21.04.21									
72	Classification and Valuation of Goods under Customs Law	2 Days		29-30.04.21									
73	Training on Trade based Money Laundering, FEMA & PMLA	1 Day			11.05.21								
74	Training on Assessment Manual EDI & Faceless	1 Day			28.05.21								
75	Introduction and provisions of Customs Tarrif Act, 1975	1 Day				11.06.21							
76	Functioning of Customs at International Airport	1 Day				25.06.21							
77	Rajbhasha	1 Day			30.06.21			14.09.21					
78	FTP and Related Schemes	1 Day				19.07.21							
79	Basic Course with Arms Training for Hawaldar/Head Hawaldar(2 Weeks)	2 Weeks				25-31.08.21	1-08.09.21						
80	Customs Clearance of Export/Import Cargo, Benefit & features of SWIFT, e-Sanchit and Turant Customs	1 Day						16.09.21					







Training Calendar for the Year 2021-22, NACIN Zonal Campus, Vadodara.

Sl. No.	Name of the Course	Grade of officer	Duration	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
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<b>GST Trainings</b>																	
11	GSTN - Front End	B	0.5	2	1					03					04		
12	GSTN - Back End*	B	2	10	20			24-25	22-23	26-27	29-30	26-27	29-30	27-28	20-21	24-25	17-18
13	Data Handling & Data Analytics in GST (CGST+SGST)	B	1	3	3				12				22				4
14	GST- Training on ITC scheme, handling of cases of vehicles/goods intercepted during e-way bill checks CGST+SGST	B	1	1	1									03			
15	Demands, assessment & recovery in GST, offences and penalties CGST+SGST	B	1	1	1			17									
16	GST- Classification, Use of HSN, Valuation, provisions & procedures relating to supply of services,POS, Exempted supplies CGST+SGST	B	1	1	1							16					
17	Refunds in GST(including ITC refunds) CGST+SGST	B	1/2	1	0.5						17						
18	Arrears of Revenue - Management & Recovery, BIFR-DRT, Central Excise, Service Tax, GST & Customs (All India Training)	A & B	2	2	4							07-08				10-11	
19	Anti Evasion, intelligence gathering, investigation, prosecution, Provisions relating to Search & Seizure (CGST & SGST)	A & B	1	2	2					17-18							10-11
20	GST-Audit Training (CGST & SGST)	A & B	2	2	4				15-16						04-05		
21	Recent Judgements of High Court & Supreme Court on GST matters (CGST & SGST)	A & B	1	2	2					10					06		
22	Advance Rulings in GST (CGST & SGST)	A & B	1	1	1									29			

23	Basic Accounts & Financial Statements, Financial & Cost Accounting as tools to assist officers including training on SAP & Tally (CGST & SGST)	A & B	2	2	4				29-30						27-28		
24	Issues relating to specific imports - Crude oil, Coal, Ammonium, etc	Trade	0.5	1	0.5				20								
25	Training for GST Practitioners	Trade	0.5	2	1					15					21		
26	GST Refresher Training	A&B	0.5	2	1					06							07
27	Information Resource Management, Preparation and generation of Periodical reports in GST	A&B	0.5	1	0.5					03							
28	GST Sector Specific - Steel and Cement	Trade	0.5	1	0.5										03		
29	GST Sector Specific - Electrical and Electronics	Trade	0.5	1	0.5							02					
30	GST Sector Specific - Bakery and Restaurant	Trade	0.5	1	0.5												29
31	GST Sector Specific - Real estate	Trade	0.5	1	0.5			27									
32	GST Sector Specific - Maintenance and repairs	Trade	0.5	1	0.5					01							
33	GST Sector Specific - Commodities under Central Excise	Trade	0.5	1	0.5								10				
				42	50.5												
	<b>Customs Trainings</b>																
34	HSN Tariff and Classification disputes in Customs (All India Training)	A & B	1	2	2			04							31		
35	Training for Customs Brokers	Trade	0.5	1	0.5				04								
36	Turant Customs and Trade Facilitation measures, Ease of doing business, AEO	A & B	1	1	1										10		
37	Air Port Passenger- Baggage Clearance/AIU, Etiquettes and soft skills	A & B	1	1	1												02
38	Green Customs, Implementation of HCFC Phase out	A & B	0.5	1	0.5			03									
39	Provisions related to CFS/ICD & Container Movement	A & B	0.5	1	0.5						04						

40	Enforcement of Intellectual Property Rights by Customs Officials	B	1	1	1					24							
41	Identification of WMD- Sensitisation of Customs Officials & agency functions of Customs deptt.	A & B	1	1	1								14				
42	Anti Smuggling, Intelligence gathering, investigation	A & B	1	1	1						23						
43	PMLA & FEMA	A & B	1	1	1								17				
44	Rules of origin, FTA & FTA frauds	A & B	0.5	1	0.5						22						
45	Training on FSSAI, ISPM and Plant Quarantine and techniques to detect violations	A & B	1	1	1							14					
46	Drug Law Enforcement & agency functions of Customs deptt	A & B	1	1	1				13								
47	SEZ and EOU related matters	A & B	1	1	1					25							
48	Demands & assessment in customs, offences penalty, Classification, valuation, NIDB, latest issues.	A&B	1	1	1									17			
49	Wildlife trafficking, including international agreements on the same as well as national framework	A&B	1	1	1								9				
				17	15												
	<b>Administration, Establishment, Accounts</b>																
50	Courses for Retiring Officers	B & C	3	2	6	19-21							24-26				
51	Income Tax & Deduction at Source, TDS under GST	B	1	1	1			16									
52	Infrastructure/GeM / e Procurement, PFMS / EIS	C	2	1	2									07			
53	Implementation of Official Language (Rajya bhasha) & Functional Hindi	B & C	1	1	1								10				



