NACIN, ZONAL CAMPUS, HYDERABAD

ANNUAL TRAINING CALENDAR FOR THE YEAR 2022-23

Sl. No	Name of the Course / Workshop	No. of days per course	2022 - 23		Remarks	Course Directors Shri/Smt	April	May	June	July	August	September	October	November	December	January	February	March
			No. of courses proposed	Training days														
	INDUCTION & MANDATORY COURSES																	
1	Induction Course for Inspectors	14 weeks	2	140			As and When required											
2	Induction Course for Tax Assistants	10 days	1	10			As and When required											
3	Course for Officers Promoted from Gr 'B' to Gr 'A'	5 days	1	5			As and When required											
4	Mandatory Training for Promotion to the Post of Superintendent	15 days	1	15	Subject to availability of eligible officers		As and When required											
5	Mandatory Training for Executive Assistants for Promotion to post of Administrative Officer	15 days	1	15			As and When required											
6	Induction Course for Stenographers (Gr-II)	5 days	1	5			As and When required											
7	Induction Course for Hawaldars	5 days	1	5			As and When required											
	PROFESSIONAL COURSES																	
	GST & AUDIT COURSES																	
8	CBIC GST Back-end Refresher Training	2 days	4	8					13 - 14			07 - 08			05 - 06			07 - 08
9	Course on GST Audit	5 days	1	5							22 - 26							
10	GST Refresher Course, E-Way Bill & New GST Returns	1 day	4	4				06			03		04					09
11	Course on issue of Notice/Drafting of SCN, Adjudication pocedure and Judicial Procedures in GST including Appeals, coordination with SDRs	1 day	1	1							11							
12	Course on Enforcement of Indirect Taxes (Intelligence Gathering, Investigation, Search, Seizures and Prosecution)	1 day	1	1										15				
13	Course on Recovery of Arrears	1 day	1	1								02						
14	Workshop on NCLT/ IBBI Procedures	1 day	1	1						26								
15	Workshop on Anti-Profiteering and Advance Ruling	1 day	1	1					24									
16	All India Workshop/ Seminar - Sharing of Information/ Modus Operandi on Evasion prone Industries/goods	1 day	1	1							17							
17	Workshop on GST provisions for Real Estate Sector/Works Contract	1 day	1	1						12								
18	Course on ITC in GST and its Verification Process	1 day	1	1							12							

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19	Reading Financial Statements & Cost Accounting	1 day	1	1											28			
20	Concept of Supply/ Time of Supply, Place of Supply in GST	1 day	1	1											23			
21	Hands on Training on Online processing of Refund claims	1 day	1	1						05								
22	Course on GST Assessement with focus on Best judgement Assessement	1 day	1	1						14								
23	Workshop on Field checking of E-Way Bill (by State GST Officers)	1 day	1	1									27					
24	GST Outreach Programme for Trade & Practioners	1 day			*													
25	Web based training programme for checking Trams-1 credit	1 day	1	1			20											
26	Course on GST Audit master trainers	5 days	1	1			25 - 29											
27	Refresher Course on GST for officers transferred from Customs Comm'rate	5 days	1	1										21 - 25				
28	Workshop on Project - ADVAIT	1 day	2	2										13, 20				
	CUSTOMS																	
29	Course on Customs Law & Procedures including Allied Acts (For newly posted officers to Air Cargo & ICD/CFS)	5 days	1	5								12 - 16						
30	Course on Customs Law & Procedures including Allied Acts & Soft Skills (For newly posted officers to Airport)	5 days	1	5								19 - 23						
31	Course on Anti - Smuggling/ Detection of Fake Currency	1 day	1	1												06		
32	Course on Refunds - IGST - Customs	1 day	1	1													16	
33	Course for Custom Brokers	2 days	1	2									19 - 20					
34	Workshop on Trade facilitation	1 day	1	1								27						
35	SEZ's & Role of Customs Officials	1 day	1	1								05						
36	Green Customs – with focus on illegal trade in HCFC & other environmental concerns	1 day	1	1													23	
37	Training for Customs Officers posted in Export Promotion Division (EPD)	1 day	1	1										10				
38	Training for Customs Officers posted in Foreign Post Office (FPO)	1 day	1	1										11				

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	ADMINISTRATION																	
39	Refresher Course on Administration/ Accounts/ Establishment	1 day	1	1										15				
40	Workshop on GeM and e-Procurement	1 day	2	2					22					17				
41	Workshop on RTI	1 day	2	2					08								10	
42	Course on Official Language - Hindi	1 day	2	2							07					04		
43	Course on Vigilance Matters including DA cases	1 day	1	1							26							
44	Workshop for IO's/ PO's (Vigilance)	1 day	1	1							27							
45	Workshop on Gender Sensitization/ Harassment at work place (POSH)	1 day	1	1				24										
46	Course on Preventive Vigilance	1 day	3	3				10				28					08	
	COURSES ON HUMAN RESOURCES																	
47	Work shop on Time Management & Stress Management	1 day	1	1									13					
48	Course for Retiring Officers	2 days	2	4						18-19						18 - 19		
49	Workshop on IT Skills including Advanced Excel	1 day	1	1				25										
50	Workshop Making of effective presentation	1 day	1	1													14	
51	Workshop on Soft Skills & Personality development	1 day	1	1									11					
52	Workshop on Leadership & Motivation	1 day	1	1														
53	Course on Basics of Micro/Macro Economics for CBIC officers	1 day	1	1														
54	Course on Personal Financial Planning for CBIC Officers	1 day	1	1						16								
55	Online Workshop on Physical, Emotional & Mental well being	1 day	1	1												11		
56	Workshop on Stress & Reproductive Health	1 day	1	1				19										
	OTHER NICHE Workshops																	
57	Workshop on Cyber Forensics	1 day	1	1					28									
58	Workshop on Companies Act and its relevance to department	1 day	1	1									28					
59	Workshop on Human Rights & Human Trafficing	1 day	1	1											08			
60	Course on Implementation of Sevottam - New Service Quality Manual & Citizen Charter	1 day	1	1												27		
61	Online Workshop for Implementation of e-office in CBIC	1 day	1	1			13											
62	Sessions on MMCM day on a topic suggested by Audit Commissionerates	1 day	24	24			As and When required											
			98	304														