

<b>DTRTI Chandigarh</b>						
<b>Training Calender FY 2018-19</b>						
<b>Sl. No.</b>	<b>Name of Course</b>	<b>Level of Officer</b>	<b>Duration (in days)</b>	<b>Date</b>	<b>Remarks</b>	<b>Include</b>
1	Digital Forensics	ACIT/DCIT	3	09.04.2018 to 11.04.2018	Based on training need analysis	
2	Disciplinary Action and Service Matters	DCsIT/ACsIT/ITOs	1	13.04.2018	Based on training need analysis	IO/PO rules, procedure, duties
3	Refresher Course for Inspectors + Hindi Karyashala	ITIs	3	16.04.2018 to 18.04.2018	Based on training need analysis	Drafting of Questionnaire/ Assessment Order/Penalty order/ File Noting/ File Maintenance/p scrutiny report/reports-column wise/ ITBA functionality reg assessment/ recording statements/ housekeeping
4	Discussion among Range heads and Assessing Officers on imp issues	Assesing officers+Range heads (ITO/AC/DC/JC/AddICIT)	2	23.04.2018 & 24.04.2018	Based on training need analysis	Include S. 133(6)-148, new SOP for 148, 115BBE, identifying cases for prosecution, reconciling TDS mismatch, drafting reasons as per new SOP, identifying cases for survey, changes in Tax Audit report, changes in Companies Act
<b>May-18</b>						
1	Financial Analysis and Examination of books of accounts	ITIs , ITOs + officials from ED	2	07.05.2018 & 08.05.2018	Based on training need analysis + request from ED	include Examination of Banks Statements, Cash flow statement, Ratios, Rejections of Books of Accounts.
2	Training for ASK personnel- on soft skills and on technical aspects	ASK personnel	1	11.05.2018	TPS/NADT guidelines + includes soft skills compulsory training	
3	Training on accounting software-Tally and MS-Excel	ITOs	4	14.05.2018 to 17.05.2018	Based on training need analysis	
4	Day-1 : Training on Assessment pertaining to Real Estate sector and joint development agreement in Real Estate Sector + Assessment pertaining to Pharmaceutical Sector Day-2: Training on Assessment pertaining to Jewellers + Assessment pertaining to Doctors/Medical Practitioner	DCsIT/ACsIT/ITOs	2	22.05.2018 & 23.05.2018	signature course (Real Estate Sector)	Include case studies

5	10 days Training course for ITIs appearing for Departmental Examination for ITOs- subject to change as per need	ITIs	10		compulsory for SC/ST candidates	
6	OJT-1 of IRS probationers- subject to change as per NADT directions	ACIT(UT) on OJT			as per NADT directions	
<b>Jun-18</b>						
1	Training for TDS Charge	Officers & Officials of TDS charge	1	08.06.2018	Based on training need analysis	Include prosecution and compounding (procedure+ documents to be prepared+ post filing follow-up: faculty preferably a prosecution lawyer), use of actionable info available on CPC module (TRACES) (faculty preferably from CPC), clarification on applicability of 194C vs 194J vs 194H
2	15 days Orientation Course for Newly promoted Inspectors (subject to promotion order and availability of sufficient no. of trainees)	newly promoted ITIs	15		compulsory	
3	40 days orientation course for Newly promoted ITOs of NWR (subject to promotion order and availability of sufficient no. of trainees)	newly promoted ITOs	60		compulsory	
4	Comprehensive training on Penny stock/commodity markets/derivatives/ cryptocurrencies- section 68,69, 56(viib) r.w. Rule 11UA etc./accomodation entries	DCsIT/ACsIT/ITOs	2	14.06.2018 & 15.06.2018	Based on training need analysis	
5	Training on functions of headquarters + preventive vigilance and CCS Conduct rules	ITO(hq), DDOs, AOs	1	18.06.2018		
6	Doorstep training on ITBA and HRMS- Gurugram	ITIs/ITOs	1	21.06.2018		
7	Training on assessment pertaining to agro industry- rice shellers, grain dealers and commission agents/Arhatiyas	ITOs/AC/DC of Haryana	1	25.06.2018	signature course+ Based on training need analysis	coordinate with Pr. CIT, Panchkula- Smt. Kavita Bhatnagar
<b>Jul-18</b>						
1	Training on Audit	Officers and Officials of Audit charge+ ITO(Hq) in the O/o Pr. CIT/CIT	1	09.07.2018	Based on training need analysis	Include: new instruction on Audit, use of ITBA module for audit (faculty preferably from Systems), procedure for internal and revenue audit
2	Discussion among CIT(A)s and AOs on imp issues	2 CIT (A)s & AOs	2	12.07.2018 & 13.07.2018	Based on training need analysis	Include: 147, 263, 68/69, 14A, 36(1)(iii), 54/54F, etc. and case laws in favour of dept + issues w.r.t. drafting of assessment orders
3	Doorstep training on Income Tax Business Application (ITBA) and HRMS- Ludhiana	ITIs/ITOs	1	17.07.2018		
4	Training on Tally + MS Excel+ Hindi Karyashala	ITIs below the age of 40 years	3	18.07.2018 to 20.07.2018		

5	80-IA/IB/IC cases- discussion of contentious issues and case laws in our favour	AC/DC/ITOs- Assessing officers of NWR and Delhi	1	24.07.2018	signature course	
<b>Aug-18</b>						
1	Seminar on GST and info. sharing between- Assessing officers of IT dept and GST counterparts	ITO/AC/DC/JC/AddICIT + counterparts handling GST	1	07.08.2018	Based on training need analysis	
2	Doorstep training on assessment in the case of hosiery industry+ retail textile industry	officers posted in assessment at Ludhiana	1	10.08.2018	Based on training need analysis	
3	Day-1:Training on assessment relating to Iron and Steel industry + assessment of banks Day-2:Training on assessment of coaching centres + assessment of immigration consultants	ITO/AC/DC	2	20.08.2018 & 21.08.2018	Based on training need analysis	
4	Doorstep training on Income Tax Business Application (ITBA) and HRMS- Amritsar	ITIs/ITOs	1	24.08.2018		
5	soft skills/office etiquettes + health/stress management/management of work-life balance	ITIs	1	27.08.2018	compulsory	
<b>Sep-18</b>						
1	Digital forensics	ITIs	3	10.09.2018 to 12.09.2018	Based on training need analysis	
2	Benami Transactions Act + Black Money Act	ITO/AC/DC/JC/AddICIT- assessment, inv. wing, central circle + counterparts in ED/ Police	1	14.09.2018	signature course	
3	Training on ICDS and Ind AS	AC/DC/JC/AddICIT	1	17.09.2018	Based on training need analysis	
4	Training on Right to Information Act	PIO/CPIO of IT Dept of NWR	1	19.09.2018	Based on training need analysis	
5	Training on ITBA and HRMS - Shimla	ITIs/ITOs	1	20.09.2018		
<b>October 18</b>						
1	Training on making reference to Transfer Pricing officer procedure for formulation of draft assessment order and final assessment order and time limitation involved and exchange of information with foreign entities	DCsIT/ACsIT/ITOs	1	08.10.2018	Based on training need analysis	
2	Hindi Karyashala	ITOs(HQ.) /DDOs/AOs	1	12.10.2018	compulsory	
3	Training on TDS/TCS matters/TRACES Portal/filling of returns/Form 24G	DDO'S/PAO'S/Tressury officers of various organization	1	15.10.2018	Based on training need analysis	

4	soft skills/office etiquettes + health/stress management/management of work-life balance	AC/DC/JC/AddlCIT	1	22.10.2018	compulsory	
<b>Nov-18</b>						
1	Outreach programme- doctors	Doctors of tricity	1	05.11.2018		
2	Training on Bhavishya Pension portal+ establishment/budget matters	DDOs and their Staff	2	12.11.2018	Based on training need analysis	
3	Seminar for CIT(A)s	CIT (A)	2	19.11.2018 & 20.11.2018	Based on training need analysis	
4	Outreach programme- teachers	Teachers of tricity	1	26.11.2018		
<b>Dec-18</b>						
1	Training in respect of EIS Module In PFMS + Procurement through GeM	DDO'S and their staff	1	07.12.2018		
2	Training of Trainers	Officers & Staff of DTRTI and MSTU	1	10.12.2018		
3	Digital forensics (for investigation wing)	officers and officials of Inv. Wing	3	12.12.2018 to 14.12.2018	Based on training need analysis	
<b>Jan-19</b>						
1	Training on ways of widening and deepening of tax base	ITOs/AC/DC	1	09.01.2019	signature course	include • SOP for NMS cases • Instructions from CC office • Field experience regarding non traceable assesses, wording of reasons to be recorded in case of insufficient record/evidence reply
2	Refersher course on effective ways of recovery and demand management	TROs/ITOs/ITIs	1	11.01.2019	Based on training need analysis	
3	Prosecution and compounding	Addl. CsIT/Jt. CsIT/DCsIT/ACsIT/ITO	1	14.01.2019	Based on training need analysis	include case examples
4	Preparation of cases for search/survey + handling TEP/STR	officers and officials of Inv. Wing	1	18.01.2019	Based on training need analysis	
5	soft skills/ communication skills/stress management+ Ethics and Values	ITIs	1	28.01.2019	compulsory	
<b>Feb-19</b>						
1	Trainings on Reconciliation of Demand on ITBA portal	Assessing officers and their staff	1	08.02.2019		

2	Refresher Course for Inspectors	ITIs	3	13.02.2019 to 15.02.2019	Based on training need analysis	Drafting of Questionnaire/ Assessment Order/Penalty order/ File Noting/ File Maintenance/ scrutiny report/reports-column wise/ ITBA functionality reg assessment/ recording statements/ housekeeping
3	Digital forensics	ACIT/DCIT	3	18.02.2019 to 20.01.2019	Based on training need analysis	
4	Hindi Karyashala	ITOs/ITIs	1	25.02.2019	compulsory	
<b>Mar-19</b>						
1	Seminar on Gender Sensitization	All officers	1	08.03.2019		
2	Discussion on Budget/Finance Bill	CsIT/ Addl.CsIT/DCsIT/ACsIT	1	12.03.2019		
3	Training for Retiring Employees on Pension Scheme, Preparation of Pension Papers and Retirement dues	In all cadres	1	15.03.2019	Based on training need analysis	
4	Outreach programme- Senior Citizens	Senior Citizens of tricity	1	19.03.2019		
<b>Note :-</b> Factors considered while drafting the training calendar						
1. Training needs Analysis- Based on inputs from field officers and CIT (A) of NWR						
2. DTRTI does not have training campus/hostel facility of its own and is functioning from rented premise located in crowded commercial area						
3. DTRTI has insufficient officers and officials.						
4. No training has been scheduled for officers and officials posted in the field in the month of December 2018 due to Assessing Officers being busy with time barring matters.						