

Jan-19

Sl. No.	Name of Course	Level of Officer	Duration (in days)	Date	Remarks	Course Coordinator
1	Training on ways of widening and deepening of tax base	ITOs/AC/DC	1	07.01.2019	signature course	DDIT-3/ ITO-2
2	Refresher course on effective ways of recovery and demand management	TROs/ITOs/ITIs	1	11.01.2019	Based on training need analysis	ITO-3
3	Prosecution and compounding	Addl. CsIT/Jt. CsIT/DCsIT/ACsIT/ITO	1	14.01.2019	Based on training need analysis	DDIT-3/ ITO-4
4	Training for ASK personnel- on soft skills and on technical aspects	ASK personnel	1	16.01.2019	TPS/NADT guidelines + includes soft skills compulsory training	ITO-1
5	Preparation of cases for search/survey + handling TEP/STR	officers and officials of Inv. Wing	1	18.01.2019	Based on training need analysis	ADIT-1/ ITO-2
6	Half day Seminar on Cases in Settlement Commission for Officers of Central Charges	Addl. CIT /JC /AC/ ITOs posted in Central Charge	Half day	21.01.2019	Based on request from Central Charge	ADIT-2/ITO-3
7	One Hour Session on Tax Awareness	Students of Class11 and 12	Half day	23.01.2019	School	ITO-4
8	Personal excellence workshop (soft skills/ communication skills/stress management)	Officers and officials posted in Tricity	1	29.01.2019	compulsory	DDIT-3/ ITO-4