

**Jul-18**

| Sl. No. | Name of Course   | Level of Officer   | Duration (in days) | Date           | Remarks  | Include/imp.  | Course Coordinator |
|---------|--|--|--------------------|----------------|--|---|--------------------|
| 1       | 10 days Training course for ITIs appearing for Departmental Examination for ITOs-                                | ITIs   | 10 working days    | 04.07.2018     | compulsory for SC/ST candidates                                      | in Judicial Academy   | ITO-2              |
| 2       | Outreach Program for Senior Citizens   | Senior Citizens  | half day           | 06th July 2018 | Based on request made by GS, RWA for training on e-filing of Returns | Mr. Sapra, General Secretary, RWA   | ITO-3              |
| 3       | Training on assessment pertaining to agro industry- rice shellers, grain dealers and commission agents/Arhatiyas | ITOs/AC/DC of Haryana  | 1                  | 06.07.2018     | signature course+ Based on training need analysis                    | MSTU Panchkula  | ADIT-1             |
| 4       | 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 | ITO-4              |

|   |   |   |   |                           |                                  |   |   |
|---|---|---|---|---------------------------|----------------------------------|---|---|
| 5 | 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 | ADIT-3  |
| 6 | Doorstep training on Income Tax Business Application (ITBA) and HRMS- Ludhiana  | ITIs/ITOs                                       | 1 | 17.07.2018                |                                  |   | ITO-3   |
| 7 | Training on Tally + MS Excel+ Hindi Karyashala                                  | ITIs below the age of 40 years                  | 3 | 18.07.2018 to 20.07.2018  |                                  |   | might need cancellation owing to departmental exams |
| 8 | Training on Cyber Forensics   |   |   | 19/07/2018 and 20/07/2018 | Based on Training Needs Analysis | Forensics Lab Aayakar Bhawan  | ITO-1   |
| 9 | 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                 |   | ADIT-2  |

|    |   |                     |    |  |            |  |  |
|----|---|---------------------|----|--|------------|--|--|
| 10 | 15 days Orientation Course for Newly promoted Inspectors (subject to promotion order and availability of sufficient no. of trainees)  | newly promoted ITIs | 15 |  | compulsory |  |  |
| 11 | 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 |  |  |