

**PROPOSED REVISED ANNUAL TRAINING CALENDAR OF
DTRTI, CHANDIGARH FOR THE YEAR 2016-17**

Sr. No.	Name of the course	Group level	Targeted Population	Duration	Date of Course	Station	Course Counselor	Classification
APRIL, 2016								
1.	60 days induction course for Newly recruited Inspectors of NWR	C	ITIs	60 days	05.04.2016 to 30.06.2016	Chd.	AG	Retained
2.	Hindi Karyashala	B, C	ITOs/ ITIs/ Admn. Officers	1 day	12.04.2016	Chd.	HK	Retained
3.	Refresher course on effective ways of recovery and demand management	B, C	TROs/ ITOs/ ITIs	1 day	18.04.2016	Chd.	AN	New
4.	Half day training on Soft skills/communication skills/ stress management	C	New recruited ITIs	1 day	21.04.2016	Chd.	AG	Retained
5.	Orientation Course for Newly Promoted ITIs of NWR (Batch - 1)	C	ITIs	10 days	25.04.2016 to 06.05.2016	Pkl.	RK	Retained
MAY, 2016								
6.	Disciplinary action, CCS Conduct Rules, Vigilance and service matters, & Writing of APARs	A, B	DCsIT/ ACsIT/ITOs	1 day	03.05.2016	Chd.	PS	Retained
7.	One day Refresher Course on preparation of periodic Reports and conducting field enquiries	C	ITIs	1 day	06.05.2016	Chd.	AN	New
8.	Training on Latest Accounting Software for Assessing Officers of NWR	A, B	DCsIT/ ACsIT/ ITOs	1 day	10.05.2016	Chd.	PS	New
9.	One day training on Soft skills/communication skills/ problem solving & analytical skills	A	Addl./Jt.CsIT/ DCsIT/ ACsIT	1 day	13.05.2016	Chd.	RK	Retained
10.	Training course for ITIs appearing for Departmental Examination for ITOs.	C	ITIs	10 days	16.05.2016 to 27.05.2016	Pkl.	SK	Retained
11.	One day seminar on Finance Act 2016- Overview of Amendments	A	Pr.CsIT/ CsIT/ Addl./Jt.CsIT	1 day	25.05.2016	Pkl./ Shimla	PS	New
12.	ASK & Income Tax Business Application(ITBA)	A, B	DCsIT/ ACsIT/ ITOs	1 day	27.05.2016	Asr.	AN	Retained
13.	Orientation Course for newly Promoted ITOs of NWR	B	ITOs	40 days	30.05.2016 to 25.07.2016	Chd.	RK	Retained
JUNE, 2016								
14.	OJT-I Probationers of 69 th batch of IRS	A	ACsIT	2 days	02.06.2016 & 03.06.2016	Chd.	PS	Retained
15.	One day training on Soft skills/ Time management & ability to work under pressure	A	ITOs/AOs	1 day	10.06.2016	Chd.	AN	Retained
16.	Refresher Course for Inspectors on Drafting of Questionnaire/ Assessment Order/ Noting	C	ITIs	1 day	13.06.2016	Chd.	HK	New

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17.	ASK & Income Tax Business Application(ITBA) for Haryana Region	A, B	DCsIT/ ACsIT/ITOs	1 day	16.06.2016	RCC Rohtak	HK	Retained
18.	On the Job Training of newly promoted ACsIT of Orientation Programme 2016	A	ACsIT	5 days	20.06.2016 to 24.06.2016	Chd	PS	New
19.	1 day workshop on gender sensitization at workplace	A,B,C	DCsIT/ ACsIT/ ITOs/ ITIs	1 day	20.06.2016	Chd.	RK	Retained
20.	ASK & Income Tax Business Application(ITBA)	A, B	DCsIT/ ACsIT/ITOs	1 day	24.06.2016	Shimla	SK	Retained
21.	Methods of Enquiry & Investigation during Assessment for Contractors, Jewellers, Doctors and Other Professionals	A, B	DCsIT/ ACsIT/ ITOs	1 day	28.06.2016	Chd.	PS	Retained
JULY, 2016								
22.	Seminar on success stories & best practices in jurisdictional regions and on jurisdictional Tribunal and High Court decisions	A, B	DCsIT/ ACsIT/ITOs	1 day	04.07.2016	Chd.	PS	Retained
23.	One day training on Soft skills/office etiquette/ Positive attitude and Hindi Karyashala	A	ITOs/ ITIs/ Admn. Officers / P.S.	1 day	08.07.2016	Chd.	AG	Retained
24.	ASK & Income Tax Business Application for Haryana Region	A, B	DCsIT/ ACsIT/ITOs	1 day	14.07.2016	Ggn.	HK	Retained
25.	ASK & Income Tax Business Application for Haryana Region	A, B	DCsIT/ ACsIT/ITOs	1 day	15.07.2016	Fbd.	SK	Retained
26.	ASK & Income Tax Business Application - TDS Module	A, B	DCsIT/ ACsIT/ITOs	1 day	19.07.2016	Chd.	AN	Retained
27.	Specialized course on Penalties and Prosecutions monitoring on non-filers/stop filers monitoring system	B, C	ITOs /ITIs	1 day	27.07.2016	Chd.	AG	Retained
28.	Exchange of Information with Foreign Entities	A	Pr. CIT/ CIT/ Addl. CIT/ JCsIT/ DCsIT/ ACsIT	1 day	29.07.2016	Chd.	PS	Retained
AUGUST, 2016								
29.	1 day workshop on gender sensitization at workplace	A, B, C	AOs	1 day	02.08.2016	Chd.	SK	Retained
30.	Course on Assessment of Charitable Trusts for Exemption Charge and Assessing Officer	A, B	Addl. CsIT/ JCsIT/ DCsIT/ ACsIT/ ITOs	1 day	04.08.2016	Chd.	PS	Retained
31.	Training on Quality Assessment and Section 147 for Assessing Officers	A	ACsIT	1 day	09.08.2016	Chd.	AG	Retained
32.	Course on Fundamentals of Financial & Commodity Markets & Accommodation entries from Brokers	A	Addl./JCsIT/ DCsIT/ ACsIT	1 day	12.08.2016	Chd.	PS	Retained

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33.	ASK & Income Tax Business Application(ITBA)	A, B	DCsIT/ ACsIT/ITOs.	1 day	17.08.2016	Ldh.	HK	Retained
34.	Training programme for preparations of notes sheets, file, proposals and training on Soft skills/ stress management & conflict resolution	A, B	ITOs	1 day	17.08.2016	Chd.	AG	Retained
35.	ASK & Income Tax Business Application(ITBA)	A, B	DCsIT/ ACsIT/ITOs	1 day	26.08.2016	Chd.	AG	Retained
SEPTEMBER, 2016								
36.	Assessment of Search and Seizure & Survey	A	Addl./JCsIT/ DCsIT/ACsIT of Central charge & other charges	1 day	02.09.2016	Chd.	PS	Retained
37.	One day training on Interpersonal skills/ leadership skills	A	Addl./JCsIT /DCsIT/ ACsIT	1 day	06.09.2016	Chd.	PS	Retained
38.	Course on Assessment of Agro Industry and agriculture income	A, B	DCsIT/ ACsIT/ITOs	1 day	14.09.2016	Chd.	RK	New
39.	Procurement procedures in Govt. Departments dealing with Infrastructure projects	B	DDOs/AOs/ ITO(Hq.)	1 day	30.09.2016	Chd.	SK	Retained
OCTOBER, 2016								
40.	15 days orientation course for newly promoted Administrative Officers	B	Admin. Officers	15 days	03.10.2016	Chd.	SK	New
41.	Workshop on Investigation & Criminal Investigation, Tracking of financial transactions, Tax Evasion and Money Laundering for I&CI Wing and Assessing Officers	A, B	Addl. CsIT/JCsIT/ DCsIT/ACsIT/ ITOs	1 day	04.10.2016	Chd.	PS	Retained
42.	One day training on Soft skills/communication skills/ stress management and Hindi Karyashala	B, C	ITOs/ ITIs/ Administrative Officers	1 day	24.10.2016	Chd.	HK	Retained
43.	Training on TDS provisions and latest case laws and	A, B	Officers/ officials posted in TDS	1 day	25.10.2016	Chd.	RK	New
NOVEMBER, 2016								
44.	One day specialized course on cyber forensics and handling of Digital Evidence for officers of Investigation Wing posted in NWR	A	Addl./ JDsIT/ DdsIT/ ADsIT	1 day	07.11.2016	Chd.	PS	Retained
45.	One day training on Soft skills/ Work Ethics & Preventive vigilance and workshop on gender sensitization at workplace	A	Addl./Jt.CsIT /DCsIT/ ACsIT	1 day	16.11.2016	Chd.	RK	Retained

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DECEMBER, 2016								
46.	Training for DDOs/ PAOs/ Treasury Officers of various organizations on TDS/TCS matters / TRACES Portal, filling of returns, Form 24G by State Govt. DDO's/ Treasury Officers/ PAOs	B, C	DDOs/ PAOs/ Treasury Officers	1 day	05.12.2016	Chd.	AG	Retained
47.	One day training on Soft skills/Self-confidence/ Team Spirit	A	ITIs	1 day	08.12.2016	Chd.	SK	Retained
JANUARY, 2017								
48.	Orientation Course for newly Promoted ITOs of NWR(Batch-II) (Sub. to new promotions)	B	ITOs	40 days	09.01.2017 to 06.03.2017	Chd.	RK	Retained
49.	Comprehensive Training for o/o DDO on Budget, Finance & Establishment matters	B, C	DDO and Staff	2 days	10.01.2017 & 11.01.2017	Chd.	AN	Retained
50.	How to handle media and Employee Unions and training on Soft skills/communication skills/ stress management	A	Pr.CsIT/ CsIT/ Adtl./ JCSIT	1 day	30.01.2017	Chd.	PS	New
FEBRUARY, 2017								
51.	Training for Retiring Employees on Pension Scheme, Preparation of Pension Papers and Retirement dues	A, B, C	All Cadres	1 day	07.02.2017	Chd.	RK	Retained
52.	Hindi Karyashala	B, C	ITOs/ ITIs/ Administrative Officers	1 day	15.02.2017	Chd.	HK	Retained
53.	Developing Human Capital, Improving productivity and reducing infructuous work/ Soft Skill Development and course on Grievances redressal mechanism	A, B	DCsIT/ ACsIT/ITOs	1 day	27.02.2017	Chd.	PS	New
MARCH, 2017								
54.	Workshop for women employees	A, B	DCsIT/ ACsIT/ITOs.	1 day	08.03.2017	Chd.	RK	Retained
55.	One day training on Soft skills/communication skills/ stress management and workshop on gender sensitization at workplace	A	DCsIT/ ACsIT/ITOs./	1 day	13.03.2017	Chd.	PS	Retained
56.	One day seminar on Tax Education for senior citizens		Senior Citizens	1 day	30.03.2017	Chd.	SK	Retained

Note: Long term course are subject to promotions and recruitments. However provisions have been made after taking inputs from office of the Pr. CCIT, NWR, Chandigarh.

Long term courses = 7 Short term courses = 49 Training Days = 231