

# ACADEMY FOR COOPERATIVE MANAGEMENT RESEARCH & TRAINING (ACMART)

Website: [www.wbacmart.com](http://www.wbacmart.com)

**Hands on Training Programme on Basic Computer, GSTN Portal/ Income Tax  
related Issues for the Officials of PACS**

**Day to Day Programme Schedule**

Day	Session	Topic	Resource Person
First Day		<b>Registration &amp; Inauguration</b>	<b>Guest Faculty  Integrity Web Information Pvt Ltd</b>
	I	Computer Fundamental – Theory – covering main features of Operating System with hands-on-exposure	
	II	MS Word - Theory	
	III	Computer Fundamental - Practical	
	IV & V	MS Word – Practical Sessions	
Second Day	I	MS Excel - Theory	
	II	Internet , Email - Theory	
	III & IV	MS Excel – Practical Sessions	
Third Day	I & II	<b>Meaning &amp; Scope of Supply Time &amp; Value of Supply Invoicing and Maintenance of Accounts &amp; Records</b>	<b>Guest Faculty  Comm.Tax Deptt, GoWB</b>
	III & IV	<b>Concept of Turnover, Input Tax Credit &amp; Reverse Charge Mechanism Blocked Credit Payment of Tax, Late Fee and Interest Submission of Returns</b>	<b>-do-</b>
Fourth Day)	I & II	<b>Payment of Tax Uploading of invoice in GSTR – 1 Auto Population of GSTR - 2</b>	<b>Guest Faculty  Comm.Tax Deptt, GoWB</b>
	III & IV	<b>Demo and Submission of GSTR – 3B</b>	<b>-do-</b>
Fifth Day	I & II	<b>Important provisions of Income Tax Act, 1961 as applicable to PACS- Assessments, submission of returns, TDS and Professional Tax etc</b>	<b>Consultant, Income Tax WBSCB</b>
	III	<b>Operational Issues</b>	<b>Faculty from ACMART</b>
	IV	<b>Evaluation &amp; Valediction</b>	<b>Director &amp; FM</b>

