OFFICE MEMORANDUM

Subject: Workshop on Income Tax (WITax) for DDOs and dealing assistants from 07.07.2014 to 08.07.2014 at ISTM, New Delhi.

Institute of Secretariat Training & Management, New Delhi has invited nominations for Workshop on Income Tax (WITax) for the DDOs and the dealing assistants from 07.07.2014 to 08.07.2014 at ISTM, New Delhi. The details of Workshop as under:-

Objectives of the Course:
- Describe the basic principles, procedures regarding calculation of Income Tax from the salary of the employees.
- List the essential factors to be mentioned in the LPC regarding Income Tax.
- Explain various Sections of Income Tax regarding rebate on Income Tax.
- Describe DDO’s duty and responsibility as per Income Tax Act.
- Describe preparation of Form 16 and Form 16-A.
- Describe the process of e-filing of income tax return.

Eligibility: The Officials dealing with calculation of Income Tax/Issuance of Form 16 in their offices.

The Officials, who are desirous to attend the said Workshop may send their nomination in the prescribed nomination form through proper channel latest by 06.05.2014 for onward transmission to ISTM, New Delhi. The Nomination Form may be downloaded from ICAR website under Col., Circular / Work Study Section / Revised Nomination Form for ISTM training programme.

The Officials who have already attended this training course need not apply. The applicants will not be allowed to withdraw their nominations after their acceptance by ISTM, New Delhi.

Enc.: As above.

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