

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI-1**

F.No.ADMN/7/ 110 /2017-WS

Dated the 27 September, 2017.

OFFICE MEMORANDUM

Subject: Workshop on Goods and Services Tax (GST) at ISTM, New Delhi.

The Institute of Secretariat Training & Management, New Delhi has invited nominations for the Workshop on **Goods and Services Tax (GST) at ISTM, New Delhi from** November, 2017 to January, 2018. The details of these workshops are given under:-

Name of the Programme	Programme dates	Last Date for accepting nomination by the Council
Workshop on Goods and Services Tax (GST)	06-07 Nov., 2017	13 th October, 2017
Workshop on Goods and Services Tax (GST)	11-12 Dec., 2017	20 th October, 2017
Workshop on Goods and Services Tax (GST)	08-09 January, 2018	31 st October, 2017

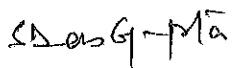
Objectives of the Course: At the end of the programme the officers will be able to:-

- (i) Explain salient features of GST
- (ii) Describe the benefits to the consumers, industry and overall economy
- (iii) Explain Tax Rates and Cess applicable on various Goods and Services procured by Government/Autonomous Bodies etc.
- (iv) Describe the procedure for Registration of Govt. Depts./Autonomous Bodies etc.
- (v) Explain TDS procedure for Goods and Services Tax
- (vi) Describe Reverse Charge Mechanism and its application
- (vii) Explain Input Tax Credit mechanism
- (viii) Explain applicability of GST to Government work contracts

Eligibility: Section Officers and above level officers

The Officers, who are desirous to attend the said workshop may send their nomination in the enclosed nomination form through proper channel latest by the last date for accepting nomination as mentioned against each programme for onward transmission to ISTM, New Delhi.

The applicants will not be allowed to withdraw their nominations after acceptance by ISTM, New Delhi.


(Suparna Dasgupta)
Under Secretary (WS)
Fax No.23387293

DISTRIBUTION:

1. All Officers/Sections of ICAR Hqrs, KB.,/KAB-I&II/NASC through web-site.
2. All the Directors of ICAR Institutes/NRCs / PDs/Bureaux through web-site.
3. DKMA, KAB,Pusa for uploading the same on the ICAR website.
4. Guard File.

NOMINATION FORM

Annexure-II

Course Title:

Course Code:

Date: From _____ to _____

1.	Name:	First*	Middle	Last*
	Name in Hindi:			
2.	Father's / Husband's Name:			
3.	Designation*:		4.	Date of joining / last promotion:
5.	Pay Band:		6.	Grade Pay / Scale of Pay:
7.	Gender*:		8.	Date of Birth*:
9.	Organisation Name*:		10.	Organisation Type*:
11.	Organisation Street Address*:		12.	Organisation City*:
13.	Organisation State*:		14.	Pin Code*:
15.	Organisation Email*:		16.	Organisation Phone*:
17.	Residence Street Address*:		18.	Residence City*:
19.	Residence State:		20.	Pin Code*:
21.	Residence Email*:		22.	Residence Phone*:
23.	Category*: (SC/ST/OBC/GEN)		24.	Emergency Contact Details*:
25.	Educational Qualification*:			
26.	Service to which belongs*:			

27. Brief Service Particulars:

S.No.	Post Name	From	To	Scale of Pay	Nature of Duty

28.	Whether fulfils eligibility conditions*:	Yes / No
29.	Whether Hostel Accommodation is required*:	Yes / No

30.	How the training is likely to benefit the nominee as well as the organisation (in 2 lines)*:	
31.	Previous courses attended at ISTM (with dates in bracket)*:	

I certify that the above information is correct:

Signature of the Nominee_____

TO BE FILLED IN BY THE SPONSORING AUTHORITY

It is certify that the particulars given above are correct. The officer will be relieved for training, if selected and in no case will be withdrawn in between from the course. The prescribed Capitation Fee and other charges as applicable will be paid to ISTM for this course.

Details of the Sponsoring Authority (All fields are mandatory)*:

Name:	
Designation:	
Complete Postal Address (with Pin code):	
Telephone Number (with code):	
Fax Number (with code):	
Signature with Office seal:	