Post Graduate Diploma in Taxation (PGDT)
(w.e.f 2011-12 to 2017-18)

Course structure: Full Marks-600

Paper 1: Computerized Accounting
Paper 2: Tax Legislation –I (Income Tax)
Paper 3: Tax Legislation –II (VAT, CST, Central Excise, Service Tax, Professional Tax)
Paper 4: Tax Legislation –III (Goods and Service Tax)
Paper 5: Business Regulatory Frame Work
Paper 6: Commercial Application of Business & Viva-Voce

Eligibility: Any graduate (Commerce/Science/Arts/Law). LLB/Chartered Accountant/ Cost Accountant will get exemption in Paper 5.

(students are advised to follow the latest provisions of the respective Act and reference books)

Detailed syllabus

Paper 1: Computerized Accounting

Module 1: Basic Accounting (25)

Basic concepts; classification of accounts; cash book, BRS, trial balance with adjustment; final accounts; basic concepts of budget; overview of company accounts and partnership accounts.

Module 2: Business Accounting (75)

Introduction and application of Tally 9.2 ver. and FACT; , Account Masters, Inventory Masters, Inventory accounting; advance Inventory Masters; Voucher Types & accounting; Accounting Reports; Inventory Report; Final Account; Printing & Security Control; Import & Export Data; E-Capabilities, TDS and other accounting reports including performance reports (MIS)

Paper 2: Tax Legislation –I (Income Tax)

Basic Concepts including MAT; Residential Status; Income Exempt from Tax (provision for charitable trusts, SEZs etc.- registration, assessment, application u/s 80G), Agriculture Income, Income From Salaries (including provision and procedural formalities relating to approval of hospital for the purpose of benefit u/s 17(2); Income From House Property; Profit & gains from Business & Profession; Capital Gains including Section 50, 50C; Income from other sources; Clubbing of Income; Set off and carry forward of losses; Principal Deductions under Chapter VI; Rate of income tax & rate of interest; Computation of interest; payment of tax and advance tax; e-filing; filling up Income Tax Return by various types of assesses and documentation; Principal Penalties under IT Act including the procedure for waiver; Tax Deduction at Source (TDS) including provision for lower non-deduction; Procedure for obtaining PAN; Issue of Form 16 and Form 16A; Basics of Assessment & appeal Procedure; Rectification of Petition; Scrutiny Assessment Taxation of i)individuals, ii) Firms, iii)AOP, iv)Companies; Return of Income, Online filing of TDS Return, rectification of error and filing of income tax return.

Paper 3: Tax Legislation II (VAT, CST, Central Excise , Service Tax, Professional Tax)

Module 1: Value Added Tax (VAT) 30 marks

Schedules and Tax Rates; Concepts of works contract including deductions from contractual transfer price and tax on taxable contractual price; Compounding scheme for resellers, works contractors, etc; Option of paying tax on maximum retail price on certain notified goods; Concept of input tax, input tax credit, Negative list and reverse credit; Computation of net tax; Furnishing of Return-How to fill up VAT Return; Time limit for filing of Returns/revised returns; Interest and its determination; Late fee and its determination; Scrutiny and Verification of Returns; Concept of VAT Audit and audit by professionals; Way Bills for registered dealers; Way Bills for persons other than registered dealers; Documentation for transportation of goods – Inter and intra state; Provisional Assessment; Assessment after giving notice to a registered dealer/un-registered dealer; Assessment as per Returns; Tax Deduction at Source (TDS); Maintenance of Registers and accounts; Issue of tax, invoice, etc; Basics of Appeal.

Module 2 : Central Sales Tax (CST) 20 marks

Definitions; Basic concept of inter-State sales or purchase under section 3 (including subsequent sales) and sales under section 5(including sales to; Goods transferred otherwise than by way of sale; Liability to pay tax; Registration procedure; Amendment of Registration Certificate; Tax Rates; Concept of Declared goods; Adjustment of input tax credit or input tax rebate; Computation of tax/interest/late fee; Payment of tax/interest/late fee; How to fill up CST Return; Time limit for filing of Returns/revised returns; Types of Declaration Forms and Certificates; Assessment, Appeal, Revision and Review.

Module 3: Central Excise 20 marks

Introduction; Basic concepts of central excise duties and CENVAT Credit Rule; Registration with filling up of Form A-1; Central Excise Practice- (a) Maintenance of CENVAT-able Input Service Register. (b) Maintenance of Input Duty Credit / R.G 23 Part-II Register. (c) Daily Stock Account Register of finished goods.(d)Procedure under CENVAT Credit Rules, Preparation of Invoices and gate pass; Filling up of e-payment; Maintenance of Personal Ledger Account Register; Filling up of Monthly Return and other Statutory Returns; Basics of assessment, Appeal. Procedure of i)removal of goods for exports, different types of Bonds and undertakings, ii)Reversal of incorrect availment of CENVAT credit

Module 4: Service Tax Provisions (20 marks)

Concept and Applications of Service Tax Provisions, Exemptions (General/ Threshold) & Export & Import of Services; Services liable to Service Tax; Concept of negative list in service tax; Procedural requirements –a) Registration. b)Issue of Invoice/ Bill/ Challan; c)Payment of service tax, d) Filing of Return/ Electronic Return (ACES); e) Determination of service tax net liability/ interest; Point of Taxation Rules, Place of provision of Services Rules; Penalties liveable; Availability of CENVAT credit, Refund of service tax; Assessment/ Appeal. Rules relating to determination of value of taxable services.

Module 5: Professional Tax (10 marks)

Basic Concept; Levy and charge of tax; Employers' liability to deduct and pay tax on behalf of employees; Rate Chart; Registration & enrolment; Payment of tax and interest; Return; Option to make payment of tax for future period by enrolled person; Assessment; Accounts to be maintained; Clearance Certificate;

Paper 4: Tax Legislation III (Goods and Service Tax)

Unit 1

Concept and understanding the objectives of GST; Impact on the Indian economy, exports from India -GST is the driving force for economic reforms; GST as an enabler for robust economic development in the country

Unit 2

Understanding the GST Law; Concept of Supply, levy of tax, concept of taxation, person responsible for taxation, point of levy of tax, concept of place of supply, applicability of CGST, IGST and SGST with case studies

Unit 3

Understanding the Act and Rules :
Central GST Act; Interstate GST Act; State GST Act; Union Territory GST Act
Understanding Relevant Rules:
GST Registration Rules; GST Return Rules; GST Refund Rules; GST Invoice Rules; GST Payment Rules; Input Tax Credit Rules; Transition Rules; GST Composition Rules; GST Valuation Rules

Unit 4

Procedure for Registration ; Procedure for Migration of existing Dealers/ tax payers; Procedure for Transfer of unavailed Input Tax Credit; Procedure for valuation of taxable goods and services

Paper 5: Business Regulatory Frame Work

The Indian Contract Act; The Partnership Act; The Negotiable Instrument Act; The Companies Act; The Sale of Goods Act; The Factories Act; The Transfer of Property Act; ESI; PF, Provision for approval of RPF; Payment of Gratuity Act.

Paper 6: Commercial Application of Business & Viva-Voce

Module 1: (50)

Overview of Customs Act & its procedure; Export and Import procedure; Export documentation; Export promotion scheme; Import procedure & documentation; Classification of bank; types of banking loan; project report writing for availing loan; Concept relating to lease and hire purchase; basics of capital markets operations including trading in shares.

Module 2: Viva-Voce (50)