



**Government of India**  
**Ministry of Communications & IT**  
**National Institute of Communication Finance**  
**Ghitorni, New Delhi-110047**

**No: 1-1/DG/'A' Circular /2015-NICF**

**Dated: 04.06.2015**

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To,

All Pr. CCA/ CCA/GM (PAF)/DAPs

**Sub: Workshop on "Service Tax including Cen VAT / Income Tax- Individual and Corporate Tax" at NICF Ghitorni New Delhi.**

The workshop on "Service Tax including Central VAT/Income Tax- Individual and Corporate Tax" is scheduled to be conducted as per the particulars given below:

**Course No. : 02071516**

**Duration : 2 days**

**Period : 02/07/2015 to 03/07/2015**

**Venue : NICF, Ghitorni, New Delhi.**

**Introduction:**

The workshop intends to familiarize the participants with the issues relating to service tax including central VAT, Income Tax calculation from salary and corporate tax etc.

**Learning Objectives:**

After attending this workshop the participants would be able to explain:-

- Income Tax.
- Income exempted from Tax.
- Income from house property.
- When salary is received in arrears.
- Calculation of Service Tax.
- Calculation of VAT.
- Tax deduction at source.
- Filing of return.
- Filing of Service Tax return.

**Target Population:**

Dy. CCAs/ Sr.AOs/AOs/AAOs level officers of Department of Telecom.

Last date of receipt of nominations : 19/06/2015  
Course Director : Shri. Shree Ram  
Contact phone numbers : 011-26502567 (O)  
Contact email id : [nicfghitorni@gmail.com](mailto:nicfghitorni@gmail.com)  
Course coordinator : Sh. S.C. Kapoor  
09868135512 (M)  
Course Co- coordinator : Sh. C.K. Salwan, AAO  
09868136649 (M)

1. Head of CCA Circles are requested to nominate one suitable officer from their office.
2. The contact telephone numbers of the officers nominated must be mentioned in the nomination form to enable this office to contact the officer directly to convey information on last minute change of scheduled course if any.
3. The officers nominated against the circular may be allowed to book their journey tickets.
4. Officers may be requested to bring their copy of relieving order.
5. All related correspondence may be sent to the course coordinator at the following address.

**Shri S.C. Kapoor, AO**  
**O/o DG, NICF,**  
**Mehrauli- Gurgaon Road, Ghitorni**  
**New Delhi-110047**

6. Accommodation: The Participants are requested to make their own arrangement for stay in hotel NICF has arranged Hotel Africa Avenue and Hotel Oscar in Delhi on payment by the participants. The Controlling authorities are requested to sanction admissible TA advance to the officers nominated for this workshop.
7. Transport:- All the participants are hereby requested to make their own arrangement to reach the hotel from Airport/ Railway station and vice versa.

  
**(Shree Ram)**  
**Director**  
011-26502567

Copy to:

- PPS to Secretary (Telecom), Deptt of Telecom New Delhi.
- PPS to Member (Finance), Telecom Commission, Sanchar Bhawan, New Delhi.
- PSO to Adviser (Finance) Telecom Commission, Sanchar Bhawan, New Delhi.
- DDG (PAF)), DoP HQ, Dak Bhawan, New Delhi.
- Director (Trg. Fin.), DoT HQ, New Delhi.