



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

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No: 1-4/DG/ST,VAT,IT/2016-NICF

Dated: 26.05.2016

**CORRIGENDUM**

**Sub: Workshop on "Service Tax , Income Tax – Individual and Corporate Tax" at NICF, Ghitorni, New Delhi**

In partial modification of 'A' Circular No. 1-4/DG/ST,VAT,IT/2016-NICF dated 16.05.2016 the period for conducting of above Workshop may be read as 16.06.2015 to 17.06.2015 instead of period from 26.05.2016 to 27.05.2016 and the last date of receipt of nominations may be read as 10.06.2015 instead of 23.05.2016.

*Shree Ram*  
*26/05/16*

**(Shree Ram)**  
Director, NICF

To

The DDG (Accounts), DoT  
All Heads of Pr. CCA/ CCA Circles of  
Jammu & Kashmir, Himachal Pradesh, Punjab, Haryana, Rajasthan,  
Uttar Pradesh (W), Delhi.

Copy to:

- 1 PPS to Secretary (Telecom), DoT, Sanchar Bhawan, New Delhi.
- 2 PPS to Member (Finance) Telecom Commission, Sanchar Bhawan, New Delhi.
- 3 PSO to Adviser (Finance) Telecom Commission, Sanchar Bhawan, New Delhi
- 4 Director (Trg/Fin), DoT HQ, Sanchar Bhawan, New Delhi.



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Dated: 16.05.2016

To,

The DDG (Accounts), DoT  
All Heads of Pr. CCA/ CCA Circles of  
Jammu & Kashmir, Himachal Pradesh, Punjab, Haryana, Rajasthan, Uttar Pradesh (W),  
Delhi.

**Sub:** Workshop on "Service Tax , Income Tax – Individual and Corporate Tax" at NICF,  
Ghitorni, New Delhi

The workshop on "Service Tax, Income Tax – Individual and Corporate Tax" is scheduled to  
be conducted as per the particulars given below:

Course No. : 03051617  
Duration : 2 days  
Period : 26/05/2016 to 27/05/2016  
Venue : NICF, Ghitorni, New Delhi

**Introduction:**

The workshop intends to familiarize the participants with the issues relating to Service  
Tax, 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
- ❖ Tax deduction at Source
- ❖ Filling of return
- ❖ Filling of Service Tax Return

*Shankar*  
16/05/16

**Target Population:** JA / Sr. Acctt. / AAO/ AO/ Sr. AO/ Dy. CCA

Last date of receipt of nominations : 23 /05/2016  
Course Director : Sh. Shree Ram  
Contact phone numbers : 011-26502457 (O)  
Contact email id : [niefghitorni@gmail.com](mailto:niefghitorni@gmail.com)  
Course coordinator : Sh. P. S. Pandian  
9013135422 (M)  
Co-Course Coordinator : Sh. Madhukar Sharma  
9810018559 (M)

- 1 Pr. CsCA/CsCA/DDG are requested to nominate suitable officers from their office for the workshop.
- 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 etc. if any.
- 3 The officers/officials are directed to bring their copy of relieving order.
- 4 All related correspondence may be sent to the course coordinator at the following address.

**Sh. P. S. Pandian,**  
**Accounts Officer,**  
**O/o DG, NICF, Mehrauli- Gurgaon Road, Ghitorni, New Delhi-**  
**110047**

5. **Accommodation:** - The participants are requested to make their own arrangement for stay in Hotel in Delhi. NICF has arranged Hotel Africa Avenue and Hotel Oscar in Delhi on payment basis by the participants. The controlling authorities are requested to sanction admissible TA advance to the officers nominated for this workshop.
6. **Transport:-** All the participants are requested to make their own arrangement to reach the hotel from Airport/Railway station and vice versa.
7. This workshop is intended to train the official/ officers to enable them to deal with the relevant subject in their official capacity. In view of this, sessions for practice by the participants will be proposed in the session plan for the workshop.

It is, therefore, requested that all the participants may be directed to bring raw data for practice during practical sessions.

  
**(Shree Ram)**  
**Director**

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