



NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES AND NARCOTICS
ZONAL CAMPUS, CHANDIGARH

ANNUAL TRAINING CALENDAR FOR THE YEAR 2024-25

Name of the Course	Level of Trainees	Location of Training	No. of Courses during the year	Duration of the Course	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
(A) INDUCTION TRAINING COURSES																
1	Induction Training for newly recruited / promoted Inspectors	Newly recruited/promoted Inspectors	OfflineMode	1	14 weeks			24.06.2024 to 27.09.2024								
2	Induction Training for newly recruited / promoted TAs/LDCs	Newly recruited/promoted TAs	OfflineMode	2	3 weeks	01.04.2024 to 12.04.2024	20.05.2024 to 07.06.2024									
3	Induction Training for newly recruited Havaldars	Newly recruited/promoted TAs		0	3 Days											
(B) MANDATORY TRAINING COURSES																
1	Mandatory Training of Inspectors for promotion to Superintendents	Inspectors		1	3 weeks	22.04.2024 to 10.05.2024										
2	Mandatory Training of Executive Assistant for promotion to Administrative Officer	LDC/EA	OfflineMode	0	3 weeks											
(C) CUSTOMS																
1	Assessment, Manual EDI & Faceless Assesment on site with Valuation Rules	Gr B	OfflineMode	1	2 day										17-18	
2	Orientation Course on Customs	Gr B	OfflineMode	1	2 days						9-10					
3	Refund and Duty Drawback under Customs	Gr B	OnlineMode	1	1 day								16			
4	Launching of Prosecution and relevant proceedings	Gr A,Gr B(Executive)	OfflineMode	1	1 days								12			
5	Soft skill	Gr A,Gr B(Executive)	OnlineMode	1	1 Day									8		
6	Training to combat illegal trade in wildlife & trophies and protection of flaua & fanna	Gr A,Gr B(Executive)	OfflineMode	1	1 days										10	
(D) GOODS & SERVICE TAX																
1	GST Audit & Accounting	Gr A and B	OfflineMode	2	3 days							14-16				05-07
2	GST Refresher Course	Gr. A and B	OfflineMode	2	2 days							3-4		16-17		

3	E-Way Bill Mechanism ; Data Analysis using GST Returns	Gr A and B	OfflineMode	1	1 day									27			
4	Supply in GST : Time, Place & Valuation	Gr. A & B	OnlineMode	2	1 day								17		3		
5	ITC Provisions under GST	Gr. A & B	Offline/ online Mode	2	1 day								18		6		
6	GST on Services Sector	Gr. A & B	OfflineMode	1	2 day									05-06			
7	TRAINING for AUDIT Officers- Financial Accounts & Accounting Tools and HANDS ON BALANCE SHEET AND ACCOUNTS,	Gr. A & B	OfflineMode	1	2 days										23-24		
8	Training in Goods and Services Tax to the Officers of Indirect Taxes Wing of the Indian Audit & Accounts Department	Gr. A & B	OfflineMode	1	5 days	1-5											
9	Training on ADVAIT	Gr. A & B	OnlineMode	1	1 Day												5
(E) GENERAL (TECHNICAL)																	
1	DATA Interrogation techniques using Microsoft Excel	Gr A and B	online Mode	1	3 days												19-21
2	GST Prime-NIC Analytical Systems	Gr A and B	Offline Mode	1	2 days	29-30											
3	Online training Session for solving doubts and queries of PIMS Managers	First Half of EVERY FIRST TUESDAY OF MONTH	OnlineMode	12	Half Day	2	7	4	2	6	3	1	5	3	7	4	4
4	Online training Session for solving doubts and queries of PIMS Managers	Second Half of EVERY FIRST TUESDAY OF MONTH	OnlineMode	12	Half Day	2	7	4	2	6	3	1	5	3	7	4	4
(F) ADMINISTRATION & OTHERS																	
1	Training on POSH	Gr A, B & C	OnlineMode	2	1 day									28			28
2	Happiness, Health Meditation , Motivation & Balance between Official Work & Personel Life	Gr A, B & C	OfflineMode	1	1 day									19			
4	Right to Information Act	Gr A and B	OfflineMode	2	1 day												6
5	Vigilance Matters	Gr A and B	OfflineMode	2	1 day								30				18
6	Yoga Workshop	Gr A , B and C	OfflineMode	1	1 day			21									
7	Workshop on Planning for Retirement	Gr A , B	OfflineMode	1	1 days								24				

