

Important Circular No. -45

No. O&M/Trg/203/In House/Vol-XIII
Office of the CDA
Udayan Vihar, Narangi
Guwahati-781171
Date:- 24.07.2017

Sub:- Training cum Workshop on Goods and Service Tax; Course Module Training Capsule there of.

In continuation to this office Important Circular No. 40 dated 12.07.2017, it is intimated that the course module for the subject Training cum workshop to be conducted at Community Hall of CDA Guwahati is as under. All are requested to take their seat by 9.15 AM.

Sl No.	Date	Session	Duration	Subject
1.	27/07/2017	-	9.30 AM	Inaguration by CDA
2.	27/07/2017	1 st Session	10.00 to 11.15	Overview of GST Act
3.	27/07/2017	-	11.15 to 11.30	Tea break
4.	27/07/2017	2 nd Session	11.30 to 12.45	Meaning and Scope of supply, Time of Supply, Place of Supply & valuation.
5.	27/07/2017	-	13.00 to 14.15	Working Lunch
6.	27/07/2017	3 rd Session	14.30 to 15.45	Tax deduction at Source (TDS)
7.	27/07/2017	-	15.45 to 16.00	Tea break
8.	27/07/2017	4 th Session	16.00 to 17.00	Question & Answer and Misc Discussion session.
9.	28/07/2017	1 st Session	10.00 to 11.15	Registration, Return & Payments.
10.	28/07/2017	-	11.15 to 11.30	Tea break
11.	28/07/2017	2 nd Session	11.30 to 12.45	Input Tax Credit, tranision provision, job work.
12.	28/07/2017	-	13.00 to 14.15	Working Lunch
13.	28/07/2017	3 rd Session	14.30 to 15.45	Question & Answer Session
14.	28/07/2017	-	15.45 to 16.00	Tea break
15.	28/07/2017	4 th Session	16.00 to 17.00	Valediction by Jt.CDA.

All AOs GE/AOs CC, SAOs/Aos of MO and AAOs of MO dealing with third party bills are requested to strictly adhere to the time schedule of the subject training cum workshop.

sd/-
(K. Lalbiakchhunga)
Asstt. Controller

Copy to

1. All GOs
 2. All SAOs/AOs of M.O.
 3. The Officer-in-Charge
 - a) AN-IA Sec (Local)
 - b) AN-II GP-II Sec (Local)
 4. The Officer-in-Charge EDP Cell
 5. For Notice Board
 6. P.A. to CDA.
 7. All AOs GE Offices
 8. All AAOs MO dealing with third party bills.
- } For information
} For information & further action, please.
} For Uploading on CDA Guwahati Website.
For information.

24/7
(K. Lalbiakchhunga)
Asstt. Controller