



**School of Management Sciences**  
**TEZPUR UNIVERSITY**  
**(A Central University)**

Napaam, Assam, Pin: 784 028

January 2, 2018

From:

Prof. Subhrangshu Sekhar Sarkar  
Professor,  
Department of Business Administration  
Tezpur University

To:

**Sri T C Saharia,**  
**Director,**  
**Public Enterprises Department , Government of Assam**  
**Guwahati**

Sub: **3 Day Residential Training Programme on Application and Management of GST in State PSE**

Sir,

Thank you very much for your e-mail dated 01 January 2018 for organizing 3 Day residential training programme on Application and Management of Goods and Services Taxes (GST) in State PSEs.

Enclosed our detailed proposal for carrying out 3-Day Residential training programme on the captioned subject to be conducted at the School of Management Sciences, Tezpur University during February 2018.

We are enclosing an Invoice for participation of 30, the amount may kindly be transferred to University Account **as advance**.

The proposal is submitted for your perusal and consideration.

With regards,

Yours sincerely,

**(Subhrangshu Sekhar Sarkar)**

cell: 9435081446



## School of Management Sciences

### TEZPUR UNIVERSITY (A Central University), Assam

#### PROPOSAL FOR MANAGEMENT DEVELOPMENT PROGRAMME ON APPLICATION AND MANAGEMENT OF GOODS AND SERVICES TAX IN STATE PSEs

##### Course Objective:

Goods and Services Tax (GST) is the most revolutionary reform in indirect taxation ever carried out in India. The country has witnessed the introduction of GST from July 01, 2017. This new system of indirect taxation is affecting all spheres of life. The State public sector enterprises should apply and manage the GST in a proper way. This 3 –Day training programme is aimed at familiarizing the participants with the concept of GST with special focus on its effective management at State PSEs.

##### Themes of Programme:

The 3-Day residential program will enable the participants to:

- Gain an overall understanding of the GST Law and Rules covering its implementation, compliance and enforcement issues.
- Understand how GST would impact the functioning of your organisation and changes in the business process required for compliance with the new law.
- Acquire practical knowledge of the different procedures required under GST Act and Rules such as Registration, Filing of Returns, availing Input Tax Credit, TDS (Tax Deduction at Source for Government Buyers) compliance, Refunds and other documentation requirements.
- Effective treatment of Transitional Issues, Enforcement Provisions and Anti-Profiteering Measures .

##### Course Pedagogy:

Structured or unstructured group discussions, diagnostic instruments, role plays, structured exercises, case studies and management games.

**Course Fee:** RS. 20,000/- per participant (GST@ 18 percent, will be charged extra)

Course fee includes cost of reading materials, breakfast, tea, snacks, lunch, and dinner during the days of the programme. Participants' accommodation will be arranged in University Guest House in Air Conditioned Rooms on single basis for four nights.

**Intake:** 30 per batch

**Course Duration and Date:** **February 19-21, 2018** : 9.30 am to 5 pm

**Programme Coordinator:** Prof. Subhrangshu Sekhar Sarkar, School of Management Sciences, Tezpur University, e-mail: [subh@tezu.ernet.in](mailto:subh@tezu.ernet.in) cell: +91 9435081446 phone: 03712-275006 Fax: 03712- 267005



# TEZPUR UNIVERSITY

(A Central University)

Napaam, Assam, Pin: 784 028

## Invoice

To,

January 2, 2018

**The Director,**

**Public Enterprises Department , Government of Assam**

**Guwahati**

Being the cost of conducting 3-Day Training Programme on "Application and Management of Goods and Service Tax" during February 19-21, 2018 (Charge for 30 participants 20,000/- per participant on residential basis including cost of accommodation and food)	₹ 6,00,000/-
GST @ 18 percent	₹ 1,08,000/-
<b>Total</b>	<b>₹ 7,08,000/-</b>

(Rupees seven lakhs eight thousand only)

*The amount should be paid by **Bank Draft** favoring the Registrar, Tezpur University, Tezpur*

*The amount may be sent by **Bank transfer** also. Details given below:*

*Name of the Bank and Address: State Bank of India, Tezpur Branch*

*Name of Account Holder: Registrar, Tezpur University*

*Current Account No. 10501585452*

*RTGS (IFSC) Code: SBIN0000195*

*MICR No. 784002002*

Pre -Received

(Subhrangshu Sekhar Sarkar)

**Programme Coordinator**

## Training Programme on

# APPLICATION AND MANAGEMENT OF GOODS AND SERVICES TAX (GST)



Day	Session I 10.00 am – 11.30 am	Tea Break 11.30 am – 11.45 am	Session II 11.45 am – 1.15 pm	01.15 pm to 02.30 pm	Session III 2.30 pm – 4.00 pm	Tea Break 4.00 pm to 4.15 pm	Session IV 4.15 pm – 5.45 pm
<b>19 Feb 2018</b> Day 1	Inaugural, Interactive/ Sharing Session		Basic difference between erstwhile VAT or Service Tax and GST covering Schedule I, II and III of GST and treatment of advances		Meaning of the term Supply as defined under Section 7 of the CGST Act 2017		Reverse Charge under Section 9(3) and 9 (4) of the CGST Act 2017
<b>20 Feb 2018</b> Day 2	Valuation as per Section 15 and rules of valuation		Time and place of supply of Services as per CGST Act and IGST Act 2017		Important documents prescribed under GST Act and rules of issuance including the concept of Debit and Credit Notes		Input Tax Credit as per Section 16 to Section 18 and rules of ITC
<b>21 Feb 2018</b> Day 3	Concept of Tax Deduction under Section 51 of the CGST Act 2017		Filing of returns and matching concept as per Section 37 to 45 of the CGST Act 2017		Accounting under GST		Summing Up Valedictory/ Feedback Session