



GLOW INSTITUTE OF PROFESSIONAL STUDIES

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Email: info@glowips.in Website: www.glowips.in

Duration -3 Month (90 Hours)

Minimum Qualification 12th Standard

COURSE FOR THE POST OF 'e' TAXATION EXPERT

Income Tax, Vat & Cst Training

Tax computation Course
Company Registration process
Training Students how to file Income Tax Return
Training Students how to file E TDS return online
Permanent Account No application and its procedure
E TDS and TCS return filing Practical Training
E TDS software like Taxmann Income Tax return filing techniques
How to compute Income Tax on Salary Income.
How to prepare Form 16 online and manual
How to fill up Form 49A , 49 B
Preparation of Challan 281 and 280 manual and computerized both
Income Tax Assessment procedure and handling Income Tax cases
Income Tax appeals and Scrutiny Cases under section 143
Tax Audit procedure and laws practical training
How to register company for VAT ? detail procedure and formalities
How to file Vat return Mannul & online

ROC "Registrar of companies: Company Law Based on study lessons provided by the Institute of company secretaries of Indis www.icsi.in and Ministry of Corporate Affairs www.mca.gov.in

How to create a new Company
Registration process and formalities
How to register company in India
Formation of Company
Statutory Record
Recording of Board Meeting Resolutions and Minutes preparation

How to file Registrar of Companies Annual Return with MCA software
Ministry of corporate Affairs
[http://www.mca.gov.in/ software](http://www.mca.gov.in/software).
Drafting Techniques of Memorandum of Association & Articles of Association.
Loan and Investment Companies, Inter Corporate Deposits formalities.

**Service tax course & training as per e-learning course based on the Institute of chartered accountants of india
<http://elearn.icai.org/>(Recognised all over India)**

How to obtain Service Tax Registration of companies
What are Service Tax laws
How to calculate Service Tax liability
What are Service Tax assessment procedure and their compliance

Central Excise Course & Training

How to do Excise Registration of companies in India
How to calculate Excise liability
What is PLA Register and RG 23 registers and accounting entries
What is basic excise duty and special excise duty
How to calculate cenvat and claim it in returns
How to fill Excise Challans
Quarterly returns of Excise
PLA and RG 23 implications
How to fill Excise Forms Manually,
How to handle Excise Assessment Procedures
How to file Excise Appeals
Live projects on Company law