



**SYLLABUS FOR CENTRAL EXCISE, SERVICE TAX, SALES TAX  
& EXPORT / IMPORT**  
(For hints & guidelines only)

DURATION:	4 Months – Twice a week
TIMINGS:	6.30pm to 8.30pm
COURSE FEES:	Rs. 5000/-
TEACHING METHODOLOGY:	Detailed classroom lectures with practical Case Study Illustration,

**1. CENTRAL EXCISE**

- Basic Knowledge
- Organization Chart
- Forms / Returns / Registers / Documents
- Registration
- Classification / Valuation
- Captive Consumption
- Accounting
- Assessment / Audit (Excise – 2000)
- Cenvat Credit on input & capital goods
- Private Records
- Dealers Invoice
- Budget Day Provisions / Control
- S.S.I. Units
- Retention of duty paid goods
- Procurement of goods at concession rates of duties & remission of duty
- Visits by officers, search etc
- Show cause notice, Appealable remedies
- Self Audit & Self safety
- Refund of Duty
- Question Answers Forum / Group Discussions / Case Study

**2. CENVAT LAWS APPLICABLE TO CENTRAL EXCISE & SERVICE TAX**

- Introduction
- Background & Applicability
- Salient Features
- Procedure / Documentation
- Cenvat Credit Rules 2002
- Dealers Invoice
- Receipt / Accounting of Inputs / Capital Goods
- Job Work
- Waste & Scrap

## BARODA PRODUCTIVITY COUNCIL

- Restricted Credit
- Returned Goods
- Cenvat Mistakes
- Audit
- Show cause notice & Appealable remedies
- Question Answer Forum / Group Discussion / Case Study

### 3. SERVICE TAX

- Introduction
- Basic Propositions
- General Exemptions
- Export of Services
- Computation of Taxable Service
- Registration
- Issue of Invoice / Bills / Challan / Consignment Note
- Payment
- Refund
- Records & Returns
- Recovery
- Rectification of Mistakes
- Interest / Penalties
- Search & Seizure
- Accounts & Audit

### 4. SALES TAX

- VAT Registration
- Tax Credit
- Returns
- Assessments and Recovery of Tax and Refund
- Appeals, Revision, Reference and Rectification
- Audit Report
- Offences and Penalties

### 5. EXPORT / IMPORT

- Procedure / Documentation
- Export Promotion Schemes – 100% EOU / SEZ
- Case Study / Question Answer / Handouts

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