

# Learn



[ ACCELERATE ]  
[ YOUR **CAREER** ]



**ICA Edu Skills Pvt. Ltd.**

27, NETAJI SUBHAS ROAD, 4TH FLOOR, KOLKATA 700001



# GST Executive (GSTE) GST Executive Plus (GSTEP)

| MODULES  | HRS. | GSTE | GSTEP                       |
|--|------|------|-----------------------------|
| <b>Goods &amp; Services Tax (GST)</b>  | 40   | ✓    | ✓                           |
| <b>Introduction</b><br>About GST   Objectives of implementation of GST   Benefits of GST   Components of GST   Present Tax Structure vs GST Structure   Important Definitions   Meaning and Scope of supply  |      | ✓    | ✓                           |
| <b>Levy and Collection of Tax</b><br>Meaning and Scope of supply   Tax liability on Composite and Mixed Supply   Levy and collection of tax   Composition Levy   Exemption from Tax  |      | ✓    | ✓                           |
| <b>Time and Place of Supply</b><br>Time of supply of goods   Time of supply of services   Time of supply in case of reverse charge   Supply of Vouchers   Change in rate of tax   Place of supply  |      | ✓    | ✓                           |
| <b>Valuation of Supply</b><br>Value of supply where the consideration is not wholly in money   Value of supply between related person   Value of supply through an agent   Supply based on cost   Pure agent   Rate of exchange of currency  |      | ✓    | ✓                           |
| <b>Input Tax Credit</b><br>Eligibility and Conditions   Apportionment of credit in case of taxable and exempt supply   Input Tax credit in respect of inputs held in stock   Input Tax Credit in respect of Capital Goods   ITC in respect of inputs and capital goods sent for job work   Recovery of ITC   Manner of distribution by ISD   Credit recovery distributed in excess   |      | ✓    | ✓                           |
| <b>General Procedures</b><br>Registration   Special provisions relating to casual and Non-resident taxable person   Amendment and cancellation of registration   Tax Invoice   Credit & Debit Notes   Accounts and Records   Period of retention of accounts   Filing of Returns   Furnishing details of outward and inward supplies   Matching of ITC   Annual Return   Late Fee   Payment of Tax   Electronic Credit Ledger   Electronic Cash Ledger   Interest on delayed payment of tax   TDS & TCS   Transfer of credit   Refund of tax |      | ✓    | ✓                           |
| <b>Transitional Provisions</b><br>Migration of existing taxpayers   Carry forward of Cenvat Credit   When credit is not allowed   Unavailed cenvat credit in respect of capital goods   Cenvat credit in respect of inputs held in stock, semi-finished and finished goods   Return of Duty paid goods   Transitional provisions relating to Job Work   Credit distribution by ISD   Branch Transfer   Goods sent on approval basis  |      | ✓    | ✓                           |
| <b>IGST Act</b><br>Definitions   Levy & Collection of Tax   Determination of nature of supply   Place of supply   Place of supply of goods imported into or exported from India   Zero rated supply   Apportionment of tax   Transfer of ITC   Payment of Tax   Transitional Provisions  |      | ✓    | ✓                           |
| <b>Featured Segment –</b><br>Composition Scheme   Job Work   Reverse Charge   Input Service Distributor   Discount   Composite & Mixed Supply   Electronic Commerce   Works Contract   Construction Services   Renting   Leasing   |      | ✓    | ✓                           |
| <b>Industry Specific Analysis</b><br>Tech   FMCG   E-Commerce   Telecom   Automobiles   Media   Insurance   Manufacturing  |      | ✓    | ✓                           |
| <b>GSTN Website</b><br>About GSTN   Enrolment of existing taxpayers   Hands on practice with live examples   |      | ✓    | ✓                           |
| <b>Orientation to Excel, Tally and Business Accounting</b>   | 20   | ✓    | ✓                           |
| <b>MS Excel</b> – Navigation & Formatting, Cell Reference, Conditional Formatting, Data Validation, Filter & Sorting, Pivot Table & Pivot Chart, Protection, Math & Stat Function, Logical Function, Financial Function, Date related Function   |      | ✓    | ✓                           |
| <b>Tally.ERP 9</b> – Company & Master Creation, Accounting & Inventory related transactions & Reports, Accounting for TDS using Tally  |      | ✓    | ✓                           |
| <b>Business Accounting</b> - Preparation of Books of Accounts and Financial Statements, Accounts Documents, Accounting for GST   |      | ✓    | ✓                           |
| <b>Orientation to Soft Skills</b>  | 20   |      | ✓                           |
| <b>Work Skills</b> – Sell yourself, Goal Setting, People Skills – Work Place Behaviour, Non-verbal communication, Assertive Communication, E-mail Etiquette, Interview Skills, Solving problems and Spotting opportunities, Group Communication and Networking at Workplace  |      |      | ✓                           |
| <b>Simulation Software on GSTN</b>   |      |      |                             |
|  |      |      | <b>Certification by ICA</b> |

Note:- Students enrolling for the course would receive updated classes on GST for next 12 months.

**GSTE**

1 month  
@ 3hrs/class,  
2 months  
@ 1.5 hrs/class

Rs. 12,000/-  
plus  
Service Tax

**GSTEP**

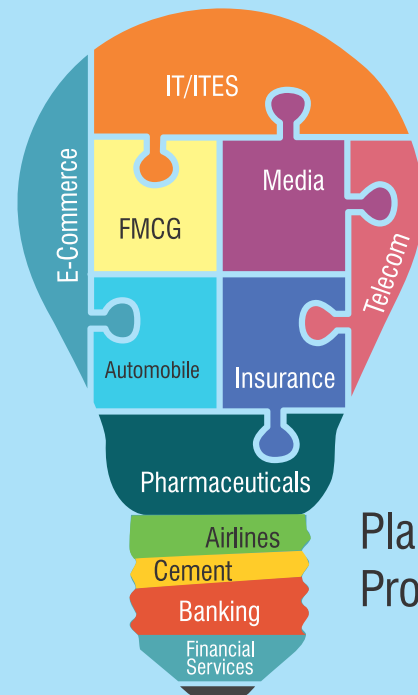
1.5 months  
@ 3hrs/class,  
2.5 months  
@ 1.5 hrs/class

Rs. 15,000/-  
plus  
Service Tax

Extra charges -  
Admission fee:- Rs.400  
Prospectus fee:-Rs.100



## EXTENSIVE CLASSROOM TRAINING BY EXPERT TRAINERS



### Future Aspects in GST Transformation

- 1
- 2
- 3

#### **Career Opportunity**

(GST knowledge gives an extra edge in the career graph)

#### **Better Job Prospects**

(Increase in demand for GST Executives in all industry)

#### **Earn Higher Salary**

(Get job at a higher package than an accountant)

## JOB ASSISTANCE

## What we have for you:

- Latest news and updates on GST
- Articles written by Experts
- Educational Videos on GST
- Discussion Forum
- Job Platform
- Seminars & Webinars
- Courses on GST

## Why Register?

- Connect with Corporates & Organisations
- Opportunity to Network with Tax Experts
- Watch Educational Videos on GST
- Get Answers to your GST Queries
- Enroll to Online Courses
- Participate in Webinars
- Exchange Views & Ideas in Discussion Forum



Register Now @ [www.gstindiaexpert.com](http://www.gstindiaexpert.com)

If you are interested in conducting Faculty Development Program, Seminar, Workshop, Training Program, Please contact us at [gst@gstindiaexpert.com](mailto:gst@gstindiaexpert.com) or call +91 93301 22344

## About ICA



18 Years  
Running



4,00,000+  
Successful  
Students



70,000+  
Registered  
Employers



India's  
No.1  
Institute



National  
Placement  
Network



Presence  
in 100+  
cities

## Counsellor's Feedback



ICA Edu Skills Pvt. Ltd.

Partner



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