# INCOME TAX CALENDAR

CAPITAL TRAINERS

## 7 MAY 2023

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| **7 May 2023** | Due date for deposit of Tax deducted/collected for the month of April, 2023. However, all sum deducted/collected by an office of the government shall be paid to the credit of the Central Government on the same day where tax is paid without production of an Income-tax Challan. |

## 15 MAY 2023

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| **15 May 2023** | Due date for issue of TDS Certificate for tax deducted under section 194-IA in the month of March, 2023 |
| **15 May 2023** | Due date for issue of TDS Certificate for tax deducted under section 194-IB in the month of March, 2023 |
| **15 May 2023** | Due date for issue of TDS Certificate for tax deducted under section 194M in the month of March, 2023 |
| **15 May 2023** | Due date for issue of TDS Certificate for tax deducted under section 194S in the month of March, 2023<br><br>Note: Applicable in case of specified person as mentioned under section 194S |
| **15 May 2023** | Due date for furnishing of Form 24G by an office of the Government where TDS/TCS for the month of April, 2023 has been paid without the production of a challan |
| **15 May 2023** | Quarterly statement of TCS deposited for the quarter ending March 31, 2023 |
| **15 May 2023** | Due date for furnishing statement in Form no. 3BB by a stock exchange in respect of transactions in which client codes have been modified after |

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| | registering in the system for the month of April, 2023 |

## 30 MAY 2023

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| **30 May 2023** | Submission of a statement (in Form No. 49C) by non-resident having a liaison office in India for the financial year 2022-23 |
| **30 May 2023** | Due date for furnishing of challan-cum-statement in respect of tax deducted under section 194-IA in the month of April, 2023 |
| **30 May 2023** | Due date for furnishing of challan-cum-statement in respect of tax deducted under section 194M in the month of April, 2023 |
| **30 May 2023** | Due date for furnishing of challan-cum-statement in respect of tax deducted under section 194-IB in the month of April, 2023 |
| **30 May 2023** | Due date for furnishing of challan-cum-statement in respect of tax deducted under section 194S in the month of April, 2023<br><br>Note: Applicable in case of specified person as mentioned under section 194S |
| **30 May 2023** | Issue of TCS certificates for the 4th Quarter of the Financial Year 2022-23 |
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## 31 MAY 2023

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| **31 May 2023** | Quarterly statement of TDS deposited for the quarter ending March 31, 2023 |
| **31 May 2023** | Return of tax deduction from contributions paid by the trustees of an approved superannuation fund |
| **31 May 2023** | Due date for furnishing of statement of financial transaction (in Form No. 61A) as required to be furnished under sub-section (1) of section 285BA of the Act respect for financial year 2022-23 |
| **31 May 2023** | Due date for e-filing of annual statement of reportable accounts as required to be furnished under section 285BA(1)(k) (in Form No. 61B) for calendar year 2022 by reporting financial institutions |
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| **31 May 2023** | Application for allotment of PAN in case of non-individual resident person, which enters into a financial transaction of Rs. 2,50,000 or more during FY 2022-23 and hasn't been allotted any PAN |
| **31 May 2023** | Application for allotment of PAN in case of person being managing director, director, partner, trustee, author, founder, karta, chief executive officer, principal officer or office bearer of the person referred to in Rule 114(3)(v) or any person competent to act on behalf of the person referred to in Rule 114(3)(v) and who hasn't allotted any PAN |
| **31 May 2023** | Application in Form 9A for exercising the option available under Explanation to section 11(1) to apply income of previous year in the next year or in future (if the assessee is required to submit return of income on or before July 31, 2023) |
| **31 May 2023** | Statement in Form no. 10 to be furnished to accumulate income for future application under section 10(21) or section 11(1) (if the assessee is required to submit return of income on or before July 31, 2023) |

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- ☑ Introduction to GST
- ☑ Types of GST & Rate Structure under GST
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- ☑ GST Registration Mandatory & Voluntary
- ☑ Concept of Supply under GST
- ☑ Concept of Place of Supply
- ☑ Time of Supply & Valuation under GST
- ☑ Types of Invoices & Invoices Format
- ☑ Computation of GST
- ☑ Input Tax Credit
- ☑ Concept of Reverse Charge Mechanism
- ☑ Recordings GST Liability, ITC
- ☑ Computation of GST Payment
- ☑ **Filing of GST Returns - GSTR 1, GSTR 2A, GSTR3B, GSTR 3B, GSTR 4, CMP 08**
- ☑ E-way bill Requirement & Compliance
- ☑ E-Invoicing
- ☑ Composition Scheme in GST
- ☑ Tax Computation, Payments & Reports
- ☑ TDS Under GST
- ☑ GST Annual Return GSTR-9, GSTR-9A

# INCOME TAX

- ☑ Basics of Income Tax
- ☑ Computation of Income under five heads of Income
- ☑ Tax Deductions
- ☑ Set off / carry forward of losses, clubbing of Income etc.
- ☑ Computation of Income Tax
- ☑ Payment of Tax, filing of Tax Returns under various forms etc.
- ☑ Applying for PAN / TAN
- ☑ Computation & Filing of Income Tax Returns (ITR 1, ITR 2, ITR 3, ITR 4)
- ☑ **ITR-1 SAHAJ** For individuals being a resident (other than not ordinarily resident) having total income upto Rs.50 lakh, having Income from Salaries, one house property, other sources (Interest etc.), and agricultural income upto Rs.5 thousand
- ☑ **ITR-2** For Individuals and HUFs not having income from profits and gains of business or profession
- ☑ **ITR-3** For individuals and HUFs having income from profits and gains of business or profession
- ☑ **ITR-4 Sugam** For Individuals, HUFs and Firms (other than LLP) being a resident having total income upto Rs.50 lakh and having income from business and profession which is computed under sections 44AD, 44ADA or 44AE

# TDS

- ☑ Payment of TDS – Challan Application & Payment Process
- ☑ Preparation & Filing of TDS Returns (24Q, 26Q, 27Q)
- ☑ Rectifications of defaults in TDS Returns
- ☑ Filing of revised return, Online Correction of TDS challans and deductee details
- ☑ Issue of Form 16 to Employee and Form 16A to vendors (TDS Certificate)
- ☑ Recording of TDS Receivable and reports in books of accounts & TDS reconciliation

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# TALLY PRIME With GST

- ☑ Basics of Financial Accounting
- ☑ Company Creation and Maintenance
- ☑ Creating - Ledger, Voucher and Voucher Entries
- ☑ Inventory - Introduction and Maintenance
- ☑ Cash Book, Trial Balance, Profit &Loss Account, Balance Sheet, BRS
- ☑ GST - Introduction, Concepts and Implementation in Tally
- ☑ TDS - Introduction, Concepts and Implementation in Tally
- ☑ Deleting/Backup/Restore/Securing Company
- ☑ Accounting of Any Company with GST Independently
- ☑ From Manual Accounting to Advance GST Reports
- ☑ GST Computation & Reports
- ☑ Concept of Payroll
- ☑ Practical Implementation of Payroll in Tally Prime.
- ☑ Payroll Management with PF, ESI, EPF, Statutory Payment
- ☑ Concept of Cost Centers
- ☑ Practical Implementation of Cost Centers
- ☑ Practical Implementation of Cost Categories
- ☑ Understanding of Balance Sheet Manual and in Tally Prime
- ☑ Understanding of Trial Balance in Tally Prime
- ☑ Accounting of Manufacturing Firm
- ☑ Banking, Bank Reconciliation
- ☑ Printing, Cheque Printing
- ☑ RCM - Reverse Charge Mechanism
- ☑ Composition Scheme under GST
- ☑ Reviewing GSTR1, GSTR2, GSTR3B & GSTR4
- ☑ Availing of Input GST Credit
- ☑ Import & Export Entries under GST
- ☑ Sales/Purchase using GST
- ☑ Implementation of GST at Company Level
- ☑ Implementation of GST at Stock Group Level
- ☑ Implementation of GST at Stock Item Level
- ☑ Implementation of GST at Ledger Level
- ☑ E-way Bill, Backup & Restore

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# MS EXCEL COURSE

## I Basic Excel

- ☑ Clipboard Group
- ☑ Font Group
- ☑ Alignment Group
- ☑ Data Types in Excel
- ☑ Number Group
- ☑ Conditional Formatting
- ☑ Format as Table (FT)
- ☑ Cell Styles
- ☑ Cells
- ☑ Fill Options
- ☑ Clear Options
- ☑ Find & Select

## II. Advanced Excel

### Excel Formulas

- ☑ Formulas Introduction
- ☑ Cell Reference Styles
- ☑ Text Functions
- ☑ Date & Time
- ☑ Logical Functions
- ☑ Mathematical Functions
- ☑ Statistical Formulas
- ☑ Information Formulas
- ☑ V Lookup, H Lookup & Ref Formulas

### Report Designing Techniques

- ☑ Dynamic conditional formatting
- ☑ Illustrations
- ☑ Sparklines
- ☑ Filter Options
- ☑ Insert Options
- ☑ Page Setup
- ☑ Scale to Fit
- ☑ Sheet Options
- ☑ Arrange Objects

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### Formulas Execution Techniques

- ☑ Define Names
- ☑ Formulas Auditing
- ☑ Calculation Options

### Data Management Techniques

- ☑ Connect with External Applications
- ☑ Sort & Filter
- ☑ Data Tools
- ☑ Data Validation
- ☑ Forecast
- ☑ Outline

### Data Protection Techniques

- ☑ Spell Checking Options
- ☑ Protection Options
- ☑ Comments
- ☑ Workbook Views
- ☑ Show/Hide
- ☑ Zoom Options
- ☑ Create new window for workbook
- ☑ Arrange Workbooks
- ☑ Split worksheet screen
- ☑ Switch from one workbook to another

### Data Analysis & Visualization

- ☑ Pivot Table (PT) & Pivot Chart
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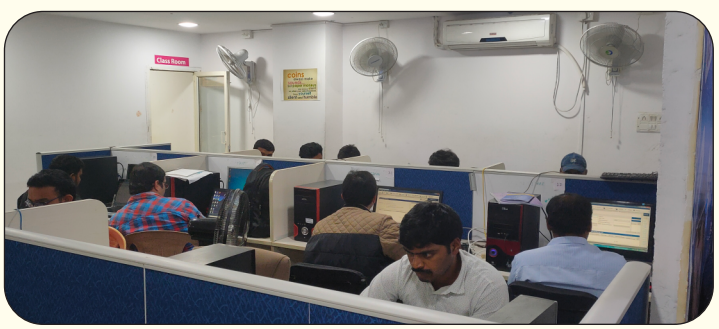

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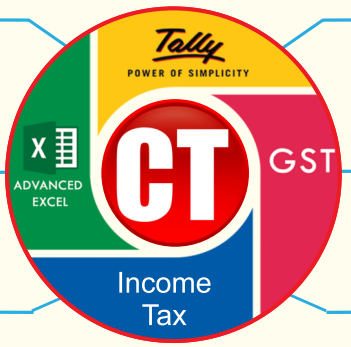


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