

Want to be an  
**EXPERT**

in Taxation and Accounting System

Just Trust Us



Shaping your future...

## ***Building your confidence***

*Present world is changing at a rapid pace. Old concepts, methods and their implementation are also changing everyday accordingly to match with this pace. Updating is the buzzword of success in today's commercial world.*

*Things are changing with a view to make the system more user-friendly, easy to understand and to implement. For the benefit of users complicated and cumbersome system of filing tax and all other kinds of returns are simplified to the maximum. Central and State Government Departments have also changed and updated themselves accordingly to match with the contemporary needs. Now, almost all inter actions with the concerned departments are being made on-line. Net friendly return filing and statutory documentation has completely changed the earlier scenario.*

*As for instance from 1st July 2017, Goods & Service Tax i.e. GST has been introduced in India. This single window taxation system has simplified the complicated multiple taxing process by merging Central Excise, Central Sales Tax, Value Added Tax and Service Tax. The change is historic and phenomenal.*

*But, understanding these drastic changes has to be thoroughly understood. One has to upgrade and update his/her old and obsolete knowledge as the situation demands. He/she should quickly acquire in-depth knowledge with every step of present change in the Taxation and Accounting system both for direct & indirect taxation. Quick and proper transformation of knowledge, is of utmost importance, to keep track of these contemporary changes and to survive.*

*To match with this present needs we have specifically re-designed our training curriculum. As this contemporary world demands, our one-year PCAT (Professional Course on Accounting and Taxation) Course is offering in-depth training to acquire elaborate knowledge on current Taxation and Accounting System. This PCAT Course covers necessary changes of this new generation Accounting and Taxation system and prepares you for a successful career.*

*We, at BTC believe that knowledge comes from proper learning ... and it is proper knowledge only that can bring success...*

*So, we at BTC, are just training you properly and methodically to inculcate true knowledge in you. Because we know, when you have confidence of your own knowledge success will follow suit.*

*We help you to build your confidence, just trust us.*



**Bengal Tax Counsel is the First Institute in West Bengal,  
for Professional Training on A to Z of  
Direct and Indirect Taxation.**



## Computerized Accounts

### Computerized Accounts with Tally. ERP 9

1. Introduction
2. Company Creation
3. Preparation of Opening Balance Sheet
4. Day to Day Transaction
  - i) Purchase Goods / Service Both
    - (a) Inter State
    - (b) Intra State
    - (c) Import
  - ii) Sale Goods / Service
    - (a) Inter State
    - (b) Intra State
    - (c) Export
    - (d) SEZ
  - iii) Payment
  - iv) Receipt
  - v) Adjustment of GST
  - vi) Payment of GST
  - vii) Stock Transfer (Inter & Intra)
5. BRS
6. Manufacturing
7. Job Work
8. RCM
9. Advance & Adjustment of Advance
10. Debit Note & Credit Note
11. GST Return
12. Pay Roll
13. Project
14. Backup Restore, User ID & Password
15. Merge Company Data, Split up Data
16. Consolidate Balance Sheet & Various Reports



**Tally**

POWER OF SIMPLICITY

**Tally.ERP 9**

## ESI & PF

### 01. Basic Concept

*Bengal Tax Counsel never makes any empty promise of lucrative employment*

## Profession Tax

1. Basic Concept
2. Rate Chart
3. Profession Tax Enrolment Certificate
4. Profession Tax Registration Certificate
5. Amendment
6. Profession Tax Return
7. Profession Tax Assessment
8. Basics of Appeal, Revision and Review
9. Cancellation of Profession Tax Enrolment and Registration Certificate

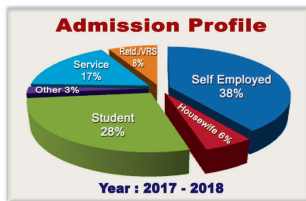


## Drafting & Agreements

1. Partnership Deed
2. Miscellaneous Agreements
3. Miscellaneous Drafting

## Banking

1. Project Report
2. Projected Balance Sheet
3. Estimated Balance Sheet
4. Ratio Analysis
5. Term Loan
6. O.D & C.C
7. House Building Loan
8. Car Loan
9. Procedure of Search Report
10. Valuation of Immovable Property
11. Procedure of Co-lateral Guarantee





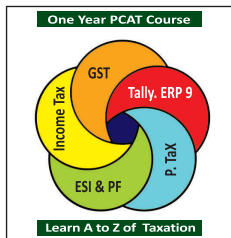
1. Introduction
2. Definition
3. Jurisdiction
4. Liability & pay GST
5. Registration procedure
6. Amendment, Cancellation, and Revocation of cancellation of registration
7. Schedule and rate of GST. List of goods attract GST
8. Payment of GST
9. Different types of Invoices, Credit Notes, Debit Notes
10. Accounts & Records
11. Returns
12. Scope of Supply, Time of Supply, Value of Taxable Supply, Place of Supply
13. Composition Levy
14. Change in rate of tax in respect of Supply of goods or service
15. Input tax credit
16. Refund of GST
17. Zero rated supply, Deemed Exempt
18. Input Service Distributor
19. GTA
20. Job work procedure
21. Electronic Commerce Operator
22. TDS & TCS
23. E-Way bill
24. Interest, Late Fee, Offence & Penalties, Punishment for Certain Offences
25. Reverse Charge Mechanism
26. GST Practitioners
27. Scrutiny of Returns
28. Assessment
29. Audit
30. Appeals



*BTC grooms its students to enjoy both career options – independent practice and employment*

## Income Tax

1. Introduction
2. PAN
3. Jurisdiction
4. Heads of Income :
  - a) Salary
  - b) House Property
  - c) Business and Profession
  - d) Capital Gain
  - e) Other Source
5. Income Exempt from Tax
6. Clubbing of Income
7. Set-off and Carry Forward of Losses
8. Deduction under Chapter VIA
9. Rate of Income Tax
10. Agricultural Income with Tax Treatment
11. Payment of Advance Tax
12. TDS & TCS :
  - a) Obtaining of TAN
  - b) Procedure of Deduction of TDS and Collection of TCS
  - c) Rates of TDS and TCS
  - d) How to fill up challans for TDS & TCS
  - e) Procedure of Filing of Quarterly TDS & TCS Return
  - f) Consequence of failure to Comply with TDS and TCS
  - g) Issue of Form 16 & Form 16A
  - h) Procedure of obtaining Certificate of Exemption from TDS & TCS, (Form 13)
  - i) How and When to fill up Form 15G & 15H
  - j) Procedure of TDS & TCS Refund
13. Interest
14. Penalties
15. Treatment of Share Trading Under IT
16. Relief u/s 89
17. Procedure of Filing of Return
18. Computation of Taxable Income & Tax Liability
19. How to Fill up Income Tax Return
20. Assessment Procedure
21. Appeal Procedure
22. Tax Planning



*BTC re-opens professional opportunities for Housewives, Retired Persons or Persons taken VRS*

# ONLINE TAXATION

## Goods & Service Tax



Official Website : [www.gst.gov.in](http://www.gst.gov.in)

1. Registration
2. Amendment of Registration
3. Cancellation of Registration
4. Application to Opt for Composition Levy
5. Application for withdrawal from Composition Levy
6. Return
7. E-Way Bill
8. GST Payment ( Challan Creation )
9. Job work
10. TDS
11. TCS
12. Refund
13. Stock Report
14. Assessment & Appeal
15. ITC Form



## Profession Tax



Official Website : [www.wbprofessiontax.gov.in](http://www.wbprofessiontax.gov.in)

1. Application for Enrolment
2. Application for Registration
3. Amendment of Enrolment & Registration
4. Cancellation of Enrolment & Registration
5. Return

## Income Tax



Official Website : [www.incometaxindiaefiling.gov.in](http://www.incometaxindiaefiling.gov.in)

1. Pan Registration (Change & Break User ID & PW )
2. Procedure of download, Fill-up and upload of – ITR-1,2,3,4,5,6
3. View 26AS
4. File -10E

## TDS



[www.tdscpc.gov.in](http://www.tdscpc.gov.in)

1. Tan Registration (Change & Break User ID & PW )
2. Procedure of download RPU, Preparation of TDS & TCS return (Form-24Q, 26Q, 27EQ)
3. Download Conso File & Jurisdiction Report
4. Download Form 16 & 16A

## Project Work

1. Project on Profession Tax
2. Treatment of all Taxation in Practical Account
3. Practical Project regarding TDS & TCS
4. Practical Project on ITR-1, ITR-2, ITR-3, ITR-4, ITR-5 & ITR-6
5. Practical Project on GST Return
6. Practical Project on GST Registration (Regular & Composit Person, TDS Deductor & TCS Collector)
7. GST Export & Import
8. Application of New PAN & TAN
9. Amendment of PAN & TAN
10. Project on 10E
11. Project on 15G, 15H, 13
12. Project on Job Work (GST)

## PROFESSIONAL CERTIFICATE IN ACCOUNTING AND TAXATION (PCAT)

Classes are held for two hours, twice in a week. You may opt for any one of the following batches as per your convenience, viz. (i) 10.00 am to 12.00 noon\* (ii) 12.30 pm to 2.30 pm (iii) 4.00 pm to 6.00 pm\* and (iv) 6.30 pm to 8.30 pm.

Depending upon the availability of seats, you may opt for following combination of days :

(i) Tuesday and Thursday (ii) Wednesday and Friday (iii) Saturday and Sunday

*\* The batches of 10 am - 12 noon & 4.00 pm - 6.00 pm are available only on Saturday and Sunday.*

**Eligibility :** 1) B.Com and Law Graduate - Direct Admission, 2) Other Graduates : At the discretion of the Institute

**Duration :** 12 months (*this time period may be extended if situation demands, without any extra charges, solely at the discretion of the Institute*)

**Fee :** Rs.22,000 (one time payment) or Rs.6,700 + Rs.1,400 x 12 = Rs.23,500 (*GST extra as applicable*)

**N. B. :** Bengal Tax Counsel is not a Computer Training Institute. Students are expected of having a basic internet and computer knowledge, related to accounts only. So that, they understand our new generation training course easily.

**Admission Form :** Rs. 50/-

**Seats are limited and offered on 'first come first served basis'**



**BENGAL TAX COUNSEL EDUCARE PVT. LTD.**

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