

Just Trust Us



Grooming Tax Consultants

We are with you...

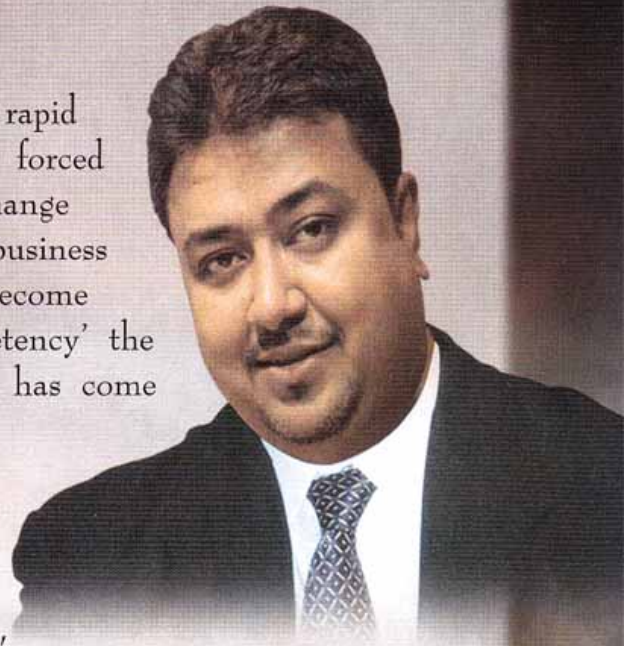
Commercial world is changing at a rapid pace. Vicious global competition has forced the business houses to drastically change or readjust their old techniques of business operations. Today 'Knowledge' has become the password of success and 'Competency' the buzzword of existence. Truly a time has come for 'Survival of the Fittest'.

But, how fit are 'you' to survive. Commercial world is altogether different from college campus, a place where you just study a set out syllabus, that is grossly out dated and far from the practical requirements. Practically you just learn some 'theoretical basics' there, hardly applicable in the commercial world.

To survive in the practical field, you need to actually 'learn' how to convert your theoretical basic knowledge into proper commercial applications. You have to recast yourself completely and mould into a commercial package!

But, you just can't change overnight by yourself? You need professional guidance and support. We are here to help you... just Trust us!

Bengal Tax Counsel promises you to bridge your knowledge gap in every way and make you complete 'market ready' for an independent practicing career on e-Accounting and A to Z on Taxation.



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



Manual Accounts

Practical Project on Manual Accounts

01. Final Accounts :
 - (a) Before Adjustment
 - (b) After Adjustment
02. Preparation of Final Accounts from incomplete Records
03. Preparation of Final Accounts with some important practical adjustments

Computerized Accounts

Computerized Accounts with Tally. ERP 9

01. Introduction
02. Basic Technique :
 - (a) Company Creation (b) Group Creation (c) Ledger Creation (d) Stock Group (e) Stock Item (f) Unit of Measurement (g) All modes of Voucher Entry (h) Tax Invoice (i) Stock Category (j) Multiple Godown (k) Cost Center and Cost Category
03. How to make entries related to following documents :
 - (a) Purchase Bill (b) Sale Bill (c) Deposit Slip & Cheque Book (d) Money Receipt (e) Voucher (f) Miscellaneous Documents
04. How to maintain :
 - (a) Purchase Register (b) Sale Register (c) Stock Register (d) Salary / Wages Register (e) Cash Book, Bank Book and Ledger
05. Preparation of Cash Trial
06. Preparation of Trial Balance
07. Reconciliation of Bank Statement
08. Valuation of Closing Stock for Countable & Non Countable Goods
09. Project
10. Preparation of Final Accounts :
 - (a) Before Adjustment
 - (b) After Adjustment



Corporate Accounts

01. Maintenance of Books of Accounts
02. Finalization with Adjustments
03. Preparation of Schedules
04. Preparation of Company Accounts
05. Obligation related to Company Accounts
06. Directors' Report
07. Accounting Standard

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

Company Law

01. Basic Concept
02. Formalities for Formation of a Company : (a) Name Selection (b) Preparation of MOA / AOA (c) CIN / DIN Concepts (d) Initial Appointment of Directors (e) Location of Registered Office (f) Certificate of Incorporation
03. Functioning of Company : (a) Maintenance of Statutory Records (b) Formalities of Holding Meetings – AGM and BOD Meetings (c) Specimen Resolutions –
i) Opening of Bank Account ii) Change of Director iii) Change of Registered Office
iv) Opening of Branch
04. Submission of Annual Return, Balance Sheet and Profit & Loss A/c

Profession Tax

01. Basic Concept
02. Rate Chart
03. Profession Tax Enrolment Certificate
04. Profession Tax Registration Certificate
05. Amendment
06. Profession Tax Return
07. Profession Tax Assessment
08. Basics of Appeal, Revision and Review
09. Cancellation of Profession Tax Enrolment and Registration Certificate



Service Tax

01. Introduction
02. Service Tax Operations : (a) Registration (b) Invoice/ Bill/ Challan under Rule 4A (c) Maintenance of Records like Invoice / Bill / Challan Register (d) Computation of Service Tax and Interest thereof (e) Filing of Return (f) Assessment
03. Service Tax Practical : (a) Filing up of Form S.T. – 1 for Registration (b) Maintenance of Cenvatable Input Service Register (c) Preparation of Invoices along with Abatement (d) Filling up of G.A.R. 7 Challans (e) Filing up of ST-3 Half Yearly Return (f) e-Filing of Service Tax Return

Drafting & Agreements

01. Partnership Deed
02. Miscellaneous Agreements
03. Miscellaneous Drafting



BTC inspires its students for self employment and promotes independent career option

VAT

01. Basic Concept and Definitions
02. Liability to pay Tax under VAT Act
03. Registration Procedure under VAT Act
04. Tax Payer's Identification Number (TIN)
05. Amendment of Registration Certificate
06. Cancellation of Registration
07. Schedules and Tax Rates
08. Compounding of Tax for Resellers
09. Compounding of Tax for Works Contractors
10. Tax on Maximum Retail Price(MRP)
11. Sales by Exporters in SEZs
12. Sales by 100% EOU
13. Zero Rated and Exempted Sales
14. Export Sales
15. Sales immediately Preceding Export
16. Purchase Tax under VAT Act
17. Concept of Capital Goods
18. Input Tax
19. Input Tax Credit
20. Input Tax Credit on Old Stock
21. Goods not Eligible for Input Tax Credit
22. Reversal of Credit
23. Output Tax
24. Net Tax
25. Computation of VAT
26. Payment of VAT
27. How to fill up VAT Return
28. Time limit of filing of Returns
29. Rate of Interest
30. Declaration Forms under VAT Act
31. Scrutiny of Returns
32. Verification of Returns
33. Concepts of VAT Audit
34. Provisional Assessment
35. Assessment as per Returns
36. Deemed Assessments
37. Tax Deduction at Source (STDS)
38. Way Bills for Registered Dealers
39. Way Bills for Un-registered Dealers
40. Filing of Returns
41. Basics of Appeal, Revision and Review



Central Sales Tax

01. Basic Concept and Definitions
02. Liability to pay Tax under CST Act
03. Registration Procedure under CST Act
04. Amendment of Registration Certificate
05. Tax Rates under CST Act
06. Declared Goods
07. Inter-state Sales to Dealers in SEZs
08. Exempted Goods
09. Export Goods
10. Concept of Subsequent Sale
11. Computation of CST
12. Payment of CST
13. Adjustment of Excess Input Tax Credit
14. How to fill up CST Return
15. Time limit for filing of Return
16. Filing of Revised Return
17. Rate of Interest
18. Declaration Forms under CST Act
19. Assessment
20. Basics of Appeal, Revision and Review

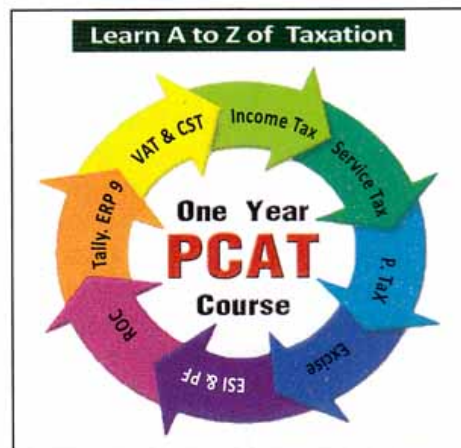
It grooms its students to enjoy both career options – independent practice and employment

Entry Tax

01. Basic Concept
02. Liabilities
03. Exemption and Deduction
04. Payment of Entry Tax
05. Filing of ET Return
06. Time Limit of Filing of Return
07. Rate of Tax and Interest

Income Tax

01. Introduction
02. PAN
03. Jurisdiction
04. Heads of Income : (a) Salary
(b) House Property
(c) Business and Profession
(d) Capital Gain (e) Other Sources
05. Income Exempt from Tax
06. Clubbing of Income
07. Set-off and Carry Forward of Losses
08. Deduction under Chapter VIA
09. Rates 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



PCAT Course re-opens professional opportunities for Housewives, Retired Persons or Persons taken VRS

Banking

01. Project Report
02. Projected Balance Sheet
03. Estimated Balance Sheet
04. Ratio Analysis
05. Term Loan
06. O.D & C.C
07. House Building Loan
08. Car Loan
09. Procedure of Search Report
10. Valuation of Immovable Property
11. Procedure of Co-lateral Guarantee



Central Excise

01. Introduction
02. Classification
03. Registration with filling up of Form – A1 (Application for Registration)
04. Cenvat Credit under Central Excise and Service Tax
05. Central Excise Practice
 - i) Maintenance of Input Stock & Duty Credit Register (R.G. 23A Part-I & Part-II)
 - ii) Maintenance of Stock of Capital Goods & Duty Credit Register (R.G. 23C Part-I & Part-II)
 - iii) Maintenance of Convertible Input Service Register
 - iv) Daily Stock Account Register for Finished Goods
 - v) Preparation of Annexure – II
Challan under Rule 4 (5) (a) of
Cenvat Credit Rules, 2004
(Delivery of Goods to Job-worker)
 - vi) Stock Register of Goods sent for
Job Working
 - vii) Preparation of Invoices
 - viii) Filling up of G.A.R. 7 Challans
 - ix) Maintenance of Personal Ledger
Account Register
 - x) Filing up of E.R. 1 Monthly Return



ESI & PF

01. Basic Concept

Online Taxation

01. VAT & CST Registration, Way Bill, 'C' Form & 'F' Form, VAT & CST Return and Refund Claims
02. Profession Tax Enrolment and Submission of Return
03. (a) Obtaining PAN & TAN (b) Procedure of Download, Fill up and Upload of ITR1 (Sahaj), ITR2, ITR3, ITR4, ITR4 (Sugam), ITR5, ITR6, ITR7 (c) View Tax Credit of a Taxpayer through Form 26AS (d) Procedure of Download, Fill up and Upload of Quarterly TDS & TCS Return (e) PAN & TAN Registration (f) 16/16A Generation & Download
04. Service Tax Registration and Filing of Return
05. Central Excise Registration and Filing of Return
06. ROC – DIN Digital Signature, Annual Return etc.
07. All Type of Tax e-Payment System

Project Work

01. Treatment of VAT on Works Contract
02. Treatment of VAT & S.T on Works Contract
03. Treatment of CST on Works Contract
04. Practical Project on VAT & CST Return
05. Project on VAT & CST Assessment
06. Practical Project on ET Return
07. Practical Project on ITR4 of the Income Tax Act 1961
08. Practical Project regarding TDS & TCS
09. Treatment of All Taxation in Practical Account
10. Project on Service Tax, Central Excise and Profession Tax

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 - 12 noon & 4.00 - 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 (may be extended if situation demands, solely at the discretion of the Institute)

Fee : Rs.20,000 (one time payment) or Rs.5,900 + Rs.1,300 x 12 = Rs.21,500 (Service Tax 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 are offered on 'first come first served basis'.



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