



ISO 9001:2008 Certified  
**MITCON**  
Consultancy & Engineering Service Ltd.

# Certificate Course In Tax Consultancy

**Duration**  
1 ½ Month  
(Daily 2 Hours)

## Accounting Basics

Introduction to Book Keeping & Accountancy  
Basic Accounts  
Final Accounts Procedures  
Professional Accounts Writing

## Professional Tax

Applicability  
Procedure  
Registration

## Banking & Finance

Bank Interest Computation  
EMI Computations through Excel  
Project Report Preparation and Study

## Income Tax Act

Introduction & Basic Concept  
Salary, House Property, PGBP, Capital Gains, IOS  
Returns Filing Procedures & Process  
Practical Exposure to e-Filing & e - TDs Returns

## Sale Tax

Value Added Tax (VAT)  
Registration Under Vat  
VAT Computation & Return filing  
Keeping Records & Business Audit  
CST Forms & Procedures ('C' Forms, E-1, E-2 Forms)

## Excise & Service Tax

Registration Under Excise  
Excise for Trader  
Record Keeping & Return Filing  
Service Tax Procedure & Registration  
CENVAT Credit Rules & Procedure

## ESIC

Basic Introduction & Applicability



For more details please contact

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