



# **CCEK – NSQF ALIGNED PROGRAM**

## **COURSE SYLLABUS**

**FOR**

**Consultant  
(Chartered Tax Practitioner)**

## CCEK - NATIONAL SKILL DEVELOPMENT TRAINING PROGRAM

### Consultant (Chartered Tax Practitioner)

CCEK – NSDC course package covers the following Qualification Packs and leads to the following NSDC certifications. The students who successfully completed the course programs are entitled to get NSDC certification after undergoing the assessment process of NSDC as per the rules and regulations stipulated by NSDC from time to time.

SL. NO.	QUALIFICATIONS PACK	QUALIFICATIONS PACK CODE	NSQF LEVEL
1	<p><b><u>Consultant (Chartered Tax Practitioner)</u></b></p> <p><b>Brief Job Description:</b></p> <p>A Consultant - Chartered Tax Practitioner is the person who prepares clients tax returns in accordance direct &amp; indirect tax regulations for the time being. The3 consultant also helps in tax planning, fulfills other legal compliances of MSMEs and assists in maintaining books of accounts and records and documents.</p>	MEP/Q5102	5

**COURSE DETAILS****Consultant (Chartered Tax Practitioner)****EXAMINATION DETAILS**

COURSE NAME	COURSE CODE	ELIGIBILITY	DURATION
Consultant (Chartered Tax Practitioner)	G36	PLUS TWO	310

SL. NO.	EXAM	EXAM CODE	MAXIMUM MARK	INTERNAL	TOTAL MARK
<b>THEORY PAPERS</b>					
1	Tax Planning and Corporate Taxation	T001	100	50	150
<b>PRACTICAL PAPERS</b>					
1	Tax Computation	L001	100	50	150
<b>TOTAL MARKS</b>					
1	Total Examination Marks (THEORY Online + PRACTICAL Examination)				200
2	Total Internal Marks				100
3	<b>Total Marks (Total Internal Marks + Total Examination Marks )</b>				<b>300</b>

**Consultant (Chartered Tax Practitioner)**

**INTERNAL MARK CRITERIA FOR EACH**

<b>SL NO.</b>	<b>MODULE</b>	<b>MODULE CODE</b>	<b>MAXIMUM MARK</b>	<b>INTERNAL MARK</b>	<b>TOTAL MARK</b>
1	Tax Planning and Corporate Taxation	T001	100	50	150
2	Tax Computation	L001	100	50	150
	<b>TOTAL</b>		200	100	300

<b>ATTENDANCE</b>	<b>GENERAL PERFORMANCE</b>	<b>INTERNAL EXAMINATIONS/ PROJECTS/ ASSIGNMENTS</b>	<b>TOTAL MARKS</b>
5	5	40	50

# **COURSE SYLLABUS**

**FOR**

**Consultant**

**(Chartered Tax Practitioner)**

<b>COURSE</b>	<b>Consultant (Chartered Tax Practitioner)</b>	
<b>TOTAL MARKS</b>	Mark: 300	Internal Mark: 100
<b>TOTAL HOURS</b>	310 Hrs	

**DEFENITION OF CREDIT**

1 Credit	15Hrs Theory/ 30Hrs Practical
Skill Components	60 – 70 % of Total Credit

**MODULES INCLUDED IN THIS SUBJECT**

<b>SL NO</b>	<b>MODULE NAME</b>	<b>CREDIT BREAKUP</b>
1	Module 1: Introduction to Skill India and the Job Role of a Consultant Tax Practitioner	<b>1</b>
2	Module 2: Manage payroll and other statutory compliances	<b>1.5</b>
3	Module 3: Prepare GST returns and other tax compliances	<b>1.5</b>
4	Module 4: Prepare income tax and other compliances	<b>1</b>
5	Module 5: Prepare financial statements of the clients	
6	Module 6: Workplace safety, rescue, and first aid	<b>1</b>
7	Module 7: Principles of Professional Practice	<b>1</b>
8	Module 8: Introduction to Employability Skills	<b>1</b>
9	Module 9: Constitutional Values – Citizenship	
10	Module 10: Becoming a Professional in the 21st Century	

11	Module 11: Basic English Skills	<b>1</b>
12	Module 12: Career Development & Goal Setting	
13	Module 13: Communication Skills	
14	Module 14: Diversity & Inclusion	
15	Module 15: Financial and Legal Literacy	
16	Module 16: Essential Digital Skills	
17	Module 17: Entrepreneurship	
18	Module 18: Customer Service	
19	Module 19: Getting ready for Apprenticeship & jobs	
20	Module 14: Application of computers	
	Total	<b>10</b>

### **Training Outcomes**

- Explain entity-wise regulatory framework
- Apply accounting standards
- Prepare sample financial statements of various entities
- Prepare sample income tax, TDS, TCS & GST returns of the client
- Draft sample responses to various demand notices, and orders under direct and indirect tax laws
- Draft sample letters/submissions to be submitted before tax authorities
- Explain the difference between Tax Planning and Tax Avoidance
- Describe payroll compliances
- Prepare sample salary muster
- Prepare sample PF, ESIC returns
- Explain business entity-wise statutory compliances and prepare a plan to meet the same
- Explain health and safety hazards, their prevention, and management.
- Apply principles of professional practice.
- Explain Employability Skills

## MODULES

### **Module 1: Introduction to Skill India and the Job Role of a Consultant (Chartered Tax Practitioner)**

#### **THEORY**

- Discuss the Skill India Mission and its objectives.
- Describe the role and responsibilities of a Consultant (Chartered Tax Practitioner).
- Discuss common organizational structures, hierarchy, and reporting relationships.

### **Module 2: Manage payroll and other statutory compliances**

#### **THEORY**

- Describe the various laws affecting business entities.
- Explain major provisions of The Indian Contract Act 1872 affecting business transactions. Know available legal remedies under contract acts.
- Explain when and how business can claim specific relief or performances under a specific relief act
- Explain the Sales of Goods Act 1930 provisions about the sale of goods and services.
- Explain available remedies
- Apply principles of the Negotiable Instruments Act 1931
- Theoretically understand/ explain major provisions of -
  - Interpretation of statutes
  - Indian Stamp Act
  - Arbitration and Reconciliation Act
- Describe various Types of entities and explain their advantages and disadvantages.
- List out statutory compliances under: –
  - Shop & Establishment Act
  - Partnership Act 1932
  - Limited Liability Partnership Act 2008
  - Companies Act 2013
  - Indian Trust Act
  - Societies Registration Act 1860
  - Model Cooperative Act & Multi-State Cooperatives Act 2002
  - NGO's and FCRA regulations
  - MSME Act
  - Describe compliance procedures
- List out Labour law compliances under:-
  - Profession Tax

- Employees state insurance act 1948
  - EPF and Misc Provisions Act 1952
  - The payment of gratuity act 1972
  - Factories Act 1948
  - Payment of Wages Act 1936
  - Minimum Wage Act 1948
  - Payment of Bonus Act 1965
  - Other misc. labor laws
  - new labor codes on wages, social security, occupation safety, industrial relations, health, and working conditions as and when applicable.
- Describe return filing procedures

### **PRACTICAL**

- Prepare sample Salary Slip
- Prepare sample periodic returns under PF, ESI, PT & TDS
- Maintain sample Salary Muster
- Generate sample form 16
- Draft sample Registration, amendment and cancellation procedures of various entities:-
  - filing MSME registration and cancellation application
  - filing Udyam Aadhar registration and cancellation application
  - filing for shop act registration and cancellation applications
  - filing food license application for MSME's
  - Drafting of Partnership deeds in various scenarios of admission, retirement, death, dissolution & supplementary deed
  - Procedure for Incorporation of an NGO in different types (Trust/ Society/Sec 8 Co)
  - Drafting MoA & AoA of NGO's
  - Annual maintenance of NGO's
  - Closure/winding up procedure of NGO's
  - Filing NGO's application for getting NITI Aayog ID
  - Filing NGO's FCRA registration application and annual return
  - Procedure of incorporation forms of companies (OPC & Private Ltd & Section 8 only) including DIN, DSC, Name approval requirements, drafting of MoA & AoA
  - Voluntary struck-off provisions for companies
- Drafting notices and minutes of the board meetings, preparing resolutions
- Drafting AGM notice and minutes of GM and resolutions thereon
- Filing change management forms in a company including annual directors KYC

- Filing annual returns of companies after due certification from professionals
- LLP Incorporation, Closure & Change management

### **Module 3: Prepare GST returns and other tax compliances**

#### **THEORY**

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- Explain Basic Concepts under GST law
- Explain the Taxable Event scenario, Supply & Charge of tax principles
- Describe various exemptions under GST law
- Explain the place of supply provisions.
- Explain the time and valuation of supply provisions
- Describe registration conditions, tax invoice requirements and Debit and Credit note system under GST law
- Describe accounting records under to be maintained under GST law
- Explain procedure of payment of GST Tax & Interest via challans
- Explain various provisions of TDS & TCS
- Describe various returns under GST
- Explain refund scenarios, how and when to claim refunds
- Describe various types of assessments & audits under GST law and how to comply with them
- Explain taxation of job work and e- commerce operators
- Explain inspection, search & seizure powers of GST officers
- Describe demand & recovery provisions under GST
- Explain how the reverse Charge mechanism works
- Describe various offences & penalties provisions under GST
- Explain appeals and revision application advance ruling procedure
- Explain Misc. & Transitional Provisions

#### **PRACTICAL**

- Prepare sample GST computation statement
- Prepare sample GST return in Form GSTR1,2,3,3B,4,5,6,7,8,9, 10,11
- Prepare sample input tax credit form GST ITC 01/02/03/04
- Prepare sample refund forms in GST RFD- 01 & RFD-10
- Prepare sample GST payment forms in GST- PMT 02,03,06,07,08,09
- Prepare sample e-way bills
- Prepare sample E invoices
- Draft GST Registration forms in REG- 01,07,10,11,13,14,16,21,24
- Draft transporters registration form in ENR- 01
- Draft sample GST Assessments form in ASMT 01, APL01,05,06,07,08
- Draft sample advance ruling application in ARA 01,02
- Draft IEC code application
- Prepare Import duty computation statement
- Prepare Export duty and drawback/ refund calculations statements

## Module 4: Prepare income tax and other compliances

### THEORY

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- Explain basic concepts in income tax
- Describe the mechanism of taxing based on residential status
- Explain incomes which do not form part of total Income
- Describe and classify income into five Heads of income,
- Describe set off, clubbing, and carry forward of losses provisions
- Explain deductions/ reliefs/Rebates
- Describe the process of computation of Incomes of various persons
- Explain the differences between Tax Planning V/s Tax Evasion
- Apply TDS & TCS provisions
- Explain the income tax authorities and cases classification system
- Explain assessment mechanism Theoretically draft Appeals, Revisions & Settlement applications
- Describe various penalties & offenses
- Explain International Taxation principles & GAAR rules
- Describe the process of becoming an authorized income tax practitioner

### PRACTICAL

- Prepare sample Computation of Income Statement
- Prepare sample PAN/TAN registrations - Form 49 & 49AA, Form 49B,
- Prepare sample firm registrations- Form 11 & 11A
- Prepare sample NGO registration- Forms 10 & 10A
- Prepare sample no deduction forms- Form 15G,15H,60,61
- Prepare Sample Income Tax Returns in form ITR 1,2,3,4,5,6,7
- Prepare sample TDS/TCS returns in Form 24Q,26Q,27Q,27EQ
- Prepare sample tax challans in Form 280 & 281
- Prepare sample return u/s 119 2(b), 139(9)
- Prepare sample application for rectification u/s 154
- Draft sample response to demand notices
- Draft sample response to scrutiny notices
- Draft sample appeals & revision application
- Prepare sample tax audit Forms 3CA/CB/CD/10B/6B
- Prepare sample Forex outward remittances Forms- 15CA/CB
- Prepare sample MAT Forms in 29B & C

## Module 5 Prepare financial statements of the clients

### THEORY

- Explain the meaning of Financial Accounting
- Explain difference between financial accounting V/s reporting, cost & management accounting
- Explain purpose of Financial Accounting
- Explain basic terms used in financial accounting, capital and revenue account transactions differences
- Describe measurement, valuation & accounting estimates
- Describe various source documents
- Explain rules for classification of accounts
- Explain double entry accounting system/ accounting equation
- Describe the process of Identifying business transactions and recording journal entries into ledgers
- Describe the process of drafting of a trial balance
- Describe the process of passing rectification entries & year-end adjustment entries to finalization of books of accounts
- Describe the preparation of reconciliation statements for Banks, Receivables, and Payables
- Describe the preparation of the Manufacturing, Trading, Profit & Loss Account
- Explain the preparation of the Income & Expenditure account from receipt and payments account and single-entry system to double entry system.
- Explain IFRS Concepts & it's application and comparison to Indian Accounting Standards

### PRACTICAL

- Prepare a sample Financial Statements of Sole Trader/HUF In accordance with applicable regulatory framework and accounting standards
- Prepare a sample Financial Statements of Partnership Firms including admission, retirement, death and dissolution scenarios & In accordance with applicable regulatory framework and accounting standards
- Prepare a sample Financial Statements of LLP in accordance with applicable regulatory framework and accounting standards
- Prepare a sample Financial Statements of Trust/NGO's in accordance with applicable regulatory framework and accounting standards in accordance with applicable regulatory framework and accounting standards
- Prepare a sample Financial Statements of Membership Societies/AOP, Cooperative Societies In accordance with applicable regulatory framework and accounting standards
- Prepare a sample Financial Statements of various types of corporate entities in accordance with applicable schedules of companies act 2013 & accounting standards

with notes to accounts and cash flow statements

## **Module 6: Workplace safety, rescue, and first aid**

### **THEORY**

- Describe personal hygiene practices.
- List first aid box items and their use.
- List the situations that may lead to accidents at the workplace and ways to prevent them.
- Describe the steps of emergency procedures during accidents/fire or other hazardous situations.
- Identify safety signs
- Classify the various fire extinguishers for different types of fires.

### **PRACTICAL**

- Demonstrate personal hygiene practices to be followed at the workplace.
- Demonstrate appropriate first aid in different situations.
- Practice emergency evacuation drills.
- Demonstrate the use of fire extinguishers.

## **Module 7: Principles of Professional Practice**

### **THEORY**

- Discuss the importance of having a professional appearance at the workplace.
- Differentiate between appropriate and inappropriate business attire.
- Discuss personal and professional goals.
- Describe the importance of continuous learning and developing a professional development plan.
- Describe the policies related to non- discrimination and rights of the clients.
- Distinguish between unethical conduct, inappropriate behaviour, and harassment in the workplace.

### **PRACTICAL**

- Develop a personal action plan to improve professional appearance.
- Demonstrate aspects of professional behavior in different situations.
- Prepare a plan to work on personal and professional goals and development.
- Prepare strategies for handling unethical conduct, inappropriate behavior, and harassment in the workplace.

## **Module 8: Introduction to Employability Skills**

### **THEORY**

- Outline the importance of Employability Skills for the current job market and future of work
- List different learning and employability related GOI and private portals and their usage Discuss regulatory requirements, code of conduct and etiquettes

### **PRACTICAL**

- Research and prepare a note on different industries, trends, required skills and the available.

## **Module 9: Constitutional Values – Citizenship**

### **THEORY**

- Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen

### **PRACTICAL**

- Demonstrate how to practice different environmentally sustainable practices

## **Module 10: Becoming a Professional in the 21st Century**

### **THEORY**

- Discuss relevant 21st century skills required for employment

### **PRACTICAL**

- Highlight the importance of practicing 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life
- Create a pathway for adopting a continuous learning mindset for personal and professional development
- English sentences for everyday conversation in different contexts, in person, and over the telephone
- Write a short note/paragraph / letter/e - mail using correct basic English

## **Module 11: Basic English Skills**

### **THEORY**

- Read and understand text written in basic English

### **PRACTICAL**

- Show how to use basic English sentences for everyday conversation in different contexts, in person, and over the telephone
- Write a short note/paragraph / letter/e - mail using correct basic English

## **Module 12: Career Development & Goal Setting**

### **THEORY**

- Discuss need of career development plan

### **PRACTICAL**

- Create a career development plan
- Identify well-defined short- and long-term goals

## **Module 13: Communication Skills**

### **THEORY**

- Explain the importance of communication etiquette including active listening for effective communication

### **PRACTICAL**

- Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette
- Write a brief note/paragraph on a familiar topic
- Role play a situation on how to work collaboratively with others in a team

## **Module 14: Diversity & Inclusion**

### **THEORY**

- Discuss the significance of escalating sexual harassment issues as per POSH act

### **PRACTICAL**

- Demonstrate how to behave, communicate, and conduct appropriately with all genders and PwD

## **Module 15: Financial and Legal Literacy**

### **THEORY**

- Discuss various financial institutions, products, and services
- Explain the common components of salary such as Basic, PF, Allowances (HRA, TA, DA, etc.), tax deductions
- Discuss the legal rights, laws, and aids

### **PRACTICAL**

- Demonstrate how to conduct offline and online financial transactions, safely and securely and check passbook/statement
- Calculate income and expenditure for budgeting

## **Module 16: Essential Digital Skills**

### **THEORY**

- Describe the role of digital technology in day- to-day life and the workplace
- Discuss the significance of displaying responsible online behavior while using various social media platforms

### **PRACTICAL**

- Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
- Demonstrate how to connect devices
- securely to internet using different means
- Follow the dos and don'ts of cyber
- security to protect against cyber crimes
- Create an e-mail id and follow e- mail etiquette to exchange e -mails
- Show how to create documents, spreadsheets and presentations using appropriate applications
- utilize virtual collaboration tools to work effectively

## **Module 17: Entrepreneurship**

### **THEORY**

- Explain the types of entrepreneurship and enterprises
- Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
- Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement

**PRACTICAL**

- Create a sample business plan, for the selected business opportunity

**Module 18: Customer Service**

**THEORY**

- Classify different types of customers
- Discuss various tools used to collect customer feedback
- Discuss the significance of maintaining hygiene and dressing appropriately

**PRACTICAL**

- Demonstrate how to identify customer needs and respond to them in a professional manner

**Module 19: Getting ready for Apprenticeship & jobs**

**THEORY**

- Discuss the significance of maintaining hygiene and dressing appropriately for an interview
- List the steps for searching and registering for apprenticeship opportunities

**PRACTICAL**

- Draft a professional Curriculum Vitae (CV)
- Use various offline and online job search sources to find and apply for jobs
- Role-play a mock interview