

Post Graduate Diploma in Goods and Services Tax (PGDGST)

INTRODUCTION

That introduction of newly introduced Goods and Service Tax Act and the initiative of government to make procedures and rules paperless and transparent , with quick reporting and large coverage, leaves a need of Finance/Accounts Assistant for every registered tax payer who is well aware of applicability of basic tax provisions and compliance procedures to such provisions such as online reporting, online filing of returns, online e way bill generation, e invoicing, maintaining tax and accounting records, etc. This course imparts basic knowledge and skills required to fulfil the various requirements under GST Act. This would be beneficial to people who are engaged in maintaining accounts and filling of various indirect Tax returns. After providing training and practical knowledge, the students are able to -

- (i) Ascertain applicability of GST on any entity.
- (ii) Register and Tax rates applicable on respective GST.
- (iii) Maintaining records under GST Act.
- (iv) Understanding of classification of various Goods and Services enumerated in the GST Act and Rules
- (v) Compute tax liabilities payable to the government under GST laws
- (vi) Make payment electronically of such amount of tax liability
- (vii) File periodic GST returns independently.

Course Duration: 01 year (02 Semesters)

Eligibility: Graduate from any recognized university

Course fee: Rs 10000/-

Course structure: The course has 09 papers (04 papers in First Semester and 05 papers in Second Semester). Each paper is of 04 credits. The details of paper are as follows-

Sr.no.	Paper	Title of the course	Credit
First Semester			
1.	First	Basics of Accounting	04
2.	Second	Concept of GST	04
3.	Third	Valuation under GST	04
4.	Fourth	Tax Credit	04
Second Semester			
5.	Fifth	Payment under GST	04
6.	Sixth	Assessment Procedure and Audit	04

7.	Seventh	Penalty, Prosecution and Appeal	04
8.	Eighth	Training Module for GST	04
9.	Ninth	Practical	04
Total Credits			36

Each paper shall contain 100 marks with the following break up:

- (i) Theory -- **80** Marks
- (ii) Internal Assessment -- **20** Marks
- (iii) Practical and Project Work – 100 Marks

First Semester
First Paper
Basics of Accounting

Objectives:

The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

Unit I

Basic concepts of accounting, types of accounts, necessary accounting records for business, Books of Accounts, Journal Entry and Trial Balance.

Unit II

Bank Reconciliation Statement, Final Accounts

Unit III

E- Ledger under GST, mode of payment of tax, accounting procedure in GST, Accounting records under GST.

Unit IV

Sale of Goods Act- Sale and agreement to sale, definition of goods, when sale of goods is completed, sales on approval, sales return, transfer of property in sale of goods agreement, certain & uncertain goods.

Reference Books:

Robert N Anthony, David Hawkins, Kenneth A. Merchant, Accounting: Text and Cases. McGraw-Hill Education, 13th Ed. 2013. Charles T. Horngren and Donna Philbrick, Introduction to Financial Accounting, Pearson Education.
J.R. Monga, Financial Accounting: Concepts and Applications. Mayur Paper Backs, New Delhi.

M.C. Shukla, T.S. Grewal and S.C.Gupta. Advanced Accounts. Vol.-I. S. Chand & Co., New Delhi.

S.N. Maheshwari and. S. K. Maheshwari. Financial Accounting. Vikas Publishing House, New Delhi.

Deepak Sehgal. Financial Accounting. Vikas Publishing H House, New Delhi.

Bhushan Kumar Goyal and HN Tiwari, Financial Accounting, International Book House

Goldwin, Alderman and Sanyal, Financial Accounting, Cengage Learning.

Tulsian, P.C. Financial Accounting, Pearson Education. 10. Hanif& Mukherjee, Financial Accounting, Tata McGrew-Hill Publishing Co., New Delhi

First Semester
Second Paper
Concept of GST

Objective:

To impart knowledge of principles and provisions of GST and Customs

Law, the important legislation dealing with indirect tax system in India; and to enable the students to apply the same practically.

Unit I

Introduction to Indirect Tax Structure, Meaning and Objectives of GST, Salient features of GST, Comprehensive Structure of GST in India, Single and Dual GST, Advantages and Challenges of GST Implementation

Unit II

Background, History, Introduction Constitutional framework of Indirect Taxes before GST (Taxation Powers of Union & State Government) Defects in the structure of Indirect Taxes prior to GST; Rationale for GST;

Unit III

Tax compliance, GST administrative structure, Impact of GST on Economy, Understanding SGST, CGST, IGST, UTGST

Unit IV

Classification under GST, Rates and Schedules, GST Council, GST Network, State Compensation Mechanism, Definitions under GST

Reference Books :

Ahuja, Girish, Gupta Ravi, GST & Customs Law.

Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. Goods and Service Tax (GST) and Customs Law. Scholar Tech Press.

Bansal, K. M., GST & Customs Law, Taxmann Publication.

Gupta, S.S., GST- How to meet your obligations (April 2017), Taxmann Publications.

Gupta, S.S., Vastu and Sevakar, Taxmann Publications, 2017.

Sahi, Shilpi. Concept Building Approach to Goods & Service Tax, & Customs Laws. Cengage.

Singhania V. K, GST & Customs Lax, Taxmann Publication.

Sisodia Pushpendra, GST Law, Bharat Law House.

First Semester
Third Paper
Valuation under GST

Objective:

To impart knowledge of principles and provisions of GST and Customs

Law, the important legislation dealing with indirect tax system in India; and to enable the students to apply the same practically.

Unit I

Registration of Assessee under GST, Person Liable for Registration, Procedure for registration and cancellation

Unit II

Levy and collection of GST- Taxable event- “Supply” of Goods and Services, Scope of Supply

Unit III

Place of Supply: Within state, Interstate, Import and Export, Time of supply; Valuation for GST- Valuation rules, taxability of reimbursement of expenses; Exemption from GST: Small supplies and Composition Scheme;

Unit IV

Classification of Goods and Services: Composite and Mixed Supplies. Special Provisions Taxability of E-Commerce

Reference Books:

Bloomsbury: Goods & Services Tax Laws, Concepts & Input Analysis.

Taxmann:- GST Manual

GST Newsletter & GST Educational Series.

Bangar’s Beginner’s Guide to GST- Yongendra Bangar & Vandana Bangar (Aadhya Publications)

Gupta, S. S. Service Tax -How to meet your obligation, Taxmann Publications Pvt. Ltd., Delhi.

Ahuja, Grish and Ravi Gupta, Indirect Taxes, Flair Publication Pvt. Ltd

First Semester

Fourth Paper

Tax Credit

Objectives:

To understand the tax credits in respect of capital goods, recovery of excess tax, tax invoice and procedures and records for ITC.

Unit I

Objectives, Introduction, Input tax credit, Eligible and Ineligible Input Tax Credit; Apportionments of Credit and Blocked Credits;

Unit II

Tax Credit in respect of Capital Goods; Recovery of Excess Tax Credit;

Unit III

Availability of Tax Credit in special circumstances; Transfer of Input Credit (Input Service Distribution);

Unit IV

Tax Invoice, Distribution of Credit, Procedures & Records for ITC, Utilization and Recovery of ITC.

Reference Books:

Ahuja, Girish, Gupta Ravi, GST & Customs Law.

Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. Goods and Service Tax (GST) and Customs Law. Scholar Tech Press

Bansal, K. M., GST & Customs Law, Taxmann Publication.

Gupta, S.S., GST- How to meet your obligations (April 2017), Taxmann Publications.

Gupta, S.S., Vastu and Sevakar, Taxmann Publications, 2017.

Sahi, Shilpi. Concept Building Approach to Goods & Service Tax, & Customs Laws.

SisodiaPushpendra, GST Law, Bharat Law House.

Second Semester
Fifth Paper
Payment under GST

Objectives:

1. To impart the theoretical knowledge regarding payments of taxes and its various mode, refund, return filing, accounts and records.

Unit I

Payment of Taxes, mode of payments, Procedures of payments of tax, Advance payments,

Unit II

Refund; Doctrine of unjust enrichment; TDS, TCS.

Unit III

Reverse Charge Mechanism, Job work. Procedures Tax Invoice, Return Filing

Unit IV

Credit and Debit notes. Accounts and Records, Retention of Records

Reference Books:

1. Ahuja, Girish, Gupta Ravi, GST & Customs Law.
2. Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. Goods and Service Tax (GST) and Customs Law. Scholar Tech Press
3. Bansal, K. M., GST & Customs Law, Taxmann Publication.
4. Gupta, S.S., GST- How to meet your obligations (April 2017), Taxmann Publications.
5. Gupta, S.S., Vastu and Sevakar, Taxmann Publications, 2017.
6. Sahi, Shilpi. Concept Building Approach to Goods & Service Tax, & Customs Laws.
7. Sisodia Pushpendra, GST Law, Bharat Law House.

Second Semester

Sixth Paper

Assessment Procedure and Audit

Objectives:

To develop theoretical skill in assessment under GST, tax liability, demand, audit and e way billing.

Unit I

Objectives, Assessment under GST, Computation of Tax Liability, Types of Assessment,

Unit II Audit in GST, General Audit, Special Audit

Unit III

Demand, Recovery and Adjudication, Summary and Scrutiny

Unit IV

E-way bills, Zero-rated supply

Reference Books:

Ahuja, Girish, Gupta Ravi, GST & Customs Law.

Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. Goods and Service Tax (GST) and Customs Law. Scholar Tech Press

Bansal, K. M., GST & Customs Law, Taxmann Publication.

Gupta, S.S., GST- How to meet your obligations (April 2017), Taxmann Publications.

Gupta, S.S., Vastu and Sevakar, Taxmann Publications, 2017.

Sahi, Shilpi. Concept Building Approach to Goods & Service Tax, & Customs Laws.

Sisodia Pushpendra, GST Law, Bharat Law House.

Second Semester
Seventh Paper
Penalty, Prosecution and Appeal

Objectives:

To familiarize the GST laws for penalty, its prosecution and appeal.

Unit I

GST refund, Doctrine of unjust enrichment

Unit II

Appeals and Revision,

Unit III

Appellate Authority and its Powers, Prosecution and Appellate Tribunals

Unit IV

Anti-Profiteering, Avoidance of dual control, Offences and Penalties

Reference Books:

Ahuja, Girish, Gupta Ravi, GST & Customs Law.

Babbar, Sonal, Kaur, Rasleen and Khurana, Kritika. Goods and Service Tax (GST) and Customs Law. Scholar Tech Press

Bansal, K. M., GST & Customs Law, Taxmann Publication.

Gupta, S.S., GST- How to meet your obligations (April 2017), Taxmann Publications.

Gupta, S.S., Vastu and Sevakar, Taxmann Publications, 2017.

Sahi, Shilpi. Concept Building Approach to Goods & Service Tax, & Customs Laws.

Sisodia Pushpendra, GST Law, Bharat Law House.

Second Semester
Eighth Paper
Training Module for GST

Objectives:

It is computer workshop for complete e-filing procedure for GST and others Taxes.

Unit-I

Conceptual Framework: e-filing Meaning of e-filing; difference between e-filing and regular filing of returns; benefits and limitations of e-filing; types of e-filing; e-filing process; relevant notifications.

Unit-II

Income tax and e-filing of ITRs: Introduction to income tax – basic terminology; types of assessee; income taxable under different heads; basics of computation of total income and tax liability; deductions available from gross total income; PAN card; due date of filing of income tax return. Instructions for filling out form ITR-1, ITR-2, ITR-3, ITR-4, ITR-4S, ITR-5, ITR-6. Introduction to Income Tax Portal; preparation of electronic return

Unit-III

Conceptual framework of GST: Introduction to basic concepts of GST: Output tax liability of CGST, SGST, UTGST, IGST, State compensation cess; GST Network; input tax credit utilization; small supplies and composition scheme; schedule for payment of GST; interest/penalty for late/non-filing of return; payment of GST by electronic ledger – electronic liability register, electronic credit ledger, electronic cash ledger. Filing of GST returns GST returns: GSTR-1, GSTR-2, GSTR-3, GSTR-4, GSTR-9, GSTR-3B

Unit-IV

TDS and e-Filing of TDS returns: Introduction to the concept of TDS; provisions in brief relating to advance payment of tax; schedule for deposit of TDS; schedule for submission of TDS returns; prescribed forms for filing of TDS returns; exemption from TDS – Form 13, 15G, 15H; Practical workshop on e-filing of TDS returns

Second Semester

Ninth Paper

Practical

Practical based on Training Module.