

Welcome  
DR ACTOs - Induction Training Program

# Objectives of Induction Training

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Familiarising with:

- Functions of Commercial Taxes Department
- What is the Organization Structure?
  - Head Office, Divisions and Units
- What is my Job Chart?
  - Statutory role
  - Assisting role
  - Crucial role

# Objectives of Induction Training

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Equipping with knowledge and skill sets:

- Introduction and sketch of various Acts
- Rules and Procedures
- IT Apps and Modules
- Skill development
  - IT Skills
  - Drafting Skills

# Scheme of Training

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- Thirty day residential training
  - From 17<sup>th</sup> Jan to 15<sup>th</sup> Feb.
  - Every day sessions from 09:00 AM to 06: 30 PM
- No sessions on Sundays,
- but half a day work shop or
  - Inspirational movie
- Daily Yoga from 06.00 AM to 07.00 AM

# Scheme of Training

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- There four (4) sessions each day
- Three (3) sessions of each two(2) hours and
- One last session of 1.5 hour – skill development
- Tea break – 11.00 to 11.30 AM & 4.30 to 5.00 PM
- Lunch break 01.30 to 02.30 PM

# Scheme of Training...

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Training is designed into various modules:

- VAT Module
- GST Module
- GST & VAT Apps Module
- Accounting Module
- IT Module
- Drafting Module
- Module on Departmental Procedures

# Scheme of Training...

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- Evaluation during the course of Training
  - Module wise evaluation tests
  - Session wise brief evaluation
  - Surprise tests
  - Batch wise presentations
  - Final test
  - Punctuality and Discipline
  - Yoga
- Performance is the basis for Posting

# Scheme of Training...

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- Rules and Regulations
  - No exception for residential training
  - In case of emergency – permission from Course coordinator
  - Punctuality and attendance – Late comers will not be allowed
  - Proper care – No damage to property
  - Misbehaviour and indiscipline will be dealt sternly
  - Attentive during training sessions



# Purpose or Outcome of this Induction Program

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- Every trainee should be equipped with:
  - Functional Competence
  - Core values and
  - Core Competence

# What do we mean by core values?

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CORE VALUES are principles that influence people's actions and the choices they make.

In an ever changing environment, core values remain constant.

It could be;

1. INTEGRITY
2. PROFESSIONALISM
3. RESPECT FOR DIVERSITY

# Core Competencies

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## **What are competencies?**

A competency is generally defined as a combination of skills, knowledge, attributes and behaviors that enables an individual to perform a task or an activity successfully within a given job.

It would involve behavioral competencies, for example;

1. Communication
2. Teamwork
3. Planning and Organizing
4. Decision Making

## To Achieve the purpose we will have

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- **FUNCTIONAL EXPERTS** – From within the Department who will provide you with all the necessary technical and legal inputs
- **BEHAVIORAL EXPERTS** – Externals who will provide you with inputs on the 'Hard-Soft Skills' necessary to develop your Core Values and Core Competence

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THANK YOU