

**POST-GRADUATE DIPLOMA
IN TAX PRACTICE
(PGDTP)**

One Year Part-Time Course Examination, 2013

**DEPARTMENT OF ACCOUNTING
FACULTY OF COMMERCE AND
MANAGEMENT STUDIES**

**POST-GRADUATE DIPLOMA
IN TAX PRACTICE
(PGDTP)**

One Year Part-Time Course Examination, 2013

**DEPARTMENT OF ACCOUNTING
FACULTY OF COMMERCE AND
MANAGEMENT STUDIES**

**POST-GRADUATE DIPLOMA
IN TAX PRACTICE
(PGDTP)**

One Year Part-Time Course Examination, 2013

**DEPARTMENT OF ACCOUNTING
FACULTY OF COMMERCE AND
MANAGEMENT STUDIES**

SYLLABUS

**POST-GRADUATE DIPLOMA
IN TAX PRACTICE
(PGDTP)**

One Year Part-Time Course Examination, 2013

**DEPARTMENT OF ACCOUNTING
FACULTY OF COMMERCE AND
MANAGEMENT STUDIES**



**JAI NARAIN VYAS UNIVERSITY
JODHPUR**

IMPORTANT

With a view to bring about greater reliability, validity and objectivity in the examination system and also for closer integration of teaching, learning and evaluation.

- (i) The syllabus has been divided into units. Questions will be set from each unit with provision for internal choice.
- (ii) In order to ensure that students do not leave out important portion of the syllabus, examiners shall be free to repeat the questions set in the previous examinations.

[Ref. Resolution No. 21 (c) of Academic Council dated 9-2-84]

The examinees be permitted to use their personal transistorised pocket battery operated calculators in the examinations. The calculator to be used by the candidates in the examinations should not have more than 12 digits, 6 functions and 2 memories and should be noiseless and cordless. A calculator belonging to one candidate shall not be allowed to be used by another candidate. The Superintendent of the centre will have complete discretion to disallow the use of a calculator which does not confirm to the above specification.

[Ref. Res. No. 6/90 of academic Council dated 20th July, 1990]

In Engineering and any other examinations where the use of calculators is already permitted, it shall remain undisturbed.

NOTIFICATION

In compliance of decision of the Hon'ble High Court all students are required to fulfil 75% attendance rule in each subject and there must be 75% attendance of the student before he/she could be permitted to appear in the examination.

REGISTRAR
(Academic)

SYLLABUS

POST-GRADUATE DIPLOMA IN TAX PRACTICE (PGDTP)

One Year Part-Time Course Examination, 2013

**DEPARTMENT OF ACCOUNTING
FACULTY OF COMMERCE AND
MANAGEMENT STUDIES**



**JAI NARAIN VYAS UNIVERSITY
JODHPUR**

**FACULTY OF COMMERCE AND MANAGEMENT STUDIES
DEPARTMENT OF ACCOUNTING**

Academic Members of the Department

Professors

Dr. Lalit Gupta, Head
Dr. G.S. Mehta
Dr. Ashok K. Bohra
Dr. P.K. Bhandari
Dr. P.C. Daga
Dr. G.L. Malodia
Dr. J.R. Bohra
Dr. V.K. Sharma
Dr. M.L. Vadera
Dr. S.B. Singh

Associate Professors

Dr. P. Murdia
Dr. K.K. Vyas
Dr. M.C. Tater
Dr. Tauseef Ahmed

Assistant Professors

Dr. (Mrs.) Meera Vaswani
(Mrs.) Rashmi Jain
(Mrs.) Sudha Bissa
Dr. Virendra Tater
Shri Anil Verma

Contents

List of Teaching Staff	
General Information for Students	1
Teaching and Scheme of Examination	3
Course Contents	5

P. G. DIPLOMA IN TAX PRACTICE**(PGDTP)****One Year Part-time Course Examination, 2013****GENERAL INFORMATION***Eligibility for Admission*

Graduate/Post-Graduate from any discipline, securing a minimum of 45% marks at degree or post-graduate examination are eligible for admission. Commerce graduates/Post-graduate will get 5% weightage

Admission Procedure

Admission will be made on merit-cum-interview basis. The interview shall be conducted by the Interview Board consists the Head, Department of Accounting and two members nominated by him including course co-ordinator. The criterion and procedure for interview will be decided by the Board. *Interview shall get 20% weightage.*

Duration

The duration of the course will be one academic session.

Number of Seats

Minimum 10 and maximum 60. This will include reserved seats belonging to SC, ST, OBC and HC quota as per University rules.

Medium

English/Hindi will be medium, both for Teaching and Examination. Examination question papers will ONLY be in English Language.

Award of Diploma

To declare pass, a candidate must secure 36% marks in each subject/paper and 40% marks in aggregate the division will be awarded as follows:

- I Div. 60% and above of the aggregate marks,
- II Div. 48% and above but less than 60% of the aggregate marks, &
- III Div. 40% and above but less than 48% of the aggregate marks.

There will be a provision of due paper only in one subject except viva and dissertation.

Candidates who fail at the examination but obtain a minimum of 40% marks in Project/Dissertation and Viva-Voce, Separately, will not again be required to submit Project/Dissertation and re-appear at the Viva-Voce while appearing again for the theory papers.

Class Contacts

There shall be a minimum of 90 contact hours per paper i.e. 60 periods of 90 minutes each or 120 periods of 45 minutes each. Projects guidance shall be of 2 sittings of 45 minutes for each candidate separately.

Fee

Tuition fee will be Rs. 6000/- per annum. Fee be paid by a crossed Demand Draft or Pay-order in the name of the Head, Department of Accounting, payable at Jodhpur.

In addition a candidate will be required to pay examination fee as per University rules and will also be required to deposit necessary fee as per University rules for Student Aid Fund; Local Fund Account; Faculty Student Fund etc.

Enrolment

If a candidate admitted in the course is not enrolled in this University shall have to enrol himself/herself as per University rules.

Attendance

No candidate shall be allowed to take up examination unless he/she attends at least 75% of the total contact sessions, in each paper.

Scheme of Examination

The Scheme of Examination shall be as follows:

- A. Written Examination of Three Hours duration in each of the following papers :

	Max. Marks
Paper I. Income Tax Law & Accounts	100
Paper II. Corporate Tax Law & Practice	100
Paper III. Indirect Taxes	100
Paper IV. Business Taxation	100
B. (i) Dissertation (ii) Viva-voce	100
(50 marks each)	

Note : 1. It will be essential for each candidate to submit the Project Report before Theory Papers commences.

2. Project shall be based on six months Practical Training under a Tax Practice.

PATTERN OF EXAMINATION PAPER

Question Paper will be divided into three sections namely, 'Section A',

'Section B' and 'Section C' in each section the questions will be asked as follows:

Section A: Intends to test the clarity of concepts and to-the-point knowledge unit-wise.

(T-1) 10 very small questions, (two questions from each unit). Each question will carry 2 marks. Answer of each question shall be limited up to 30 words. This part will be compulsory. $10 \times 2 = 20$

Section B: Intends to test the knowledge unit-wise and capability to elaborate and restrain within limited words.

(T-2) 10 small questions (two questions from each unit). Students will be required to answer one question from each unit. Each question will carry 07 marks. Answer of each question shall be limited up to 250 words. $5 \times 7 = 35$

Section C: Intends to test the overall-knowledge and capability to explain in detail; of the students.

(T-3) 5 questions (one question from each unit). Students will be required to answer any three questions. Each question will carry 15 marks. Answer of each question shall be limited up to 500 words

$$3 \times 15 = 45$$

T 1 : Very Small Question

T 2 : Small Question

T 3 : Detailed Question

Note: In case of Numericals, Figures, Charts, Diagrams and Graphs, the above limit of words shall not apply.

Status

This course is Part-time self-sufficiency University course leading to a Post-graduate Diploma in Tax Practice (PGDTP).

Contact : Head, Department of Accounting, Faculty of Commerce and Management Studies, Jai Narain Vyas University Jodhpur (Rajasthan)
Phone : 2513676.

PAPER I

INCOME TAX LAW AND ACCOUNTS

Unit 1 : Definition, residential status, Income which do not form part of income, charge of Income Tax, scope of total income, special provision relating to free trade zone, export oriented undertaking, charitable religious trust and political parties.

Unit 2 : Income from Salaries, House property and Profits and gain of business or profession.

Capital gain, income from other sources. Income of other persons included in Assessee's total income. Aggregation of Income, Set off or carry forward of loss

Unit 3 : Deductions to be made in computing total income, General deduction in respect of certain payments, deductions in respect of certain incomes and other deduction. Rebates and Reliefs. Double Taxation Relief.

Unit 4 : Computation of total income, in case of individual. HUF. Firm.

Unit 5 : Income Tax Authorities : Appointment and control, Jurisdiction, Powers (Survey etc.) and disclosure of information.

SUGGESTED READINGS

Income Tax Act, Taxman, New Delhi

Income Tax Rules, Taxman, New Delhi

Circulars and Notification issued by CBDT, Taxman, New Delhi

V.K. Singhania : Direct Taxes, New Delhi

Bhagwati Prasad : Income Tax Law

PAPER II

CORPORATE TAX LAW AND PRACTICE

Unit 1 : Computation of total income in case of companies, non-residents, Co-operative Society.

Unit 2 : Procedure for Assessment : Section 139 to 148 (Return of Income) PAN, Assessments, Methods of Accounting, Accounting standards, Time limit for completion of Assessment, Rectification of mistake etc.

Special procedure for assessment of search cases.

Unit 3 : Liability in special cases : Legal representatives, Representative assesseees : special and miscellaneous provisions, firms AOP & BOI, executors succession, partition occasional shipping companies, recovery of Tax in respect of non-resident, person leaving India, person trying to alienate their property, discontinuation of business & profession Dissolution, Private companies and provision for certain kinds of Income

Special provisions applicable to firms.

Unit 4 : Collection and Recovery to Tax TDS collection at source, Advance payment of Income Tax, Collection (Recovery), Interest u/s 234, Refunds settlement of cases, Advance rulings.

Unit 5 : Appeals & Revision, Acquisition of Immovable properties provisions to counter act evasion of Tax, penalties, offences and prosecutions, Authorised representation and other Miscellaneous provision.

SUGGESTED READINGS

Income Tax Act, Taxman, New Delhi.

Income Tax Rules, Taxman, New Delhi.

Circulars and Notification issued by CBDT

V.K. Singhania : Direct Taxes

Bhagwati Prasad : Income Tax Law

PAPER III

INDIRECT TAXES

Unit 1 : Central Excise Duty : History, Nature and Definition, goods, Excisable goods, Manufactured, produced etc., classification of goods, valuation, different types of forms used in excise.

Unit 2 : Administration, Storage and Accounting of goods,

Clearance of goods, CANVAT, Assessment, Tax Planning in Excise.

Unit 3 : Custom Duty : Introduction, Definition, Nature and types of duties, classification, Valuation and Different types of forms used in custom, Tax planning in custom, Import and export procedure in customs, Export incentive scheme.

Unit 4 : FEMA : Definition, Authorised person, Provision of Bank Account in Indian Rupee, Foreign Currency Bank A/c, Restrictions, Realization, repatriation and surrender of Foreign Exchange, Capital A/c transaction GDR/ADR/ FCCB, Different types of forms used in FEMA.

Unit 5 : Service Tax : Fundamental, Concept, provision and procedure, Taxable services.

SUGGESTED READING

Circulars and Notifications issued by CBDT.

Central Excise Rules, Taxman, New Delhi.

Central Excise Act, Taxman, New Delhi.

Custom Act and Rules, Taxman, New Delhi.

V.K. Singhania : Direct Taxes.

PAPER IV

BUSINESS TAXATION

Unit 1 : C.S.T. : Constitutional History, Definitions, principle for determining different sales, Registration of Dealer, Rate of Tax.

C.S.T. Determination of Taxable turn-over Computation of Tax, Liability, Different forms used under C.S.T.

Unit 2 : Value Added Tax Act : Definition, incidence and levy of tax, Computation, Registration of dealer, Exemptions

Determination of Taxable turn-over, computation of Tax liability.

Unit 3 : C.S.T./V.A.T. : Tax authorities, filling of returns, assessments, payment and recovery of Tax, appeal, revision of rectification.

Unit 4 : Wealth Tax Act : Definitions, incidence of tax, deemed assets. exempted assets, computation of net wealth, Valuation of assets, assessment, appeals, penalties.

Unit 5 : Indian Tax System :

Meaning, Tax-Central and State Powers of taxation, Distribution of revenue between Central and State, Finance Commission. Constitution, role, functions, recommendation, extent and application.

SUGGESTED READINGS

Central Sales Tax Act

Bare Act of Value Added Tax

Central Sales Tax Rules

B.L. Gupta : An Introduction to Rajasthan and Central Sales Tax Act, Ramesh Book Depot, Jaipur

Wealth Tax, Taxman, New Delhi

Wealth Tax Rules, Taxman, New Delhi