

**MAHARASHTRA STATE BOARD OF VOCATIONAL EDUCATION EXAMINATION,  
MUMBAI - 51**

1	Name of Course	<b>CERTIFICATE COURSE IN TAX ASSESSOR</b>																																																													
2	Course Code	<b>( 408223 )</b>																																																													
3	Max. Nos. of	25 Students																																																													
4	Duration	1 Year																																																													
5	Type	Full Time																																																													
6	Nos. of Days /	6 Days																																																													
7	Nos. of Hours	7 Hrs																																																													
8	Space Required	Theory Class Room – 200 sqft Practical – 800 sqft																																																													
9	Entry	S.S.C. Passed																																																													
10	Objective of Syllabus/ Introduction	1) To understand the various laws regarding to direct and indirect tax 2) To know how to compute income tax 3) How to calculate the exemptions under income tax act 4) To know the various section mentioned in different account 5) To study the importance of tax as a revenue to government																																																													
11	Employment Opportunity	<b>1. Wage Employment</b> Work as a clerk in chartered accountant firms Work as a clerk in other private organization Work as an accountant in various offices Work as a tax accountant in income tax office Work as a clerk in government income tax office			<b>2. Self Employment</b> Start and consultancy firm Adviser for tax assessment Remittent agent in tax collection office Filling the remittent and submission of the return Adviser of tax planning																																																										
12	Teacher’s Qualification	M.Com.																																																													
13	Training System	<b>Training System Per Week</b> <table><tr><td>Theory</td><td>Practical</td><td>Total</td></tr><tr><td>18 Hours</td><td>24 Hours</td><td>42 Hours</td></tr></table>						Theory	Practical	Total	18 Hours	24 Hours	42 Hours																																																		
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14	Exam. System	<table><tr><td>Sr. No.</td><td>Paper Code</td><td>Name of Subject</td><td>TH/PR</td><td>Hours</td><td>Max. Marks</td><td>Min. Marks</td></tr><tr><td>1</td><td>40822311</td><td>Tax Assessment and Income sources</td><td>TH-I</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>2</td><td>40822312</td><td>Capital gain and Other Income and Tax Returns</td><td>TH-II</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>3</td><td>40822313</td><td>Various Tax Laws and Income Tax Act 1961 and Related Laws</td><td>TH-III</td><td>3 hrs</td><td>100</td><td>35</td></tr><tr><td>4</td><td>40822321</td><td>Tax Assessment and Income Sources</td><td>PR-I</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td>5</td><td>40822322</td><td>Capital Gain and Other Income and Tax Returns</td><td>PR-II</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td>6</td><td>40822323</td><td>Various Tax Laws and Income Tax Act 1961 and Related Laws</td><td>PR-III</td><td>3 hrs</td><td>100</td><td>50</td></tr><tr><td></td><td></td><td>Total</td><td></td><td></td><td><b>600</b></td><td><b>255</b></td></tr></table>						Sr. No.	Paper Code	Name of Subject	TH/PR	Hours	Max. Marks	Min. Marks	1	40822311	Tax Assessment and Income sources	TH-I	3 hrs	100	35	2	40822312	Capital gain and Other Income and Tax Returns	TH-II	3 hrs	100	35	3	40822313	Various Tax Laws and Income Tax Act 1961 and Related Laws	TH-III	3 hrs	100	35	4	40822321	Tax Assessment and Income Sources	PR-I	3 hrs	100	50	5	40822322	Capital Gain and Other Income and Tax Returns	PR-II	3 hrs	100	50	6	40822323	Various Tax Laws and Income Tax Act 1961 and Related Laws	PR-III	3 hrs	100	50			Total			<b>600</b>	<b>255</b>
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## SYLLABUS

### Theory - I

#### Tax Assessment and Income Sources

##### Tax Assessment

Sr.No.	Chapter	Contents
1	Introduction and Definitions	Assessment and assessment year, Previous year, and assesses, residence and non –residence , non- residence Indian, residing outside Deemed income with example partial, portion of HUF
2	Heads and Income	Introduction of heads , heads of income, Format competition of total income of computation of total income
3	Income Exempted from Tax	Introduction income not included in total income. Agricultural income receipt from HUF interest on specifies saving certificate, gratuity, competition of pension, amount received from LIC. Policy, payment from P.F, Income of minor child, house rent allowance, scholarship, income from dividend, income from mutual fund, income from salary of non-residence of employee.
4	Basis of Charge	Introduction, charge of income tax, status of the Assesses resident individual, non-resident individual status of company scope of the total income deemed income.
5	Taxation of Books of Account	Definitions and importance of books of account rules of account journalizing the transaction posting the ledger account preparation of trial balance, preparation of profit & loss account, Balance- sheet.

##### Income Sources

Sr.No.	Chapter	Contents
1	Income from Salary	Heads of income salary, introduction basic charge definition of salary different form of salary, deduction from salary-Entertainment allowance tax treatment of provident funds, format for competition of income from salary, exercise and Illustration
2	Income from House Property	Introduction basis of charged annual value of house property income from house property layout income from sale occupied house property deduction under the head income from house property income exempt from tax U/S 10, exercise and illustration
3	Income from Business & Profession	Profit and gain of business or and profession introductions provision basis charged how to compute income from profit and gain of business and profession, deductions rent , rate , taxes, repairs and insurance of buildings, repairs and insurance of machinery, plant and furniture of depreciation exercise and illustration
4	Income from Other Sources	Introduction basis of charged, income chargeable to tax explanation notes on other income, deduction amount not deductible profit chargeable to tax format of income, income from other sources, dividend, wining from lotteries, races, interest on securities etc. exercise and illustration

**Practical - I**  
**Tax Assessment and Income Sources**

**Tax Assessment**

- 1) Study the different sections for the exemption for tax
- 2) Study of different types of LIC policies
- 3) Prepare the Performa of various postal investment documents
- 4) Collection of income tax form
- 5) Practical filling and remittance of returns
- 6) Visit to income tax office
- 7) Visit to chartered accountant firms
- 8) Computerized record of taxation
- 9) Visit to tax consultant
- 10) Visit to Investment Company

**Income sources**

- 1) Study of different types of salary statements
- 2) Computation of total gross income
- 3) Computation income from house property
- 4) Computation income from business and profession
- 5) Computation income from other sources
- 6) Deduction of various exemption of gross income
- 7) Collection different types of documents related to taxation
- 8) Visit to income tax office
- 9) Visit to tax consultant office
- 10) Visit to Chartered Accountant office

## Theory – II

### Capital Gain and Other Income and Tax Returns

#### Capital Gain and Other Income

Sr.No.	Chapter	Contents
1	Capital Gains	Introduction, definition basis of charge, capital asset kind of capital assets, short term capital assets, long term capital assets, transfer of capital asset, computation of capital gain, excise Illustration
2	Clubbing of Income	Introduction , individual assessed in respect of remuneration of this spouse income from asset transferred to spouse or sons wife, income from assets transferred to a person for the benefit of spouse or sons wife, income of his minor child, clubbing of loss and Illustration
3	Deduction to be made in Computing Total Income	Section 80A, 80C, 80CCC, 80CCE, 80D, 80G, 80U, Introduction deduction to be made in computing total income, deduction in respect of life insurance premium, deferred annuity, contribution to provident funds subscription to certain equity share and debentures, Deduction in respect of contribution certain pension fund, deduction in respect of medical insurance premium Illustration
4	Donation	Calculations of deduction U/S 80G, donation gross and net qualifying amount donation to the national foundation for communal harmony, donation to Indian naval benevolent fund,

#### Tax Returns

Sr.No .	Chapter	Contents
1	Computation of Total Income	Introduction of total income calculation of gross qualifying amount, net qualifying amount, actual deduction, actual exemption, exercise Illustration,
2	Tax Deducted of Sources	Introduction of tax deduction of source, introduction over view of tax deducted at source, provision chart procedure penalty and prosecution TDS tax collection at source, tax collection amount number, tax collection at source certificate, tax collection at source return.
3	Kinds of Assessment	Self assessment, acceptance of return, regular and best judgment assessment, time limit for completion of assessment, rectification of mistake
4	Returns	Voluntary return, loss return, belated return, received return and defective return.

**Practical – II**  
**Capital Gain and Other Income and Tax Returns**

**Capital Gain and Other Income**

- 1) Collection specimen forms of income tax
- 2) Collection return form of different assesses
- 3) Visit to income tax office
- 4) Visit to tax constancy office
- 5) Collection various documents receipts coming under ATG
- 6) Collection of zerox copies of receipts 80A, 80C, 80CCC, 80CCE 80D, 80G, 80U
- 7) Collection clubbing income receipts
- 8) Collection documents related to capital gain
- 9) Computerized record maintain
- 10) Visit to tax adviser office

**Tax Returns**

- 1) Preparation computerized income statements for the individual
- 2) Collection of zerox copies of form no.16
- 3) Assessing the income tax amount
- 4) Visit to the income tax office
- 5) Visit to chartered accounts firms
- 6) Filling of income tax returns
- 7) Visit to tax consultant office
- 8) Computerized record maintaining
- 9) Preparation of taxation file
- 10) Preparation of different types of receipt

**Theory - III**  
**Various Tax Laws and Income Tax Act 1961 and Related Laws**

**Various Tax Laws**

Sr.No .	Chapter	Contents
1	Central Sales Tax Act. 1956	Definitions section 2(a) Business 2(b) Dealer 2(c), goods 2(g) sales 2(h), sale price principles for determination inter-states and purchase section sale and purchase in course of inter-states trade or commerce, sale or purchase outside states, sale or purchase in the course of import or export
2	Bombay Sales Tax Act 1959	Definition section 2(5A), Business 2(11), Dealer 2(13), Goods 2(17), Manufacture 2(26), Resale 2(28), Sale 2(29), Sales price 2(22), Purchase price 2(23).
3	The Maharashtra Value Added Tax Act 2002	Introduction, what is VAT, How does VAT work, definition, business dealer goods, importer, manufacture, purchase price, resale sale price, service turnover of sales Illustration
4	Customs Act 1962	Introduction, meaning objectives scope, definition, levy of and expectations from custom duty, valuation of goods for the purpose of assessment, clearance of imported goods and exported goods

**Income Tax Act 1961 and Related Laws**

Sr.No.	Chapter	Contents
1	Central Excise Act 1944	Definition, scope excisable goods factory, manufacture, manufacturer spaces of charges and classification of goods basis of valuation
2	Service Tax Act 1994	Introduction, meaning and scope of service tax act object of service tax act taxable services, stock broking, Advertising, Telephone and pager services, courier services, tour operation, photography services, assessment of service tax procedure, assessment on equity
3	Income Tax Act. 1961	Definition basis of charged exclusion from, total income heads of income deductions under 80CCC, 80D.80L.80U, Rebate section 88,88B,88C. Computation of total income exercise Illustration.
4	Incidence of Levy of Tax	Section 3 incidence of the tax 5 sale and purchase of goods free from tax payable by dealer single point of levy of sale tax on declare the goods levy of turnover tax, resale tax, Tax payable reduce the rate expectation declaration purchase tax payable on goods from on unregistered dealer levy of surcharged, draw back and set refund.

**Practical - III**  
**Various Tax Laws and Income Tax Act 1961 and Related Laws**

**Various Tax Laws**

- 1) Visit to sale tax office
- 2) Collection of sale tax form
- 3) Procedures for sale tax registrations
- 4) Collections of bills to study VAT structure
- 5) Collection of bills to study sales tax
- 6) Visit to import firms to study the custom formalities
- 7) Collection of various packages to know the importance sale tax
- 8) Compare with CST and BST package of tax
- 9) Visit to sales tax consultant office
- 10) Visit to export firms to study the custom formalities

**Income Tax Act 1961 and Related Laws**

- 1) Visit to a factory to study the excise formalities
- 2) Visit advertising to firm to study the importance of service tax
- 3) Visit to courier office to study the importance of service tax
- 4) Visit to Telephone office to study about service tax
- 5) Visit to central excise office
- 6) Calculation of rebate under income tax
- 7) Collection various documents related to excise department.
- 8) Collection various types of forms related service tax
- 9) Visit to stock broker office

**List of Books Recommended:**

- 1) Direct and Indirect Tax - by Prof. Vijay Singavi, Prof. Vaibhav Singavi, Prof. L.N.Choupade, Prof. Vishal Singavi
- 2) Income Tax by Prof. L.P.Wakale, Prof. V.N.Bangad. Prof. B.V.Kapadnis, Prof. V.G.Mehata, Prof. N.V.Mehata.

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