

Course on Litigation Management

Organised by
Indirect Taxes Committee of ICAI

Hosted by

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On

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At

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Day	Time	Topics
1	9.30 a.m. to 10.00 a.m.	Registration & Welcome address
	10.00 a.m. to 11 a.m.	About the course and importance of representation
	11.00 a.m. to 11.15 a.m.	Tea Break
	11.15 a.m. to 1.15 p.m.	Relevant statutory provisions under Central Excise, Customs, Service Tax and VAT law
	1.15 p.m. to 2.00 p.m.	Lunch
	2.00 p.m. to 3.00 p.m.	Relevant statutory provisions under Central Excise, Customs, Service Tax and VAT law
	3.00 p.m. to 4.30 p.m.	Principles of Administrative law – Duration
	4.30 p.m. to 4.45 p.m.	Tea Break
	4.45 p.m. to 6 p.m.	Principles of Evidence law
2	9.30 a.m. to 11.15 a.m.	Advisory role during litigation including search, seizure, audit, investigation etc.
	11.15 a.m. to 11.30 a.m.	Tea Break
	11.30 a.m. to 1.30 p.m.	Handling litigation before the adjudicating authority with practical tips and illustrations
	1.30 p.m. to 2.00 p.m.	Lunch
	2.00 p.m. to 3.45 p.m.	Handling litigation before the appellate authority with practical tips and illustrations
	3.45 p.m. to 4.00 p.m.	Tea Break
	4.00 p.m. to 5.30 p.m.	Dress code, logistics and litigation strategies
3	9.30 a.m. to 10.30 a.m.	Drafting and pleadings and its importance • – Duration 3 hours
	10.30a.m. to 11.00 a.m.	Drafting audit reply and other correspondence during audit and investigation
	11.00 a.m. to 11.15 a.m.	Tea Break

	11.15 a.m. to 1.15 p.m.	Drafting of reply to SCN (analysis of SCN, evidence and grounds)
	1.15 p.m. to 2.00 p.m.	Lunch
	2.00 p.m. to 3.00 p.m.	Drafting of reply to SCN (analysis of SCN, evidence and grounds)
	3.00 p.m. to 4.15. p.m.	Drafting of appeal to Tribunal including form, statement of facts, grounds, prayer and verification
	4.15 p.m. to 4.30 p.m.	Tea Break
	4.30 p.m. to 5.45 p.m.	Drafting of appeal to Tribunal including form, statement of facts, grounds, prayer and verification
4	9.30 a.m. to 11.00 a.m.	Mock Hearing (adjudication/first appellate authority)
	11.00 a.m. to 11.15 a.m.	Tea Break
	11.15 a.m. to 12.30 p.m.	Mock Hearing (adjudication/first appellate authority)
	12.30 p.m. to 1.15 p.m.	Mock Tribunal
	1.15 p.m. to 2.00 p.m.	Lunch
	2.00 p.m. to 4.15 p.m.	Mock Tribunal
	4.15 p.m. to 4.30 p.m.	Tea Break
	4.30 p.m. to 5.30 p.m.	Ethical practices and integrity