



राष्ट्रीय सीमा शुल्क, उत्पाद शुल्क एवं नार्कोटिक्स अकादमी
भारत सरकार, वित्त मंत्रालय, राजस्व विभाग
नासेन कॉम्प्लैक्स, सैक्टर-29, फरीदाबाद-121008

NATIONAL ACADEMY OF CUSTOMS EXCISE & NARCOTICS
Government of India, Ministry of Finance, Department of Revenue
NACEN Complex, Sector-29, Faridabd-121008

फोन /Telephone : 0129-2504652-54

फैक्स / Fax : 0129-2504632

F.No. II(11)06/2017- NACEN

Date: 19.05.2017

Subject: Two days Specialized Course on "Establishment & Administration" for officers of the rank of Additional/Joint Commissioners/Deputy/ Assistant Commissioners of Customs & Central Excise on 8th & 9th June, 2017 – reg.

The National Academy of Customs, Excise and Narcotics, Faridabad is organizing two days specialized course on "Establishment and Administration" for officers of the rank of Additional/Joint Commissioners/ Deputy/Assistant Commissioners of Customs & Central Excise Department on 8th & 9th June, 2017. The above training is being organized with a view to upgrade the administrative skill of Executive & Supervisory officers and also brief them about the matters relating to Office Procedure, General Financial Rule, Procurement of Goods & Services, GeM- Introduction, Leave Rules & LTC Rules, Pay Fixation Rules, New GPF Rules, CGHS Rules etc.

2. It is requested that **suitable officers of the rank of Additional/Joint Commissioners/ Deputy/Assistant Commissioners**, working under your zone/charge, may be nominated for participating in the above course.
3. Nominations may please be sent by FAX/Speed post/e-mail to Shri Sagar Dutta, Assistant Director, NACEN, Faridabad and should reach this office by 5th June, 2017 (Telephone No. 0129-2504612 Fax No. 0129-2504632, E-mail: adist.nacen@gov.in). The telephone/mobile numbers and e-mail address (in capital letters) of the nominated officers may also be indicated in the nomination letters so as to facilitate contact/communication.
4. It may kindly be ensured that once nominated the officer reports for attending to the training course as last minute cancellation/withdrawal results in considerable administrative and financial issues.
5. It may be mentioned that limited hostel facilities are available for the participants, who wish to stay in campus. For the participants, the hostel and mess charges (all inclusive) shall be approximately Rs. 650/- per day. This includes Rs. 100/- room rent, Rs. 100/- Breakfast + bed tea, Rs. 200/- for dinner and Rs. 250/- for lunch and tea/snacks (twice a day), which is to be paid separately at the time of registration. Request for stay at campus in hostel may be sent directly to the Additional Director (Admn.), NACEN, at e-mail id: nacengangotri@gmail.com.

6. In case participants are desirous of staying in a nearby hotel, the available options are K Hotel, Sector 31, Faridabad (Phone No. 0129-4292777 Ext-101, 8527999752, 8527999757), Hotel Goldfinch (Phone No. 9560795251) & Hotel Vibe By The Lalit Traveller(Phone No. 0129-4290000). Participants can contact them on above number for accommodation. Nearest Metro Station for NACEN is Sector-28 on the **Violet Line**.

7. The nominated officers may please be directed to report to the Academy at Sector 29, Near Police Lines, Faridabad on **08-06-2017** at 9.30 a.m. positively for attending the training course. As the valedictory function on **09-06-2017 may continue up to 6.00 p.m.**, the officers may be advised to plan their return journey accordingly.

S. Sharan
19/05/2017
(Sanjay Sharan)

**Additional Director
NACEN, Faridabad**

To

1. The Chief Commissioners of Customs (All)
2. The Chief Commissioners of Central Excise (All)
3. The Chief Commissioners of Customs & Central Excise (All)
4. The Chief Commissioners of LTU (All)
5. The Directors General (All Directorates General under CBEC)
6. The Chief Departmental Representative, CESTAT, New Delhi
7. All Commissioners of Customs
8. All Commissioners of Central Excise
9. All Commissioners of Audit Commissionerate
10. All Commissioners of Service Tax
11. All Commissioners of LTU's
12. CBEC & NACEN Website