

**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS,
PALASAMUDRAM, NH 44, GORANTALA MANDAL, SRI SATHYA SAI DISTRICT,
ANDHRA PRADESH – 515241**

➤ ORGANISATION AND FUNCTIONS

(i) Particulars of Organization, Functions and Duties.

The National Academy of Customs, Indirect Taxes & Narcotics (NACIN), under the administrative control of the Central Board of Indirect Taxes & Customs (CBIC), Department of Revenue, Ministry of Finance, is the apex institution of the Government of India for capacity building in the field of Customs, Indirect Taxes and Narcotics.

2. The Academy was started as a training school for Central Excise officers, in 1955, in Daryaganj, Delhi. Thereafter, the Academy premises were shifted to Hauz Khas, Rajendra Place and Saket (in Delhi) and then to Faridabad in 1996, and presently it is functioning in its new campus at Palasamudram spread over 500 acres of land which will be having state of the art facilities, besides expansion in its mandate. The Academy has its Headquarter in Palasamudram along with sixteen Zonal Campuses spread all across India (Delhi, Chennai, Kolkata, Mumbai, Patna, Kanpur, Bangalore, Vadodara, Hyderabad, Cochin, Shillong, Bhopal, Vishakhapatnam, Bhubaneswar, Chandigarh and Jaipur), two Regional Campuses located in Raipur and Ranchi, one Centre of Excellence located in New Delhi, and one Multidisciplinary School of Economic Intelligence in Mumbai. The Academy is headed by a Principal Director General and each of the Zonal Campuses and the Centre of Excellence are administered by officers of the rank of Principal Additional Director General/ Additional Director General.

3. The headquarters of the Academy comprises an administrative block for the Officers and staff. Besides this one Academic Block which has well-equipped classrooms, a hostel, dining mess/hall for the trainees is also ready. Further, a conference hall, auditorium, library, Field Training Center, residential facility for the staff and other facilities are also being made ready. The sports facilities will comprise of a swimming pool, gymnasium, billiards room, squash court, basketball and volleyball courts, tennis lawns, Yoga room and open lawns for outdoor activities. Many of the Zonal campuses of NACIN also have similar facilities to cater to the varied training needs of Government as well as foreign trainees.

4.1 The Charter of functions of NACIN is specified in CBIC Office Order No. 06/Ad.IV/2017 dated 12th June, 2017 [F.No. A11012/172017-Ad.IV] which, inter alia, provides that NACIN will undertake training and other capacity-building activities in the field of Customs, Indirect Taxes and Narcotics, including-

- (i) Induction training of directly recruited Group A officers
- (ii) Specialized and periodic training for in-service officers,
- (iii) Induction training to Gr-B and C officers,
- (iv) Training to State/UT and other stakeholders in the area of indirect taxation,
- (v) Management and soft skills training for overall professional and personal development of officers,
- (vi) International cooperation and training activities in Customs, Narcotics, and other allied areas,

(vii) Any other capacity-building activity as may be assigned by CBIC from time to time, besides carrying out the normal administrative and establishment functions. In respect of the Centre of Excellence (CoE), it has been provided that it will undertake research work in the field of Indirect Tax and related areas.

4.2 As per the above mandate, NACIN Headquarters along with its Zonal Campuses, Regional Campuses and the Centre of Excellence work in tandem, catering to the various training requirements of CBIC officers, other government officers including those from States and the Union territories, and the international trainees. Some of the important trainings conducted by NACIN and its Zonal/Regional Campuses are as follows:

- (a) **Induction Training of Direct Recruit Group 'A' Officers:** The newly recruited IRS(C&CE) probationers report at NACIN Palasamudram for Induction Training, and after their initial training of about one year, they are placed in field formations for "On Job training" (OJT), which is monitored by jurisdictional Zonal / Regional Campuses. In cases where the batch size is big, the probationers are divided among a few Zonal Campuses at the beginning itself for imparting induction training. On completion of OJT of about nine months, the probationers report back at NACIN Headquarters to undergo a Furbisher Course (4 weeks) which culminates into the end of training with a Passing-out-Parade (PoP). During the training period, probationers are sent on short-term attachments (1-2 weeks) to the National Police Academy, Wildlife Institute, Coast Guard etc., besides international attachments, for training in specialized areas.
- (b) **Training of officers promoted to Group 'A':** All those officers who get promoted to Group 'A', are given specified training in one of the Zonal Campuses of NACIN.
- (c) **Mid-Career Training of Group 'A' officers:** In terms of DoPT guidelines, all officers in Group 'A' services are required to undergo Mid-Career Training, depending on the length of their service and seniority. In the case of IRS (C&IT), the Mid-career training is conducted for Phase III, Phase IV and Phase V, which is handled by the NACIN Headquarters in collaboration with a premier management institute.
- (d) **In-service Training:** Given the ever-changing nature of tax laws, rules and regulations and the administrative requirements for various posts under CBIC, NACIN undertakes specialized training of in-service officers from time to time. These trainings are regularly conducted at NACIN Headquarters as well as in Zonal/Regional Campuses, by involving faculty from NACIN, and other formations of CBIC, as well as by engaging experts from private as well as government institutions. Besides customs, indirect taxes and drug law enforcement, the topics covered are general administration, human resource management, training in data management and systems, procurement of goods and services, grievance redressal, personality development, staff welfare etc.

- (e) **Training of State/UT officers in GST:** With the implementation of GST, uniformity has been brought in tax laws of the Union and the States, and NACIN has been actively conducting training for the State and UT officers in GST and allied areas. This work is being handled by both the Headquarters and the Zonal/Regional Campuses of NACIN.
- (f) **Special training for officers of other services:** NACIN has also been conducting special training for officers of other departments (such as Defence, CAG), and probationers of other services (such as IA&AS, ITS and IFS), as and when required.
- (g) NACIN has also been actively contributing to the HCFC Phase Out Plan of the Government of India in association with Ozone Cell, Ministry of Environment, Forest and Climate Change, and trains officers as well as other stakeholders in this area.
- (h) **International Cooperation and Training:** At the international level, NACIN is a Regional Training Centre of the World Customs Organization for the Asia Pacific Region; a Regional Partner of United Nations Office on Drugs and Crime (UNODC) for strengthening Drug Law Enforcement Capacities in South Asia; Regional Capacity Building Partner and Collaboration Centre of United Nations Environment Programme (UNEP) for "Green Customs" in the Asia Pacific Region; and the Resource Centre for South Asia Sub Regional Economic Cooperation (SASEC) Customs Administrations and Asian Development Bank in the area of customs modernization and trade facilitation. NACIN also collaborates with the US Department of Energy and the National Nuclear Security Administration in training officers in the areas of trade control for non-proliferation of weapons of mass destruction and supply chain security. NACIN has also been collaborating with the Russian Customs Academy in training and scientific research through the mutual exchange of faculty, experts and trainees. In addition, NACIN also trains officers from a number of developing and least-developed countries in Customs and Narcotics under the ITEC scheme of the Ministry of External Affairs, Government of India.

For more information on NACIN and its Zonal/Regional Campuses, the official website of the Academy (www.nacin.gov.in) may be consulted.

(ii) Powers and duties of its Officers and Employees

Apart from the normal administrative and establishment functions and duties carried out in Central Government Offices, this Academy's main function is to impart training on Customs, Indirect Taxes, and Narcotics laws and other related issues. Apart from training officers of CBIC and other Government Departments, NACIN is also engaged in training of stakeholders such as customs brokers and GST practitioners. Under the ICT (International Cooperation and Training) mandate, NACIN is building the capacity of officers from other countries in the areas of customs, trade facilitation and drug law enforcement. In addition, this Academy also has a Centre of Excellence for doing research work in the field of Indirect Taxation. Training Calendar for NACIN Hdqrs. as well as its Zonal/Regional Campuses are prepared at the beginning of the financial year containing the schedule of various courses planned to be conducted during the year. These courses are conducted with the help of in-house as well as outsourced faculty. Eminent personalities who are experts in their respective fields are called to deliver lectures to the participants. The Academy

also prepares training material which includes law and the latest instructions on various subjects for use by the participants.

(iii) The procedure followed in the decision-making process, including channels of supervision and accountability

An officer in the grade of Additional/Joint Director is designated as Course Director for each course conducted by NACIN. Officers in the rank of Deputy Director, Assistant Director, Additional Assistant Director and Inspector assist the Course Director in organizing the course. The courses are conducted under the overall supervision of the Principal Additional Director General / Additional Director General of the Headquarters or Zonal Campus, as the case may be. Overall supervision of the functioning of NACIN, including Headquarters and Zonal/Regional Campuses, rests with the Principal Director General.

(iv) Norms set by it for the discharge of its functions

Overall norms are specified in the Citizen's Charter and Mission Statement. Depending upon the needs expressed by the field formations of CBIC, Training schedules are set for conducting the maximum number of courses in a year at NACIN Headquarters, and its Zonal/Regional Campuses and relevant information are also made available on the academy website and CBIC website.

(v) Rules, regulations, instructions, manuals & records held by it or under its control for being used by the employees for discharging its functions:

The training is conducted based on rules, regulations, instructions, manuals etc. published by the CBIC as well as in terms of the National Training Policy.

(vi) A statement of the categories of documents that are held by it or under its control:

Training material on different subjects for various levels of officers including Probationers, records of Departmental Examinations for different grades of Officers/Staff, and records of Examination of GST Practitioners and Customs Brokers. In addition, routine records relating to administration and establishment matters.

(vii) A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the Minutes of such meetings are accessible for public

- I. A Committee of Officers was set up by the GST Council to conduct of examination of GST Practitioners in terms of Rule 83(3) of the CGST Rules, 2017. The Committee is headed by the Principal Director General, NACIN and senior officers of four States- Haryana, Gujarat, West Bengal and Arunachal Pradesh. Meetings of the Committee are not open to public.
- II. In pursuance of provisions of Section 4 (1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 an internal complaint committee is constituted in F. No. NACIN/Vig/3/2024. The Committee is headed by the Additional Director General of NACIN. The minutes of the meetings are not open to the public.



(viii) Directory of its offices and employees:

NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS, PALASAMUDRAM, NH 44, GORANTALA MANDAL, SRI SATHYA SAI DISTRICT, ANDHRA PRADESH - 515241				
Website www.nacin@gov.in			Email:	
S. No.	Name of Officer (Sh./Smt.)	Designation	Section	Gov. email ID
	Dr K N Raghavan	Director General		Dg-nacinspm@gov.in
1	G.Narayanaswamy	Pr. ADG (Addl Charge)	Project In-charge,	n.swamyg@gov.in
2	Peri Umasankar	Pr. ADG	Administration, Establishment, Accounts, Budget, Vigilance, GRIHA and other Certifications, Governance & Operations including Monetization, Systems, development and Maintenance of Website, Hindi Implementation Cell, PQs, RTIs, CPGRAMS.	peri.umasankar68@gov.in
3	Sudha Koka	Additional Director General	In-Service Training, CoE, Collaboration with DOR Chair, Stakeholder Training Cell, MCTP, Orientation Training Cell, Research Centre for Customs/GST/CBIC-HRD/training, iGoT, Mission Karmayogi.	sudha.koka@gov.in
4	Aarti Saxena	Additional Director General	Officer Trainee (OT) Cell - IRS Probationers/ OT Establishment, Collaboration with Capacity Building Commission and with Other CSTI & Institutions of repute Leadership, Management & Personality Development Courses, International Cooperation.	aarti.saxena@gov.in
5	Ezhilmathi K.	Additional Director General	Training of Officers promoted to Gr. A Level, PGA/WCD/Marine Customs Training Cell, IPR & Narcotics Training Cell, Journals & Publications, Infrastructure /Facility Management, Legal, CBLR & GSTP Examination Cell, Implementation of Swachatha Projects, Training Management System Cell, Janbhagidari,	k.ezhilmathi@gov.in

			Library, and other charges not specifically mentioned	
6	Vivek Kumar Jain	Additional Director	IST Cell	vvk.jain@gov.in
7	Balakrishna S	Additional Director	First Appellate Authority	s.balakrishna80@gov.in
8	D. Phani Kumar	Additional Director	Admin/Establishment	dhinavahi.phanikumar@gov.in
9	Sujith Kumar Sompur	Additional Director		suji.sompur@gov.in
10	Arjun Banerjee	Joint Director	Work related to 74th batch of IRS, Collaboration with other CSTI & Institutions of repute, Leadership, Management & Personality Development Course.	arjunbanerjee-irs@gov.in
11	Rajiv S. Kittur	Joint Director	OT Cell – Course Director 75 th batch of IRS probationers	rajiv.kittur@gov.in
12	A N Manjunath	Deputy Director	IST Cell	manjunath.an@gov.in
13	Harshanand G A	Deputy Director	OT Cell - - IRS Probationers w.r.t Subject Content Creation, LMS Integration, Classroom Learning, Assessment & Evaluation, OT's Committees of Mess, Infra & Hostel, IGOT & Capacity Building Commission w.r.t OT, International Co-operation & Training	harshanand.irs@nic.in
14	N Jayaram	Assistant Director	Infrastructure/Facility Management and Legal	n.nj.g029201@gov.in
15	Shyamasundar S	Assistant Director	Development of NACIN Palasamudram website & its Maintenance and Maintenance of Computer Systems and Implementation of e-Office	shamasundas.g029201@gov.in
16	Rajesh V George	Assistant Director	IST Cell	rajeshvg.g029301@gov.in
17	A Sudhir Kumar (Balathabail Sudhir)	Assistant Director	Journals & publications and library, CBLR & GSTP Examination Cell	SudhirBA.G029201@gov.in
18	B S Umesh	Assistant Director	Governance & Operations including Monetisation, Collaboration with Capacity Building Commission and GRIHA & other Certifications	umeshus.g029201@gov.in
19	R. Manmohan Reddy	Assistant Director	Accounts and Budget	rupanagudimr.c039601@gov.in
20	Y. Sreenivas	Assistant Director	Swachatha Projects and Marine Customs training cell	yerraguntls.g219201@gov.in
21	Banavathula Krishna	Assistant Director	Establishment, Vigilance	banavathulk.q099301@gov.in

22	Venkatraman Hegde	Assistant Director	Office Administration and Maintenance of Building and Residential Estate	venkatramah.q029201@gov.in
23	N S Dev	Assistant Director	OT Section - IPR Cell, Narcotics Cell, Filed Training Centre - OTs Co-ordination, Library - Ots Co-ordination, Uniform, Drill and Parade training for OTS, Local Visits & Vehicles	ns.dev71@gov.in
24	Meena Madhusudan	Assistant Director	PGA/WCD/Training management system cell	meenam.q029301@gov.in
25	K.N.Prasad	Assistant Director	IST Cell	prasadkn.q029301@gov.in
26	B.Sridhar	Assistant Director	IST Cell	bs.q029301@gov.in
27	Shivkumar K Iyer	Assistant Director	IST Cell	shivkumar.ki@gov.in
28	B.Praveen	Assistant Director	PQ, RTI, CPGRAMS, Processing of honorarium payment & Co-ordination with Accounts section, Maintenance of Service Book, Co-ordination with O/o Pr DG NACIN Palasamudram	bp.g109001@gov.in rti-nacinsm@gov.in
29	Sudha K.	Chief Accounts Officer	Accounts	ke.sudha@gov.in
30	G Ananda Hari Gopal	Superintendent	Admin, Establishment, Vigilance, Accounts	anandahg.g219301@gov.in
31	G Prameela Rani	Superintendent	DG Office	gandikotap.g219501@gov.in
32	Vadakula Harish Babu	Superintendent	IST Cell	vadukalah.d071301@gov.in
33	G.Narasimhalu	Superintendent	OT Cell	gn.q061501@gov.in
34	Gaurav Kumar Pandey	Superintendent	OT Cell	gauravkp.g071601@gov.in rti-nacinsm@gov.in
35	Avisha Obulesu	Superintendent	OT Cell	avishao.g071501@gov.in
36	Alpana Kumari	Superintendent	IST Cell	alpanak.q211601@gov.in
37	Rongali Naveen Kumar	Inspector	Facility Management	rongalink.g221020@gov.in
38	K Rajsekhar Reddy	Inspector	IST Cell	kr.g071301@gov.in
39	A.Kaushik Reddy	Inspector	OT Cell	a.koushik@gov.in
40	Pranjal Garg	Inspector	DG's Office	pranjal.2508@gov.in
41	Digvijit Singh	Inspector	Admin	digvijit.singh@gov.in

42	Aditya Kaushik	Inspector	Admin	adityakaushik.cbic@gov.in
43	Surender Singh	Executive Assistant	Accounts	surenders.g201502@gov.in
44	Vinay Krishna Dasi	Executive Assistant	Admin	vinaykd.g071501@gov.in
45	Sayyad Imran Basha	Executive Assistant	Accounts	IMRANBS.G099901@gov.in
46	Deependra Kumar Gupta	Executive Assistant	Establishments & Vigilance	deependrakg.1995@gov.in
47	T Rajeswara Rao	Steno-II	Admin	tumpellarr.g071701@gov.in
48	T.Subba Rao	Steno Gr. II	DG's Room	thudumusr.g071801@gov.in
49	Mudit Goswami	Steno Gr. II	PS to ADG(OT)	mudit.goswami13@gov.in
50	Mohd Faheem	Steno Gr. I	PS to ADG (IST)	Mofaheem.g1997@gov.in
51	Karnatakam Visweswara Reddy	Tax Assistant	IST Cell	vis.kar55@gov.in
52	Manish Meena	Tax Assistant	Admin/Systems	manish.dakya@gov.in



S. No.	Sections	Email ID
1.	Administration	Admin-nacinspm@gov.in
2.	Establishment	Estt-nacinspm@gov.in
3.	Vigilance	Vig-nacinspm@gov.in
4.	Accounts/DDO	Acct-nacinspm@gov.in
5.	Legal Cell	Legal-nacinspm@gov.in
6.	In Service Training	Nacin-palagamudram@gov.in
7.	Officer's Trainee Cell	Otccl-nacinspm@gov.in
8.	Stakeholder Training Cell	Stc-nacinspm@gov.in
9.	PGA Training	Pgatrng-nacinspm@gov.in
10.	Wildlife Crime Detection	Wcd-nacinspm@gov.in
11.	Raj Bhasha (Hindi Cell)	Nacinhq-rajbhasha@gov.in
12.	MCTP	Mctp-nacinspm@gov.in Nacin.mctp@icegate.gov.in
13.	Right to Information Cell	Rti-nacinspm@gov.in
14.	Systems/EMD Manager	Sys-nacinspm@gov.in Nacin.systems@icegate.gov.in
15.	Facility Management	Fcltymgt-nacinspm@gov.in
16.	CBLR	Nacin.cblr@icegate.gov.in
17.	Exam Section	Exam-nacinspm@gov.in Nacin.exam@icegate.gov.in
18.	ICT and Narcotics Cell	Supict-nacin@gov.in
19.	IGOT & e-Learning	Igot-nacinspm@gov.in Nacin-igot@gov.in Nacin-igot@nic.in
20.	Library	Library-nacinspm@gov.in

(ix) Monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:

As on 31.03.2024, NACIN Palasamudram has 60 Group A officers [including 44 probationers IRS(C&CE)], 30 Group B officers and 28 other officers who draw their monthly emoluments as per Government pay rules.

List of Employees with Gross Monthly Remuneration

Sr. No.	Designation of Post	Scale of Pay as per 7th CPC
1	Director General	Level-17 of Pay matrix along with applicable allowances
2	Pr. Additional Director General	LEVEL-15 of Pay matrix along with applicable allowances
3	Additional Director General	LEVEL-14 of Pay matrix along with applicable allowances
4	Additional Director	LEVEL-13 of Pay matrix along with applicable allowances
5	Joint Director	LEVEL-12 of Pay matrix along with applicable allowances
6	Deputy Director	LEVEL-11 of Pay matrix along with applicable allowances
7	Assistant Director	LEVEL-10 of Pay matrix along with applicable allowances
8	Superintendent Gr. B Gazetted	LEVEL-9 of Pay matrix along with applicable allowances
9	Superintendent	LEVEL-8 of Pay matrix along with applicable allowances
10	Inspector	LEVEL-7 of Pay matrix along with applicable allowances
11	Private Secretary	LEVEL-7 of Pay matrix along with applicable allowances
12	Senior Translation Officer	LEVEL-7 of Pay matrix along with applicable allowances
13	Administrative Officer	LEVEL-7 of Pay matrix along with applicable allowances
14	Junior Translation Officer	LEVEL-5 of Pay matrix along with applicable allowances
15	Steno Grade-I	LEVEL-5 of Pay matrix along with applicable allowances
16	Sr. Tax Assistant	LEVEL-5 of Pay matrix along with applicable allowances
17	Steno Grade-II	LEVEL-4 of Pay matrix along with applicable allowances
18	Tax Assistant	LEVEL-4 of Pay matrix along with applicable allowances
19	LDC	LEVEL-2 of Pay matrix along with applicable allowances
20	Head Hawaladar	LEVEL-2 of Pay matrix along with applicable allowances
21	MTS	LEVEL-2 of Pay matrix along with applicable allowances

(x) Names, Designation and other particulars of Public information officers:

NACIN, PALASAMUDRAM (Headquarter) OFFICE OF THE PR. DIRECTOR GENERAL, NACIN, NH 44, PALASAMUDRAM, GORANTALA MANDAL, SRI SATHYA SAI DISTRICT, ANDHRA PRADESH – 515241			
Nodal Officer	CPIO	FAA (First Appellate Authority)	Transparency Officer
Shri Gaurav Kumar Pandey, Additional Assistant Director, Email id: gauravkp.g071601@gov.in	Shri B Praveen, Assistant Director, Email id: bp.g109001@gov.in	Shri Balakrishnan S, Additional Director, Email id: s.balakrishna80@gov.in	Sh. Ramesh Chander, Pr. Additional Director General Contact No. 0129-2500084

(xi) No. of employees against whom Disciplinary action has been proposed/taken:

(i) No. of employees against whom disciplinary action has been initiated in financial year 2023-2024: –Nil

- (i) Pending for Minor penalty or major penalty proceedings–Nil
(ii) Finalized for Minor penalty or major penalty proceedings–Nil

(ii) Programmes to advance understanding of RTI:

NACIN, being a Training Institute; conducts numerous training programmes to advance understanding of RTI. The details of Training may be found in the Annual Training Calendar.

RTI Act, 2005 is a part of induction training of Direct Recruit Group 'A' Officers conducted by NACIN Palasamudram. In addition to that, every year NACIN also calls for the nomination of officers for training on RTI-related subjects from various formations under CBIC under its 'In-service Trainings programme'.

The employees and officials of the Institute are regularly sensitized on RTI matters and are encouraged to participate in the training/workshops in the Institute and outside. The CPIOs are also encouraged to get well-versed with the best practices with respect to RTI matters. Guidelines for RTI are regularly published by the Public Authorities concerned.

(iii) Transfer policy and transfer orders:

Transfer policies are governed by CBIC and the concerned Cadre Control Authority (CCA). Transfer orders for Group A officers are available on the CBIC website (<http://www.cbic.gov.in>) and transfer orders for Group B & C officers are available on the CCA website of each zone