

Information Under Section 4(I)(b) of RTI Act, 2005			
1. Organisation and Function			
SL. No.	Item	Details of disclosure	Information
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	National Academy of Customs, Indirect Taxes & Narcotics, Palasamudram, NH 44, Gorantala Mandal, Sri Sathya Sai District, Andhra Pradesh – 515241. NACIN Brochure pdf. About us Contact us
		(iii) Vision, Mission and Key objectives	<u>Vision:</u> <u>To create an institution of excellence where people can achieve full potential in their academic, creative, personal, physical, moral and spiritual development.</u> 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. Vision of NACIN Palasamudram is to create an institution of excellence where people can achieve full potential in their academic, creative, personal, physical, moral and spiritual development. Being set up during the period of Azadi ka Amrit Mahotsav (AKAM), the campus aims to live up to the aspirations of New India. Being the first greenfield project since the constitution of the Capacity Building Commission, the New

NACIN Campus is determined to achieve the objectives of the Mission Karmayogi. By harnessing the international face of Customs, the campus also aims to collaborate with the Customs administrations across the world in the true spirit of Vishwaguru Bharat. The socio-economic upliftment of the regions surrounding the campus by adopting a Jan Bhagirdari model is also planned by including the local villagers in various activities on campus such as apiculture, pisciculture, goshala, nursery management, orchard management etc.

Mission:

Progress through Excellence and to meet the highest degree of requirements of the Department through Human Resource Development and to contribute in strengthening of the Nation.

NACIN is significantly more than what meets the eye. Behind NACIN, the institution operates another NACIN as a set of powerful ideals. The mission of the academy is not to fill the minds of young officers with an endless accumulation of raw facts but to infuse in them a new dynamic and composite perspective.

We believe in the continuous modernisation and restructuring that involves intellectual restructuring as well. The aim is to inculcate:

Sharp focus: Looking beyond the obvious and the ability to read the fine print that often escapes the less trained and inexperienced eyes.

Courage: The tendency to act

		boldly with a deep rooted belief in result oriented action. Dynamism: A habit of not accepting things, specially the systems that promote stagnation, apathy and at the worst corruption, unquestioningly. Skill up gradation and skill management: Learning, unlearning and relearning along with the changing currents of time. Insight and thoroughness: Taking decisions without unnecessary haste or delay, ability to observe comprehensively in one glance. This kind of skill requires an exceptional background of relevant knowledge. NACIN is dedicated to instil such professionalism in Officer Trainees. <u>Objectives:</u> NACIN is the apex training institution of Government of India for capacity building in the areas of Customs, Indirect Taxes and Narcotics. NACIN's flagship programme is the Induction Training of directly recruited IRS (C & IT) officers. NACIN with its 16 Zonal Training Institutes (ZTIs), 2 Regional Training Institutes (RTIs), one Centre of Excellence (CoE) and the multi-disciplinary School of Economic Intelligence (MDSEI) are imparting training to the officers of CBIC at various levels. NACIN is also the premier training institute of the Government of India for international co-operation in capacity building in the area of Customs and Narcotics. NACIN has been conducting various trainings for foreign officers in association with MEA under the ITEC programme. NACIN's recognition as
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		a Regional Training Centre of World Customs Organization for the Asia-Pacific Region is a mark of its ever-growing international recognition and reputation. The Academy has also been identified and partnered by many international bodies such as UNODC, UNEP, ADB etc. for capacity building activities in Customs and Narcotics matters. It has been the constant endeavour of NACIN to provide the best training to the officers of the Department. NACIN has designed and executed extensive training programmes for skill upgradation as well as capacity building in the field of GST, one of the largest tax reforms of India. Additionally, a large number of GST training resources such as FAQs, Flyers, various training PPTs, e-learning modules and GST updates were also designed. Besides training the Tax Officials of the Centre as well as the States, NACIN also organized various awareness workshops for the officers of Central Government Ministries/Departments & PSUs. The National Academy of Customs, Indirect Taxes & Narcotics (NACIN) objective is to build capacity in the fields of customs, indirect taxes, and narcotics. NACIN also trains officers in other areas, such as drug law enforcement and environmental protection. <u>Important objectives of NACIN are as below:</u> <u>Train government officers</u> NACIN trains officers of the Indian Revenue Service (Customs & Indirect Taxes). It also provides in-service training to officers in other government departments.
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			<u>Train stakeholders</u> NACIN trains customs brokers, GST practitioners, and other stakeholders. Train officers from other countries NACIN trains officers from other countries in customs, trade facilitation, and drug law enforcement. <u>Research and develop</u> NACIN conducts research and development in the areas of customs, GST, narcotics, and taxation. <u>Collaborate with other organizations</u> NACIN collaborates with the United Nations Environment Program (UNEP) and the United Nations Office on Drugs & Crime (UNODC). To play a key role in capacity building in the area of Goods & Services Tax (GST). To train officers of various Asian nations in drug law enforcement. To conduct training programs in the field of environment protection.
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		<u>Functions:</u> 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. 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:
	(iv) Function and duties	

		(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,
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		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
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			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.
		(v) Organization Chart	Organisation Chart

		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	The Academy was started as a training school for Central Excise officers, in 1955, in Darya Ganj, 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 at NACIN Palasamudram, 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. 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 Centre, residential facility for the staff and other facilities are also being made ready. The sports facilities will comprise of a swimming pool, gymnasium,
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			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.
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Apart from the administrative and establishment functions and duties carried out in Central Government Offices, this Academy's main function is to impart training to Revenue officers 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 which is available on the NACIN website under the training tab. 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
		(ii) Power and duties of other employees	

			latest instructions on various subjects for use by the participants. Not applicable
		(iii) Rules/ orders under which powers and duty are derived	As per Delegation of Financial Powers Rules, General Financial Rules etc. Delegation of Powers of HOD NACIN, Palasamudram. (Attached as Annexure 13)
		(iv) Exercised	-
		(v) Work allocation	Same as in 1.2(i)
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision-making points	Administrative decisions and approval making power rests with the Principal Additional Director General (Administration). Overall supervision of the functioning of NACIN, including Headquarters and Zonal/Regional Campuses, rests with the Principal Director General. 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.
		(ii) Final decision-making authority	Principal Director General/Director General
		(iii) Related provisions, acts, rules etc.	The training is conducted on the basis of rules, regulations, instructions, manuals etc. published by the CBIC as well as in terms of the National Training Policy. Matters relating to expenditure as carried out in terms of the General

			Financial Rules, 2017 Rules/provisions/Acts laid down by Government of India /Ministries / Departments: Delegation of Financial Power Rules (DFPR)/General Financial Rules etc.
		(iv) Time limit for taking a decision, if any	Immediate or within the prescribed time limit as specified.
		(v) Channel of supervision and accountability	NACIN, Palasamudram is headed by the Director General. The Pr. Additional Director General/ Additional Director General report to the Director General. The Additional Directors report to the Additional Director General. The Deputy/Assistant Director report to the Additional Director. The Additional Assistant Directors (Superintendents) report to the Deputy/Assistant Directors. Inspectors report to the Additional Assistant Directors. The Administrative Officers and Tax Assistant report to the Chief Accounts Officer.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	i) Nature of functions/ services offered	The office adheres to the regulations established for all Government of India offices by the Department of Revenue under the Ministry of Finance for the Central Board of Indirect Taxes and Customs (CBIC).
		(ii) Norms/ standards for functions/ service delivery	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.
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	As per Citizen Charter of NACIN/CBIC

		(v) Process of redress of grievances	RTI / CPGRAMS (Link of both given in the website)
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	The rules and regulations, instructions and manuals etc. are as prescribed and published by the Department of Revenue Ministry of Finance, including AR/ FR/SR and other service/establishment manuals and instructions and financial rules like GFR and Delegation of Financial Power Rules issued by Department of Expenditure from time to time. No separate rules and regulations are framed by this office. The office adheres to the regulations established for all Government of India offices by the Department of Revenue under the Ministry of Finance for the Central Board of Indirect Taxes and Customs (CBIC), and follows the Fundamental Rules (FR), Supplementary Rules (SR), General Financial Rules (GFR), Delegation of Financial Powers Rules (DFPR), and the Manual of Office Procedure. For more information you can visit the website of Department of Expenditure.
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	

			of 2 years by the respective Commissionerate. Transfers orders in this regard are uploaded on the website of CBIC i.e. cbic.gov.in
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Routine records pertaining to administration, training, establishment matters, and departmental examinations are systematically maintained by their respective sections. All records are securely stored and managed electronically within the E-Office system, ensuring efficient accessibility and streamlined documentation.
		(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b) (viii)]	(i) Name of Boards, Council, Committee etc	i) 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 available on the website under ICC Women tab. ii) Composition: Click here iii) Dates from which constituted: 17.11.2025 (iv) Term/ Tenure: Click here (v) Powers and functions: Click here vi) Whether their meetings are open to the public: No (vii) Whether the minutes of the meetings are open to the public: Yes (viii) Place where the minutes if open to the public are available: Click here
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	

1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	<u>Attached as Annexure 1</u>
		(ii) Telephone, fax and email ID	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	<u>Attached as Annexure 2</u>
		(ii) System of compensation as provided in its regulations	Not applicable
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	<u>NACIN CPIO, Nodal Officer and Appellate authority Details</u>

		(ii) Address, telephone numbers and email ID of each designated official.	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Nil
		(ii) Finalised for Minor penalty or major penalty proceedings	Nil
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	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
		(ii) Efforts to encourage public authority to participate in these programmes	The officers are encouraged to attend orientation and refresher programmes on RTI organized by various training institutions like ISTM and IGoT. etc.
		(iii) Training of CPIO/APIO	From time-to-time training is/ are scheduled by various offices of NACIN for the training of the concerned officers. Therefore, for such details, the site of the respective NACIN may please be visited.
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	RTI Act (Amended), Updated guidelines on RTI and user manual of RTI (Attached as Annexure 3,3.1,3.2,3.3)
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]		Same as in 1.5 (iv)
2. Budget and Programme			
2.1	Budget allocated to each agency including all plans,proposed expenditure and reports on	(i) Total Budget for the public authority	Budget Allocated, Indicating Particulars of All Plans, and Expenditure 2026-27 (Attached as Annexure 15.2) Budget Allocated, Indicating Particulars of All Plans, and Expenditure 2025-26 (Attached as Annexure 15.1) Budget Allocated, Indicating Particulars of All Plans, and Expenditure 2025-26 (Attached as Annexure 15)

	disbursements made etc. [Section 4(1)(b)(xi)]		Budget Allocated, Indicating Particulars of All Plans, and Expenditure 2024-25 (Attached as Annexure 4)
		(ii) Budget for each agency and plan & programmes	Funds received and diverted from NACIN Palasamudram 2024-25 (Attached as Annexure 4.1)
		(iii) Proposed expenditures	Budget Allocated, Indicating Particulars of All Plans, and Expenditure 2023-24 (Attached as Annexure 4.2)
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	The budget allocation, including details of all plans and expenditures for NACIN Zonal Training Institutes and Regional Training Institutes, has been uploaded to their respective websites. These documents can be accessed via the NACIN website (nacin.gov.in) under the "NACIN Zonal Campus" tab.
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Budget 2026-27 (Attached as Annexure 15.2) Budget 2025-26 (Attached as Annexure 15.1) Budget 2025-26 (Attached as Annexure 15) Budget 2024-25 (Attached as Annexure 4)
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.	Details of Foreign and domestic tours 2025-26 (Attached as Annexure 5.2) Details of Foreign and domestic tours 2024-25 (Attached as Annexure 5) Details of Foreign and domestic tours 2023-24 (Attached as Annexure 5.1)

		a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement	Details of Tenders and Procurements 2025-26 (Attached as Annexure 6.1) Details of Tenders and Procurements 2024-25 (Attached as Annexure 6) All tender / quotation related to procurement of goods are regularly uploaded in the website under “Tenders” section (www.nacin.gov.in). The Procurement is as per policies of Govt. of India and according to General Financial Rules 2017. Most of the procurements are carried out through GEM portal except a few which are not available on GeM.

		or works contract is to be executed.	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Not Applicable
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/scale of subsidy/amount allotted	
		(vii) Eligibility criteria for	

		grant of subsidy	
2.4	Discretionary and non-discretionary grants [F. No.1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not Applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Nil
		(ii) For each concession, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients	Nil

		given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations	
2.6	CAG & PAC paras [F No. 1/6/2011-IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	NACIN is an attached office of Department of Revenue. The Action Taken Report on CAG and PAC paras is compiled and sent to Department of Revenue which is the nodal agency for sending the final ATRs which is laid on the table of both houses of Parliament. Therefore, the above is not applicable in respect of NACIN.
3. Publicity Band Public interface			
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)][F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable.

		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementatio n b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable.
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	Not Applicable.
		(ii) Detailed project reports (DPRs)	Not Applicable.
		(iii) Concession agreements.	Not Applicable.
		(iv) Operation and	Not Applicable.

		maintenance manuals	
		(v) Other documents generated as part of the implementation of the PPP	Not Applicable.
		(vi) Information relating to fees, tolls, or the other	Not Applicable.
		kinds of revenues that may be collected under authorisation	
		from the government	
		vii) Information relating to outputs and outcomes	Not Applicable.
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Not Applicable.
		(ix) All payment made under the PPP project	Not Applicable.
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the	Not Applicable.

		process more interactive; (i) Policy decisions/ legislations taken in the previous one year	
		(ii) Outline the Public consultation process	Not Applicable.
		(iii) Outline the arrangement for consultation before formulation of policy	Not Applicable.
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Information related to NACIN Palasamudram (Headquarter) and all its Zonal Training Institutes is available on the website nacin.gov.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/hand book available in (i) Electronic format	Various Manuals, Handbooks and E-books are available on the website of NACIN (nacin.gov.in) which are available free of cost.
		(ii) Printed format	
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	
		(ii) At a reasonable cost of the medium	Nil

4. E. Governance			
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Every year NACIN publishes its yearbook. The same is available on the website https://www.nacin.gov.in under 'Year Book' tab. The book is also available in HINDI. NACIN YEAR BOOK. Various Handbooks, E-books available on NACIN Website
		(ii) Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	The administration and any other policy-related Notifications and Instructions issued from time to time are made available on the CBIC website (http://www.cbic.gov.in) and information related to NACIN Headquarter and its ZTIs are available on NACIN Website. (nacin.gov.in)
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Most of the information is available online on the website of the NACIN. The general public can resort to RTI to obtain any other desired information.
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details	

		(Phone, fax email)	
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	CPGRAMS (Nodal officer and Appellate authority has been nominated in this office for grievance redressal mechanism) CPGRAMS Nodal Officer and Sub-appellate authority details.
		(ii) Details of applications received under RTI and information provided	<u>Attached as Annexure 7 & 7.1</u>
		(iii) List of completed schemes/ projects/ Programmes	Not Applicable
		(iv) List of schemes/ projects/ programme underway	Not Applicable
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	(Attached as Annexure 6)
		(vi) Annual Report	NACIN Year Book
		(vii) Frequently Asked Question (FAQs)	(Attached as Annexure 8)
		viii) Any other information such as a) Citizen's Charter	Charter of NACIN Palasamudram (HQ) NACIN Brochure (Attached as Annexure 9)

		b) Result Framework Document (RFD)	Not Applicable
		c) Six monthly reports on the	Not Applicable
		d) Performance against the benchmarks set in the Citizen's Charter	Not Applicable
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed (ii) Details of appeals received and orders issued	<u>Attached as Annexure 7 & 7.1</u>
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	Nil
5. Information as may be prescribed			
5.1	Such other information as may be prescribed [F.No.1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	i) Current CPIO and FAA Details ii) Earlier CPIO and FAAs Details (Attached as Annexure 10)
		(ii) Details of third-party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of	The last transparency audit of voluntary disclosures in respect of NACIN was conducted by Dr. Sacchidananda Mukherjee, authorized auditor for Department of Revenue, Ministry of Finance. (a) Dates of audit carried out – July 2024 (b) Report of the audit carried out – August 2024.

		the audit carried out	Audit Report for the year 2024-25 (Attached as Annexure 11.2) Audit Report for the year 2023-24 (Attached as Annexure 11) Audit Report for the year 2022-23 (Attached as Annexure 11.1)	
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	(a) Name & Designation of Officer- Shri Shaik Aneesha (Inspector) (b) Date of Appointment- 14.07.2026 Nodal Officer details.	
		(iv) Consultancy committee of key stakeholders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not applicable	
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from	Not applicable	

		which constituted (b) Name & Designation of the Officers	
6. Information Disclosed on own Initiative			
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		(Attached as Annexure 12)
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	NACIN Website Safety Audit Report-2024 (Attached as Annexure 14)