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| .Name & Address of the Organization | National Academy of Customs, Indirect Taxes & Narcotics (NACIN)  No.40, HMT Factory Main Road Besides HMT School  Jalahalli, Bengaluru, Karnataka- 560013 |
| Head of the Organization | Smt Kajal Singh IRS  Pr.Additional Director General |
| Vision, Mission & Key Objectives | * Create an Institution of Excellence where the officers can achieve full potential in their academic, creative, personal, physical, moral and spiritual development * Dispense quality skills and knowledge to boost managerial and leadership qualities, ethics and outlook to suit the needs of the fast changing realm of indirect tax administration and public governance * Train officers to become competent administrators, tax collectors and trade facilitators to function as true guardians of the economic frontiers of   the country. |
| Function & Duties | To Conduct Training in Indirect Tax matters for all the officers under CBIC posted in the state of Karnataka  To do capacity building exercises in Indirect Taxation & allied acts  To carry out international training activities under the mandate of Regional Training Centre under World Customs Organization |
| Organization Chart | Enclosed as **Annexure I** |
| Other Details | The Regional Training Institute of National Academy of Customs, Indirect Taxes & Narcotics, Bengaluru was created in the year 2002 which has been subsequently upgraded to Zonal Training Institute.  In order to set up the Academy at Bengaluru, a land measuring 3.12 acres (12,305 Sq. Meter) along with the built up structures was purchased from M/s Hindustan Machine Tools in the year 2003.  To meet the specific needs of the training academy, the present new NACIN Complex has been constructed with a total built up area of 12,589 square meter and was |

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|  | inaugurated by the then Finance Minister of India, late Shri Arun Jaitely on 29.05.2017.  The campus showcases CBIC’s commitment to green and sustainable development, good management practices and effective capacity building. NACIN, Bengaluru is a unique project and is a trend setter in this regard and all the facilities at NACIN, Bengaluru are being efficiently run by institutionalized mechanism.  The campus is modern & state of art as per Green Rating for Integrated Habitat Assessment (GRIHA) norms prescribed by The Energy and Resources Institute (TERI). The campus prides in having installed Solar Roof Top Photovoltaic Plant, Bio-filtration type sewage treatment plant, Organic waste converter, Rain Water Harvesting & Herbal Garden with an objective to achieve 5 Star Ratings Certification.  The campus is equipped with all the requisite facilities to conduct variety of training programs. The administrative and training block consists of 4 training halls, a Virtual Classroom, 4 group discussion rooms,  2 computer labs, spacious library including digital library, shooting simulator. All parts of administrative block are suitably fitted with necessary equipment’s, smart boards etc.,  The campus also includes hostel block with functional in-house canteen, sports cum auditorium block and swimming pool; to take care of the training & stay needs of faculty &  trainees. |
| Powers & Duties of Officers (administrative, financial & judicial) | The Powers under Fundamental Rules / Supplementary Rules  The duties include design of training & carrying out the training & capacity building activities.  No judicial Powers |
| Power & Duties of other employees | Same as above |

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| Rules/Orders under which powers & duty are  derived & exercised | FR/SR; Guidelines issued by DoPT & CBIC  from time to time |
| Process of decision making Identify key  decision making points | Overall supervision of functioning of NACIN, Bengaluru rests with the Pr.Additional Director General / Additional Director General. The Key decision-making points are  i. Courses that are to be imparted in a month  ii. Identification of stakeholders  iii. Duration of the course  iv. Schedule for the course  v. Identification of Faculties  vi. Approximate Expenditure for the course.  Financial matters are dealt by Joint Director/ Assistant Director to the extent and limit delegated by the Head of the Department ie, the Principal Additional Director General |
| Final decision making authority | Pr.Additional Director General |
| Related provisions, acts, rules etc. | Guidelines from DoPT & CBIC |
| Time limit for taking a decisions, if any | NA |
| Channel of supervision and accountability | NACIN, Bengaluru is headed by the  Principal Additional Director General.  The Additional Director report to the Pr. ADG.  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 reports to the Chief  Accounts Officer |
| Nature of functions/ services offered | Training activities Capacity Building & Feedback to Policy Makers |
| Norms/standards for functions/ service  delivery | Norms as prescribed by CBIC from time to  time |
| Process by which these services can be  accessed | Applications under Right To Information Act/CPGRAMS |
| Time-limit for achieving the targets | NA |
| Process of redress of grievances | The Organization functions has no direct interface with public. However, the grievance redressal mechanism such as Cpgrams as applicable to any organization under Central  Government is available |
| Title & Nature of the record/ manual/  instruction | The training is conducted on the  basis of rules, regulations, instruction  manuals etc. published by the CBIC  as well as in terms of the National  Training Policy |
| List of Rules, regulations, instructions  manuals and records. |
| Acts/ Rules manuals etc. |
| Transfer policy and transfer orders | Transfer Policy by CBIC; |
| Categories of documents | Routine records relating to administration, establishment matters and training |
| Custodian of documents/categories | Concerned Section Officer |
| Name of Boards, Council, Committee etc. | NA |
| Composition |
| Dates from which constituted |
| Term/ Tenure |
| Powers and functions |
| Whether their meetings are open to the  public? |
| Whether the minutes of the meetings are open  to the public? |
| Place where the minutes if open to the public  are available? |
| Name and designation of Officers along with Telephone , fax and email ID | Enclosed as **Annexure** – II |
| List of employees with Gross monthly  remuneration | Enclosed as **Annexure** – III |

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| System of compensation as provided in its  regulations | NA |
| Name and designation of the public information officer (PIO), Assistant Public  Information (s) & Appellate Authority | Enclosed as **Annexure** – IV |
| Address, telephone numbers and email ID of  each designated official. |
| No. of employees against whom disciplinary action has been:   1. Pending for Minor penalty or major penalty proceedings 2. Finalized for Minor penalty or major penalty proceedings | Nil |
| Educational programmes | Training Program & Workshops on RTI |
| Efforts to encourage public authority to  participate in these programmes | Training Program & Workshops on RTI |
| Training of CPIO/APIO | Training Program & Workshops on RTI |
| Update & publish guidelines on RTI by the  Public Authorities concerned | Yes |
| Total Budget for the public authority | Enclosed as **Annexure – V** |
| Budget for each agency and plan &  Programmes |
| Proposed expenditures |
| Revised budget for each agency, if any |
| Report on disbursements made and place  where the related reports are available |
| Budget for Tour |
| 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.   1. Places visited 2. The period of visit 3. The number of members in the official delegation 4. Expenditure on the visit |  |
| Information related to procurements   1. Notice/tender enquires, and corrigenda if any thereon, 2. Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, 3. The works contracts concluded – in any such combination of the above- and | Enclosed as **Annexure – V(a)** |
| d) The rate /rates and the total amount at which such procurement or works  contract is to be executed. |
| Name of the programme of activity | NA |
| Objective of the programme |
| Procedure to avail benefits |
| Duration of the programme/ scheme |
| Physical and financial targets of the  programme |
| Nature/ Scale of subsidy/ amount allotted |
| Discretionary and non-discretionary grants/ allocations to State Govt./  NGOs/other institutions | NA |
| Annual accounts of all legal entities who  are provided grants by public authorities |
| Concessions, permits or authorizations  granted by public authority |
| For each concession, permit or authorization granted   1. Eligibility criteria 2. Procedure for getting the concession/ grant and/ or permits of authorizations 3. Name and address of the recipients given concessions/ permits or authorizations 4. Date of award of concessions   /permits of authorizations |
| CAG and PAC paras and the action taken reports (ATRs) after these have been laid on  the table of both houses of the parliament. | Nil |
| 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 | NA |
| Arrangements for consultation with or representation by Members of the public in policy formulation/ policy implementation Day & time allotted for visitors  Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants |
| Public- private partnerships (PPP)  (i) Details of Special Purpose Vehicle (SPV), if any |  |
| Detailed project reports (DPRs) |
| Concession agreements |

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| Operation and maintenance manuals | NA |
| Other documents generated as part of  the implementation of the PPP |
| Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the  Government |
| Information relating to outputs and  Outcomes |
| The process of the selection of the  private sector party (concessionaire etc.) |
| All payment made under the PPP project |
| Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;  (i) Policy decisions/ legislations taken in the previous one year |
| Outline the Public consultation process |
| Outline the arrangement for  consultation before formulation of Policy |
| Use of the most effective means of communication  (i) Internet (website) | [www.nacin.gov.in](http://www.nacin.gov.in) |
| Information manual/handbook available in  I. Electronic format | NA |
| II. Printed format |
| List of materials available  III. Free of cost |
| IV. At a reasonable cost of the medium |
| (i) English |
| (ii) Vernacular/ Local Language |
| Last date of Annual updation |
| Details of information available in  electronic form |
| Name/ title of the document/record/ other  information |
| Location where available |
| Name & location of the faculty |
| Details of information made available |
| Working hours of the facility |
| Contact person & contact details (Phone, fax  email) |
| Grievance redressal mechanism |

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| Details of applications received under  RTI and information provided | **Enclosed as Annexure- VI** |
| List of completed schemes/ projects/  Programmes | NA |
| List of schemes/ projects/ programme  underway |
| Details of all contracts entered into including  name of the contractor, amount of contract and period of completion of contract |
| Annual Report |
| Frequently Asked Question (FAQs) |
| Any other information such as   1. Citizen’s Charter 2. Result Framework Document (RFD) 3. Six monthly reports on the 4. Performance against the benchmarks set in the Citizen’s Charter | NA  NA |
| Details of applications received and  disposed |
| Details of appeals received and orders issued |
| Details of questions asked and replies given |
| 1. Name & details of    1. Current CPIOs & FAAs    2. Earlier CPIO & FAAs from 1.1.2015 | Enclosed   1. **Annexure IV** 2. **Annexure (IV) (**a) |
| 1. Details of third party audit of voluntary disclosure    1. Dates of audit carried out    2. Report of the audit carried out | NA |
| 1. Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD    1. Date of appointment    2. Name & Designation of the officers | NA |
| 1. Consultancy committee of key stake holders for advice on suo-motu disclosure    1. Dates from which constituted    2. Name & Designation of the officers | NA |
| Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI   1. Dates from which constituted 2. Name & Designation of the Officers | NA |
| Whether STQC certification obtained and its validity. Does the website show the  certificate on the Website? | No |