

<p>Name & Address of the Organization</p>	<p>National Academy of Customs, Indirect Taxes & Narcotics (NACIN) No.40, HMT Factory Main Road Besides HMT School Jalahalli, Bengaluru, Karnataka- 560013</p>
<p>Head of the Organization</p>	<p>Shri. G. Narayanaswamy IRS Pr. Additional Director General</p>
<p>Vision, Mission & Key Objectives</p>	<ul style="list-style-type: none"> • Create an Institution of Excellence where the officers can achieve full potential in their academic, creative, personal, physical, moral and spiritual development • Impart 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 and adopt Citizen-centric approach in tax administration.
<p>Function & Duties</p>	<p>To Conduct Training in Indirect Tax matters for all the officers under CBIC posted in the state of Karnataka</p> <p>To do capacity building exercises in Indirect Taxation & allied acts</p> <p>To carry out international training activities under the mandate of Regional Training Centre under World Customs Organization</p> <p>To carry out international training activities under the mandate of Accredited Training Centre under BRICS</p> <p>The responsibility of constructing a new NACIN campus at Palasamudram, near Hindupur, Sri Sathya Sai District in Andhra Pradesh has been entrusted to the NACIN Zonal Training Institute, Bengaluru as it is the closest NACIN formation to the Project. Pr. ADG, NACIN Bengaluru was appointed as Project In-charge and his Officers constituted Project Management Team. Phase A of the NACIN Palasamudram Project was completed</p>

	<p>by November 2023 for Operationalization and Inauguration. Hon'ble Prime Minister of India, Shri Narendra Modi inaugurated the new campus in person on 16th January, 2024. The 75th Batch of IRS Officer Trainees have been undergoing the training since then at NACIN Palasamudram. Several other training programmes have also been undertaken.</p>
<p>Organization Chart</p>	<p>Enclosed as Annexure I</p>
<p>Other Details</p>	<p>The Regional Training Institute of National Academy of Customs, Indirect Taxes & Narcotics, Bangalore was created in the year 2002 which has been subsequently upgraded to Zonal Training Institute.</p> <p>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.</p> <p><input type="checkbox"/> 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</p>

	<p>inaugurated by the then Finance Minister of India, late Shri Arun Jaitely on 29.05.2017.</p> <p>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.</p> <p>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.</p> <p>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.,</p> <p>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.</p>
<p>Powers & Duties of Officers (administrative, financial & judicial)</p>	<p>The Powers under Fundamental Rules / Supplementary Rules</p> <p>The duties include design of training & carrying out the training & capacity building activities.</p> <p>No judicial Powers</p>
<p>Power & Duties of other employees</p>	<p>Same as above</p>

NACIN BENGALURU – Information Disclosed under Section 4 (1) (b) of RTI Act 2005

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	As per Training Policy of CBIC and DoPT
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	

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List of Rules, regulations, instructions manuals and records.	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
Acts/ Rules manuals etc.	
Transfer policy and transfer orders	Transfer Policy by CBIC;
Categories of documents	Routine records relating to administration, establishment matters and the Records of Departmental Examinations
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

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.	Annexure-IV a
No. of employees against whom disciplinary action has been: (i) Pending for Minor penalty or major penalty proceedings (ii) 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. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Foreign Tour of Pr ADG Year 2022 a) Bangkok b) 01.11.2022 to 6.11.2022 c) One (ADG) d) Rs.31,313/- a) Male' (Maldives) b) 29.07.2022 to 03.08.2022 c) One (ADG) d) Rs.32,021/-
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 or works contract is to be executed.	Enclosed as Annexure – V(a)
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	

Annual accounts of all legal entities who are provided grants by public authorities	NA
Concessions, permits or authorizations granted by public authority	
For each concession, permit or authorization granted I. Eligibility criteria II. Procedure for getting the concession/ grant and/ or permits of authorizations III. Name and address of the recipients given concessions/ permits or authorizations IV. 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.	
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)	NA
Concession agreements	
Operation and maintenance manuals	
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
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	
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)	

NACIN BENGALURU – Information Disclosed under Section 4 (1) (b) of RTI Act 2005

Any other information such as a) Citizen’s Charter b) Result Framework Document (RFD) c) Six monthly reports on the d) 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	
(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	Enclosed (a) Annexure IV (b) Annexure (IV) (b)
(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	NA
(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	NA
(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	NA
Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	NA
Whether STQC certification obtained and its validity. Does the website show the certificate on the Website?	No