



भारत सरकार  
GOVERNMENT OF INDIA  
वित्त मंत्रालय, राजस्व विभाग  
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE  
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी, ज़ोनल कैम्पस, भोपाल  
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS, ZONAL CAMPUS, BHOPAL  
सागर लैंडमार्क, कॉमर्शियल ब्लॉक SAGAR LANDMARK COMMERCIAL BLOCK  
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## **Proactive Disclosure in r/o NACIN, Zonal Campus, Bhopal under Section 4(1)(b) of the RTI Act, 2005**

### **(i) Particulars of Organization, Functions and Duties**

1. The **National Academy of Customs, Indirect Taxes & Narcotics (NACIN)**, functioning 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. The headquarters of NACIN is at Palasamudram. Zonal campuses are spread over different parts of the country. NACIN Zonal Campus, Bhopal was notified on 16.09.2014 and it started functioning from 15.10.2014 as Zonal Training Institute (ZTI) consequent upon cadre restructuring. Subsequently, it was rechristened as Zonal Campus (ZC). It also has a Regional Campus (RC) at Raipur, which came into existence on 08.06.2017.
2. This Zonal Campus works under the overall supervision of the Director General, NACIN, Palasamudram. Zonal Campus at Bhopal is headed by an Additional Director General (JS rank). The Regional Campus at Raipur is looked after by Joint/Additional Director (Deputy Secretary rank), under the overall supervision of Additional Director General, Zonal Campus Bhopal. Both campuses cater to the training needs of CBIC officers posted in the states of Madhya Pradesh and Chhattisgarh, besides State Government officers of both the State Governments. NACIN ZC, Bhopal is well equipped with state-of-the-art classrooms, conference halls, video conference room, library, discussion area, computer labs, along with administrative area.
3. The charter of functions of NACIN is specified in CBIC Office Order No. 06/Ad IV/2017 dated 12.06.2017, issued vide F.No. A-11012/17/2017-Ad IV. Besides carrying out normal administrative and establishment functions, NACIN ZC Bhopal undertakes the following capacity building activities in the field of Customs, Indirect Taxes, and Narcotics:
  - (1) Induction training of directly recruited Inspectors and promoted Inspectors under Bhopal CGST Zone of CBIC;
  - (2) Specialized and periodic training to in-service officers;
  - (3) Induction training of Tax Assistants and Executive Assistants;
  - (4) Training of State Government officers and other stakeholders in the area of Indirect taxation, especially in GST;
  - (5) Management and soft-skill training for overall professional and personal development of officers;
  - (6) Mid-career training of promoted Group-A officers from the Zone; and
  - (7) Any other capacity building activity, as may be assigned by DG NACIN from time to time.

## **(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 Zonal Campus's main function is to impart training on Customs, Indirect Taxes and Narcotics laws and related issues. Further, this Zonal Campus is also engaged in training of State Government officers, and other stakeholders like tax practitioners, chartered accountants, members of trade and industry, besides students of colleges and universities – on GST. An annual training calendar for a financial year is prepared around March in the previous financial year, based upon inputs and training needs indicated by field formations under the jurisdiction of Bhopal Zone of CBIC. These courses are conducted by inviting faculties from the Department as well as from outside. Eminent persons from different backgrounds are invited to deliver lectures to the participants. Use of latest information technology tools like webinars and learning management systems is being made to deliver quality content to not only participants attending classroom training at NACIN campus but also to officers accessing training contents online from their places of work in different parts of the country. NACIN Zonal Campus organizes two specialized trainings exclusively for IRS officers from all over the country, on:

- (i) "Cyber Laws and Cyber Forensics"; and
- (ii) "International and Cross-Border Taxation", every year.

## **(iii) Procedure followed in decision-making process, including channels of supervision and accountability**

An officer of the grade of Additional/Joint /Deputy/Asst Director is designated as Course Director for each capacity-building course organized by NACIN ZC, Bhopal. Officers of the rank of Additional Assistant Director and Inspectors assist the Course Director in deciding the course content and also the faculty. These courses are organized under the overall supervision of the Additional Director General of this Zonal Campus and NACIN Headquarters.

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

Overall norms are specified in the Citizen Charter and mission statement issued by CBIC. Trainings are organized based on requirements and needs conveyed by field formations. Furthermore, some trainings are organized based on requests being made by State Governments and other stakeholders. Details of prospective trainings to be held during a financial year are available on the website of NACIN (<https://nacin.gov.in/zcbhopal/zctrqalschedule.html>).

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

Training programs are conducted on the basis of rules, regulations, instruction manuals etc. published by CBIC as well as per the terms of the National Training Policy.

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

All records pertaining to administration, establishment, and trainings organized, along with documents that get generated during trainings, namely: attendance sheets, feedback forms, enrolment forms, mandate forms for paying faculty honorarium, etc.

**(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof**

Not applicable. There is no public dealing in the Academy.

**(viii) 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**

Not applicable.

**(ix) Directory of Officers and Employees of NACIN, Zonal Campus, Bhopal**

S. no.	Name & Designation	Mobile no.	Email id (Gov only)
1.	Dr. Kavita Bhatnagar ADG	9972004198	kavita.bhatnagar@gov.in
2.	Shailendra Kumar Deshmukh	7771831777	
3.	Mohan Lal Ubharey Assistant Director	9425958832	mohanlu.g032801@gov.in
4.	Usha Damodaran Assistant Director	9893396357	ushad.g032101@gov.in
5.	Gopal Singh Assistant Director	7067756859	
6.	Rakesh Tawariya Administrative Officer	9752822355	
7.	Kavita Tandon Additional Asst. Director		
8.	P K Jha Additional Asst. Director		
9.	Nitish Verma Additional Asst. Director	7697385506	<a href="mailto:nitishv.g071601@gov.in">nitishv.g071601@gov.in</a>
10.	Akash Johri Inspector		
11.	Sumit Kansal Inspector	8769110020	<a href="mailto:sumit.kansal@gov.in">sumit.kansal@gov.in</a>
12.	Deepshikha Inspector		
13.	Prerit Mahadik Executive Assistant	8989833885	<a href="mailto:preritm.g141605@gov.in">preritm.g141605@gov.in</a>
14.	Subodh Kumar Executive Assistant		
15.	Zubair Alam Tax Assistant	9329872032	
16.	Vikas Singh Sengar Steno	7803091778	<a href="mailto:vikassings.d211401@gov.in">vikassings.d211401@gov.in</a>
17.	Vishal Dhanka Steno	7877155138	<a href="mailto:Vishal.d7877@gov.in">Vishal.d7877@gov.in</a>
18.	Kamlesh Kumar Head Havaladar		

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

As on 31/08/2019, NACIN Zonal Campus has 5 Group A officers, 9 Group B officers and 4 other officers who draw their monthly emoluments as per Government pay rules.

**(xi) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

Not applicable to this Academy.

**(xii) Particulars of recipients of concessions, permits or authorizations granted by it**

Not applicable to this Academy.

**(xiii) Details in respect of the information, available to or held by it, reduced in an electronic form**

Some of the training material is available in electronic form.

**(xiv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use**

Not applicable.

**(xv) Public Information Officers as per PUBLIC NOTICE – 01/ 2025**

S.No.	Name and Designation Of the officer(S/Sh.)	Designation under RTI Act,2005	Address and Telephone No.
1.	Shailendra Kumar Deshmukh, Additional Director	First Appellate Authority (FAA) under Section 19(1)	Office of the Additional Director ,NACIN, Regional Campus, 3 <sup>rd</sup> floor, C & D Block, GSTBuilding,Tikrapara,Raipur-492001 TelephoneNo.0771- 2273300
2.	Mohan Lal Ubharey, Assistant Director	Central Public Information Officer (CPIO) under Section5(1)	Office of the Additional Director General, NACIN, 3 <sup>rd</sup> , 4 <sup>th</sup> and 5 <sup>th</sup> floor, Sagar Landmark, Ayodhya Bypass Road, Bhopal – 462 041 TelephoneNo.0755- 4942268
3.	Ajay Bhatkar, Assistant Director	Central Assistant Public Information Officer(CAPIO),RC, Raipur under Section5(2)	Office of the Additional Director General, NACIN, Regional Campus, 3 <sup>rd</sup> floor, C & D Block, GST Building, Tikrapara, Raipur – 492 001 TelephoneNo.0771- 2273300