

**Schedule of 1<sup>ST</sup> Week Induction Course ( Hawaldars of CGST & Customs)**


Date: 07 July 2025 to 12 July 2025

Course Coordinator (Indoor): Insp. Aksh Pad Gautam 99/PAP  
 Course Coordinator (Outdoor): Sub Insp. Ravi Kumar 737/PAP

Course Director (NACIN): Rajesh Roy, Assistant Commissioner Insp. Aksh Pad Gautam 99/PAP  
 Course Coordinator (Outdoor): Sub Insp. Ravi Kumar 737/PAP

Day & Date	Outdoor Training	Indoor Training				Outdoor Training
	1 <sup>st</sup> Session	2 <sup>nd</sup> Session	3 <sup>rd</sup> Session	4 <sup>th</sup> Session	5 <sup>th</sup> Session	6 <sup>th</sup> Session
	6:30AM-8:00AM	10:00AM - 10:45AM	10:45AM-11:30AM	12:00PM-12:45PM	12:45PM-1:30PM	04:00PM-05:30PM
Monday (07-07-25)	Wearing of uniform, introduction about outdoor training	<b>Inauguration</b>	Brief Introduction of Organizational Setup – Rajesh Roy, AD (NACIN)	Role of officers of CBIC and role of Hawaldars – Rajesh Roy, AD (NACIN) & YashPal Hans, H. Hav	Brief Introduction of GST- Shikha Nimesh, AAD/Amit Kumar, Inspector (NACIN)	Attention, Stand at ease, Discipline and uniform etiquette
Tuesday (08-07-25)	Endurance Ex. Attention, Stand at ease	Brief Introduction to Customs - Swajesh Gupta, AAD (NACIN)	Airport/Seaport/ Land Customs 1 Session Airport procedures, duties and X-ray Scanning, Rummaging, Assistance in handling of unaccompanied baggage and collection & deposit of duties - (with case studies)-- Swajesh Gupta, AAD (NACIN)	Assistance in physical examination of the imported/ exported Goods, Profiling/ frisking of passengers, custody of suspected/ accused/arrested passengers and assistance in their medical examination including mock exercise, Assistance in producing the accused before court sand in handing over of accused to judicial custody- Parminder Kumar, INSP (NACIN)	Assist in preparing inventory of detained/seized on goods, safe custody of documents/samples/files and Sampling: Drawing, Sealing, safe custody, lab testing etc.- Parminder Kumar, INSP (NACIN)	Attention, Stand at ease, Pace forward and rear.
Wednesday (09-07-25)	Endurance Ex. Attention, Stand at ease, Pace forward and rear	<b>Basic of Computer- Hardware and Software</b> (SI Nippu Jamwal.)		<b>Sexual Harassment at Workplace.</b> (HC Angrej Singh)		Attention, stand at ease, Pace forward and rear, marching, march past and halt
Thursday (10-07-25)	Running Up to 04 Kms Attention, stand at ease, Pace forward and rear, marching, march past and halt	<b>Basics of MS Word &amp; MS Excel</b> (SI Nippu Jamwal.)		<b>Explosives Act-1908 &amp; The Arms Act-1959</b> (HC Angrej Singh)		Saluting, halt and turn
Friday (11-07-25)	Running Up to 05 Kms Saluting, halt and turn	<b>Visit to Forensics Lab/CRCL. LAB and K9 Dog Squad</b> (Insp Som Nath)				Saluting, halt and turn
Saturday (12-07-25)	Running Up to 05 Kms Wearing of uniform, introduction about outdoor training	Basic Understanding of Local Language (L/HC Kashmir Kaur.)		Admin Day		

Meal Break:- 8:00AM-10:00AM & 1:30 PM-03:45 PM  
 Tea Break:- 11:30 AM -12:00 NOON

  
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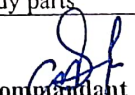
**Schedule of 2<sup>nd</sup> Week Induction Course (Hawaldars of CGST & Customs)**Date: 14<sup>th</sup> July 2025 to 19<sup>th</sup> July 2025

Coordinator (Indoor): Insp. Aksh Pad Gautam 99/PAP

Course Coordinator (Outdoor): Sub Insp. Ravi Kumar 737/PAP

Day & Date	Outdoor Training	Indoor Training				Outdoor Training
	1 <sup>st</sup> Session	2 <sup>nd</sup> Session	3 <sup>rd</sup> Session	4 <sup>th</sup> Session	5 <sup>th</sup> Session	6 <sup>th</sup> Session
	6:30AM-8:00AM	10:00AM - 10:45AM	10:45AM-11:30AM	12:00PM-12:45PM	12:45PM-1:30PM	04:00PM-05:30PM
Monday (14-07-25)		BNS-2023 Provisions. CT. Amandeep Singh 62/RTC		BNSS-2023 Provisions relating to Search, Seizure, Detention, Arrest, Medical Examination of detainee etc. (Insp Jatinder Singh 21/JR)		
Tuesday (15-07-25)	Visit to Airport (Exposure to Airport duty including X-Ray scanning and frisking) & Air Cargo Complex (Insp Chanchal Singh 497/PAP) Visit to DRI/DGGI/Anti evasion attachment (SI. Mandeep Kumar)					
Wednesday (16-07-25)	Abdominal & Strengthening Ex. Saluting, halt and turn, salute in march past	Functioning of Internet including composing and handling of mails (SI Nippu Jamwal.)		Basic Understanding of Local Language (L/HC Kashmir Kaur.)		Saluting, halt and turn, salute in march past
Thursday (17-07-25)	Abdominal & Strengthening Ex. Brief knowledge about ceremonial guard	GST Assistance in verification of premises, gathering of evidence, managing logistics, arranging panchas and maintaining order, Serving of notice/ summons/ orders: <b>Shikha Nimesh, AAD (NACIN)</b>	Brief Overview of NDPS in Customs Brief overview of NDPS& role of customs in prevention of drug smuggling including use of drug testing Kit- <b>B.S. Khara, AD (Retd.)</b>	Role /responsibility & accountability in enforcement of such provisions under GST/Customs/Narcotics law and Indian Penal Code (IPC) Provisions- <b>B.S. Khara, AD (Retd.)</b>	Workshop on team work and team building exercises and soft skills - <b>Shikha Nimesh, AAD (NACIN)</b>	Brief knowledge and exercise of ceremonial guard
Friday (18-07-25)	Abdominal & Strengthening Ex. Familiarization of 9mm Pistol, Stripping, cleaning and assembling, naming of body parts	Matters related to Pay/GPF/NPS/ Gratuity/TA/ LTC, Importance of Service & personal finance/savings etc- <b>Navdeep, EA (NACIN)</b>		CGHS facilities/Medical facilities, Leave rules & Leave Encashment and staff welfare measures <b>Swajesh Gupta, AAD (NACIN)</b>	PFMS & EIS-overview and key notes, GEM, Bhavishya Portal- <b>Navdeep, EA (NACIN)</b>	9mm Pistol - Stripping, cleaning and assembling, naming of body parts
Saturday (19-07-25)	Running up t 7 Kms 9mm Pistol – Load-Unload, Removal of stoppages, Different firing positions	Basic Understanding of Local Language (L/HC Kashmir Kaur.)		Narcotics Law (HC Angrej Singh)	BNS-2023 Provisions. CT. Amandeep Singh 62/RTC	Familiarization of 5.56 mm INSAS, Stripping, cleaning and assembling, naming of body parts

Meal Break:- 8:00AM-10:00AM & 1:30 PM-03:45 PM  
Tea Break:- 11:30 AM -12:00 NOON

  
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Schedule of 3<sup>rd</sup> Week Induction Course (Hawaldars of CGST & Customs)

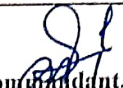
Date: 21<sup>st</sup> July 2025 to 26<sup>th</sup> July 2025

Course Coordinator (Indoor): Insp. Aksh Pad Gautam, 99 PAP

Course Coordinator (Outdoor): Insp. Ravi Kumar 737/PAP

Day & Date	Outdoor Training			Indoor Training		Outdoor Training
	1 <sup>st</sup> Session	2 <sup>nd</sup> Session	3 <sup>rd</sup> Session	4 <sup>th</sup> Session	5 <sup>th</sup> Session	6 <sup>th</sup> Session
	6:30AM-8:00AM	10:00AM - 10:45AM	10:45AM- 11:30AM	12:00PM-12:45PM	12:45PM-1:30PM	04:00PM-05:30PM
Monday (21-07-25)	Abdominal & Strengthening Ex. Familiarization of 5.56 mm INSAS, Stripping, cleaning and assembling, naming of body parts	Basic Understanding of Local Language (L/HC Kashmir Kaur.)		Gender Sensitization. (Insp Som Nath)	Human Rights. (L/HC. Kashmir Kaur.)	Explosive Devices, Identification of explosive
Tuesday (22-07-25)	Abdominal & Strengthening Ex. 5.56 mm INSAS – Load- Unload, Removal of stoppages, Different firing positions	BNSS-2023 Provisions Arrest without Warrant personal Search of accused etc. (HC Angrej Singh)		Disaster recovery and management Fire- fighting, Fire rescue, Emergency Techniques in fire/earth quake etc. (SI. Jatinder Singh) & (I/C SDRF PAP HQ. JAL).		IED, Human Bomb, Booby Traps, Chain of detonation
Wednesday (23-07-25)	Abdominal & Strengthening Ex. 5.56 mm INSAS – Load- Unload, Removal of stoppages, Different firing positions	Vigilance set up in the department, disciplinary proceedings: Shikha Nimesh, AAD (NACIN)	Overview of Conduct Rules CCS/ CCA Rules, Ethics & Integrity: Rajesh Roy, AD NACIN	Citizen Charter/Sevottam & RTI Act & CPGRAM- Amit Kumar, Inspector (NACIN)	Office Management – handling of office equipment like Xerox machine, Fax and scanning machines etc., Guard duties, Escort duties, Security of Office records, Attending Telephone and taking messages, entry & exit of visitors, Key management-locking, sealing of Offices, security of keys.- YashPal Hans, H. Hav	Room, building, vehicle and ground search
Thursday (24-07-25)	Running Up to 7 Kms Familiarization of 7.62 mm Assault Rifle, Stripping, cleaning and assembling, naming of body parts	Working on E-Office- Receipt of Dak, scanning/entry & Diarisation in e-office and sending receipt to concerned official- Amarjit, Project lead(e-office)		Dispatch-Inward /Outward/ Handling of confidential letters, packet & other office work – Amarjit, Project lead (e-office)	Rajbhasha and Unicode- Ms. Monika Sharma, CAO (NACIN)	Search rules and techniques,
Friday (25-07-25)	Abdominal & Strengthening Ex. Familiarization of 7.62 mm Assault Rifle, Stripping, cleaning and assembling, naming of body parts.	Stress Management. (Insp Chanchal Singh & CT Vimal Nayyar)		Basic Understanding of Local Language (L/HC Kashmir Kaur.)		7.62 mm Assault Rifle – Load- Unload, Removal of stoppages, Different firing positions
Saturday (26-07-25)	Abdominal & Strengthening Ex. Familiarization of 7.62 mm Assault Rifle, Stripping, cleaning and assembling, naming of body parts.	Basic Understanding of Local Language (L/HC Kashmir Kaur.)		Coordination with Police, Revenue, Judiciary & Other Govt. Departments. (SI Chanchal Singh) & ( Insp Som Nath)		7.62 mm Assault Rifle – Load- Unload, Removal of stoppages, Different firing positions

Meal Break:- 8:00AM-10:00AM & 1:30 PM-03:45 PM  
Tea Break:- 11:30 AM -12:00 NOON

  
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**Schedule of 4<sup>TH</sup> Week Induction Course ( Hawaldars of CGST & Customs)**Date: 28<sup>th</sup> July 2025 to 2<sup>nd</sup> August 2025

Course Coordinator (Indoor):

Insp. Aksh Pad Gautam 99/PAP

Course Coordinator (Outdoor):

Insp. Rajesh Kumar 1245/PAP

Day & Date	Outdoor Training	Indoor Training				Outdoor Training
	1 <sup>st</sup> Session	2 <sup>nd</sup> Session	3 <sup>rd</sup> Session	4 <sup>th</sup> Session	5 <sup>th</sup> Session	6 <sup>th</sup> Session
	6:30AM-8:00AM	10:00AM - 10:45AM	10:45AM-11:30AM	12:00PM-12:45PM	12:45PM-1:30PM	04:00PM-05:30PM
Monday (28-07-25)		Arrest home made person arrested to be informed of ground of arrest and of write to bail identification a person arrested (HC Angrej Singh)		BNS-2023 Provisions. HC Sarabjit Singh & CT. Amandeep Singh 62/RTC		
Tuesday (29-07-25)	Abdominal & Strengthening Ex. National Flag and Salutation with practice	First Aid & CPR shall be taught (Medical Emergencies) (Sr. Medical Officer PAP Hospital.)		Motivation, Personality Development. Inter-personal relationships (SI. Jatinder Singh 21/JR)		Familiarization of 38" Revolver, Stripping, cleaning and assembling, naming of body parts
Wednesday (30-07-25)	Abdominal & Strengthening Ex. 38" Revolver – Load-Unload, Removal of stoppages, Different firing positions	Revision Local and special (HC Angrej Singh)	Revision BNS-2023 CT. Amandeep Singh	Behavior with public & office staff and technique to handle conflicts in office and public places. (L/HC. Kashmir Kaur)		Range Discipline - Démonstration
Thursday (31-07-25)	<b>FIRING PRACTICES</b>					
Friday (01-08-25)	<b>FINAL TEST (OUTDOOR &amp; INDOOR)</b>					
Saturday (02-08.2025)	<b>Sum-Up, Feed-Back, Group-Discussion, Closing of Course</b>					

Meal Break:- 8:00AM-10:00AM &amp; 1:30 PM-03:45 PM

Tea Break:- 11:30 AM -12:00 NOON

  
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