



राष्ट्रीय सीमा-शुल्क, अप्रत्यक्ष कर एवं नारकोटिक्स अकादमी
National Academy of Customs, Indirect Taxes and Narcotics
क्षेत्रीय परिसर ,केंद्रीय राजस्व भवन सेक्टर 17- सी ,चंडीगढ़-17
Zonal Campus, C. R. Bldg., Sector 17 C, Chandigarh-17
टेल: 0172-2721103, ई-मेल:adgnacin.chd@gov.in



Module for 12th Induction Training for Inspectors

(16th June 2025 to 27th September 2025)

Course Director - Ms. Varinder Kaur, IRS, Additional Director
Course Counsellor- Sh. Bhupesh Satija, IRS, Deputy Director
Addl. Course Counsellors: Sh. Vinod Kumar, AAD

SN	Period	Break	Period
I	10:00 to 11:15	Tea Break	1115-1130
II	11:30 to 12:45	Session Break	-----
III	12:45 to 14:00	Lunch Break	14:00-15:00
IV	1500to 1615	Tea Break	1615-1630
V	16:30 to 17:45		

1stWeek (Orientation) (16th June 2025 to 20th June 2025)

Day Col. (1)	Session Col (2)	Topics Col. (3)	Faculty Col. (4)
Day 1 Monday 16 th June 2025	I	Inauguration of the Course	
	II & III	Organizational set-up of Ministry of Finance, Department of Revenue: CBIC and CBDT. Organizational set-up of CBIC: GST. Customs and various Directorates, other agencies- SFIO, ED, FIU, NCB, etc.	Sh. Rajesh Roy, AD, NACIN
	IV	Role of Inspectors (in brief/overview) in GST, Customs Formations and Directorates	Sh Perminder Kumar/ Amit Kumar Inspector, NACIN

	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
Day 2 Tuesday 17th June 2025	I & II	Pay structure (Basic pay, HRA, Transport allowance) and other benefits, Career Progression (Promotion, MACP etc.) Advance & Allowances, Medical facilities (CGHS) etc.	Sh. Navdeep Singh, EA, Sh. Kuldeep Yadav, TA NACIN
	III & IV	Service Book, IPR, APAR (SPARROW) - Familiarizing officers with the online module and demonstrating the filing of IPR and self-appraisal in APAR, Leave Rules, New Pension Scheme, LTC, CGHS, House Allotment and welfare scheme.	Ms. Monika Sharma, CAO
	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
Day 3 Wednesday 18th June 2025	I	Tax planning, importance of starting investment early in one's career.	Sh. Suneel Dutt, Chief Manager, PNB
	II & III	Right to Information (RTI) Act, 2005, Responding to Parliamentary Question (and Sevottam)	Sh. Rajesh Roy, AD, NACIN
	IV	Session on etiquettes, General Office etiquette.	<i>Sh. Rajesh Roy, AD NACIN</i>
	V	Session on iGOT Course	Bhupesh Satija / Vinod Kumar
Day 4 Thursday 19th June 2025	I to V	E-office	Sh. Amarjeet, NIC
Day 5 Friday 20th June 2025	I & II	Uniform etiquette: How to wear and maintain uniform, Uniform allowance, Behavior/Conduct in uniform: Do's and Don'ts	<i>Sh. Amit Chaudhary, Inspector, CGST Chandigarh.</i>
	III	Gender Sensitization	<i>Ms Naynika Singh</i>
	IV	POSH Act	Ms. Shikha Nimesh, AAD, NACIN
	V	Session on iGOT Course	Bhupesh Satija / Vinod Kumar
<i>Saturday (21st June 2025) → Yoga activity on occasion of International Yoga Day</i>			
2ndWeek (Administration and Miscellaneous) (23rd June 2025 to 27th June 2025)			
Day 6	I & II	GFR, 2017, Delegation of Financial Power Rules, Purchase and store management	Sh. Navdeep Singh EA

Monday 23rd June 2025			NACIN
	III	How to put up proposals for infrastructure, Preparing Budget Estimate, Putting up proposals for sanction from welfare fund, Procurement through Government e-Marketplace(GeM), Central Public Procurement Portal (CPPP).	Swajesh Gupta/ Navdeep Singh
	IV	Sensitization to the cause of SC/ST Officers	Sh. Rajesh Roy, AD
	V	Session on iGOT Course	Bhupesh Satija / Vinod Kumar
Day 7 Tuesday 24th June 2025	I& II	Office Procedure Manual, File Management, Noting and Drafting.	Sh B S Khara, NACIN Chandigarh
	III	Difference between NPS and UPS	Sh. Suneel Dutt, Chief Manager, PNB
	IV & V	Rajbhasha (implementation and legal provisions)	Ms. Monika Sharma, CAO
Day 8 Wednesday 25th June 2025	I	Time management	Ms. Nayanika Singh
	II	Soft Skills	Sh. Ganesh Dutt, NIC
	III & IV	Power of Taxation, Constitutional Authority for taxation, Nature of Taxes, Type of taxes, Incidence of Tax, Direct and Indirect Tax. <i>Rules, 2004</i>)	Sh BS Khara , AD NACIN Chandigarh
	V	Session on iGOT Course	Bhupesh Satija / Vinod Kumar
	VI (1800 to 1915)	Practice for March Past	Faculty from Chandigarh Police
Day 9 Thursday 26th June 2025	<i>I & II</i>	Interpretation of Statutes	<i>Dr. Rohtash , Professor Panjab University</i>
	III& IV	Central Excise- An overview- Manufacture, Excisability, Types of duty, Classification of goods.	Sh, Rajesh Roy, AD NACIN
	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
Day 10 Friday 27th June 2025	<i>I & II</i>	Procedure in Central Excise: Applicability w.r.t Tobacco and petroleum products, Overview of Central Excise Rules, 2017 and CENVAT CREDIT Rules, 2017	Sh. B. S. Khara, AD NACIN
	III	Overview of Finance Act 1994-Concept of Service, Taxability of Service, Point of taxation, Place of provision of Service	Sh. Munish Arya
	IV	Demand-Penal provisions, issue of SCN, Adjudication proceedings, Appeal provisions, Recovery of arrears in Central Excise and Service Tax	Sh. Munish Arya

	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
Saturday (28th June 2025) → Cyclothon to celebrate GST Day			

3rd Week (GST Module) (30th June 2025 to 4th July 2025)

Day	Session	Topics	Faculty
Day 11 Monday 30th June 2025	I & II	GST: Basic concepts, definition and salient features.	Sh. B. S. Khara, AD
	III & IV	Registration: Persons liable for Registration; Persons not liable for Registration; Compulsory registration; Procedure for registration; Special provisions for Casual taxable person and non-resident taxable person; Amendment/ cancellation/revocation of Registration.	Sh. Bhupesh Satija, DD
	V	Session on iGOT Course	Bhupesh Satija / Vinod Kumar
Day 12 Tuesday 1st July 2025	I & II	Levy and collection of tax: Levy and collection, Reverse Charge Mechanism, composition levy, exemption from tax & Power not to recover GST as a result of general practice.	Sh. B.S. Khara, AD, NACIN
	III & IV	(i) Classification of Goods: HSN and the First Schedule to the Customs Tariff Act, 1975 (ii) Scheme of Classification of Services and Explanatory Notes	Sh Sachin Singh, Superintendent, Baddi Division
	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
Day 13 Wednesday 2nd July 2025	I & II	Understanding the concept of supply and its scope in GST; Tax liabilities on composite and mixed supplies.	Sh. Bhupesh Satija, DD NACIN
	III & IV	Valuation in GST	Ms. Varinder Kaur, ADD
	V	Special procedure for collection of GST from registered person engaged in manufacturing of Certain cases.	Sh Rajesh Roy, AD, NACIN
Day 14 Thursday 3rd July 2025	I & II	Tax Invoice, Credit and Debit Notes: Tax invoice, Digital payment, Prohibition of unauthorized collection of tax, amount of tax to be indicated in tax invoice and other documents, credit and debit notes.	Sh. Hitesh Goyal, CA
	III & IV	Input Tax Credit: Eligibility and condition for taking ITC; Apportionment of credit and blocked credits	Sh. B.S. Khara, AD, NACIN
	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>

Day 15 Friday 4th July 2025	I & II	Input Tax Credit: Availability of credit in special circumstances; taking ITC i.r.o. inputs sent for job work, manner of distribution of credit by Input Service Distributor, recovery of credit distributed in excess.	Sh. Bhupesh Satija, DD NACIN
	III & IV	Time of Supply under GST	Sh. Amandeep Singh, Commissioner
	V	Session on iGOT	
Saturday- 5th July, 2025 Industrial Visit in three groups in Baddi Solan			

4th Week (GST Module) (7th July 2025 to 11th July 2025)

Day	Session	Topics	Faculty
Day 16 Monday 7th July 2025	I	Tax Deducted at source & Collection of tax at source(TDS and TCS)	Ms. Varinder Kaur, ADD
	II	Accounts and Records: Accounts and other Records, period of retention of accounts.	Sh. Bhupesh Satija, DD
	III & IV	Returns: Types of returns in GST, furnishing details of outward supplies, Communication of details of inward supplies & availment of Input Tax credit, Annual Return, Final Return notice to return defaulters, levy of late fee.	Sh. Mrinal CA Camrinalgarg@gmail.com
	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
Day 17 Tuesday 8th July 2025	I & II	Practical session On various aspects of Scrutiny of returns, Assessment, Description and about relevant Forms.	Sh. Sachin Singh, Supdt. Baddi Division, Shimla
	III	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
	IV & V	Assessment: Self-assessment, provisional assessment, assessment of unregistered person, summary assessment in certain special cases	Sh. B. S. Khara, IRS Retd.
Day 18 Wednesday 9th July 2025	I & II	Scrutiny of returns. Assessment of non-filers of returns	Sh. Sachin Singh, Supdt. Baddi Division, Shimla
	III & IV	Payments of Tax: Payment of tax, interest, penalty and other amounts, utilization/order of utilization/conditions of utilization of ITC in payment of Tax.	Sh. Manuj Garg, CA manuj@casurajgarg.com
	V	Presentation of Group 2, 6, 10 & 15	Team NACIN
Day 19 Thursday 10th July 2025	I & II	Place of Supply under GST	Sh. Bhupesh Satija, DD NACIN
	III	Presentation of Group 4, 7, 9 & 13	Team NACIN
	IV	Job work under GST;	Sh. B.S. Khara, AD, NACIN
	V	Works contract in GST	NACIN

Day 20 Friday 11th July 2025	I & II	IGST Act, Integrated Tax, Inter-state supply: IGST Act overview, definition, levy and collection, supply in territorial waters.	Sh. Ravneet Singh Khurana, Addl. Commissioner, CGST, Chd.
	III	Zero rated supply – export under GST, Supplies to SEZ, Movement of goods in DTA, Import under GST.	Sh. Mrinal Garg CA Camrinalgarg@gmail.com
	IV	GST Suvidha Providers and Practitioners.	Sh. Swajesh Gupta, AAD, NACIN
	V	Place of Supply under GST	Sh. Dhruv Goel, CA Rgachd@gmail.com
Saturday (12th July 2025) → Cricket Match			

5th Week (GST Module) (14th July 2025 to 18th July 2025)

<i>Day</i>	<i>Session</i>	<i>Topics</i>	<i>Faculty</i>
Day 21 Monday 14th July 2025	I & II	E-Way Bill: information to be furnished prior to commencement of the movement of goods and generation of E-way bill. Interdiction of vehicles Rules 138 of CGST Rules.	Sh. Rudermani Sharma, STO
	III & IV	Refund: Refund of tax Section: 54 of CGST Act 2017 Rules: 89 to 94, 96A & 96B of CGST Rules 2017	Sh. B.S. Khara, AD, NACIN
	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
Day 22 Tuesday 15th July 2025	I & II	Hands-on training on filing of GST Returns (GST Backend)	GSTN Faculty
	III & IV	Impact of GST on Customs: Section 7, 8, 15 of IGST Act, 2017, Refund of IGST to tourist leaving India. High sea sale and warehoused goods, ICES and GSTN linkages, Deemed export.	Munish Arya, Supdt.
	V	Presentation of Group 13 to 16	Team NACIN
Day 23 Wednesday 16th July 2025	I & II	Refund in certain cases, interest on delayed refunds, Consumer Welfare Fund, utilization of Consumer Welfare Fund. Section: 55 to 58 of CGST Act 2017 Rules: 95, 95B & 97 of CGST Rules 2017	Sh. Vinod Kumar, AAD
	III	<i>GST Handbook</i>	<i>Sh. Prataparam Mehra, AD, DGGST Mumbai</i>
	IV	<i>Best Practices under GST</i>	<i>Smt. Selvi Ganeshan,</i>

	V	Vernacular Language (Punjabi)	<i>AAD DGGST</i> <i>Sh. Rajender Singh Kamboj, TGT</i>
Day 24 Thursday 17th July 2025	Full day	GST Field Attachment (Executive Commissionerate) Incl: GST Front end Hands on training	
Day 25 Friday 18th July 2025	Full day	GST Field Attachment (Executive Commissionerate) Incl: GST Front end Hands on training	
Saturday- 19th July, 2025 Chandigarh Darshan			

6th Week (GST Audit Module) (21st July 2025 to 25th July 2025)

<i>Day</i>	<i>Session</i>	<i>Topics</i>	<i>Faculty</i>
Day 26 Monday 21st July 2025	I & II	Types of Audits: Audit by Department, Special Audit, CA Audit, CERA Audit etc. Basic Provisions of Audit Basic legal and procedural provisions covering Audit under GST Law and Rules. Risk Based Selection: Audit process under GST and Audit Module Brief discussion on various Areas (From the Auditor's point of view): Supply Composite & Mixed Supplies and Rates made applicable Value of Supply Time of Supply	Sh. Bhupesh Satija, DD, NACIN
	III & IV	Tally: Reading Financial Statements and Data Extraction GST Application on Tally	Sh. Hanish, CA
	V	Session on iGOT Course	Sh. Vinod Kumar AAD
Day 27 Tuesday 22nd July 2025	I & II	Importance of information contained in ITRs Changes in Corporate Act, 2013 and its implications in GST, and understanding Cost Audit Reports and its utility in GST Audit	Sh. Mastan Chambyal, CA
	III&IV	Analyzing GST Returns for Audit (Theoretical and Hands-on sessions) GSTR 2A& 2B, GSTR-3B, Annual Return 9 and 9C, ITC-04 and TRAN-1	Sh. Dilpreet Singh, Inspector, Audit Panchkula
	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
Day 28 Wednesday 23rd July 2025	I & II	Book of Original Entry–Journal What is journal Format of journal Steps for journalizing Rules of Debit /Credit Exercise Subsidiary book, Cash book, Sales book Purchase book, Sales return book, Purchase return	Sh. Hanish, CA

		bill, Bills receivable/ payable books Tax auditors concern	
	III & IV	Ledger <ul style="list-style-type: none"> ✓ What is ledger Format of ledger ✓ Arrangement of accounting in ledger Sub division of ledger ✓ Steps in posting Balancing of account Trial Balance <ul style="list-style-type: none"> ✓ What is trial balance, Features of trial balance ✓ Hints for preparation of trial balance ✓ Suspense account 	Sh. Hanish, CA
	V	Session on iGOT Course	
Day 29 Thursday 24th July 2025	I & II	Reading and Understanding of Financial Statements: Accounting Standards, Balance Sheet, Trial Balance, Profit & Loss Account, Annual Report, Auditor's report, Tax Audit Report (44AB of IT Act) (Basic concepts of Financial Accounting/Classification of Accounts and their Concept) Accounting principles, Accounting Standards Accounting concepts & conventions Double entry system, Accounting terms Accounting equations, Personal Account, Real Account, Nominal Account Need for classification of accounts Reading Financial Statements Accounting process and accounting Capital and Revenue expenditure cycles Annual Report.	Sh Gurjinder Singh, Inspector
	III	Study of different annexures and preparation of working paper, DAR & FAR.	Sh Gurjinder Singh, Inspector
	IV	Dos and Don'ts Desirable Soft Skills for conducting Audit	Sh. Bhupesh Satija, DD NACIN
	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
Day 30 Friday 25th July 2025	I & II	Final Accounts-Profit & Loss Account <ul style="list-style-type: none"> • What is Profit & Loss A/C Trading account Adjustment of entries • Other income • Depreciation, Treatment of losses • Preparation of trading/manufacturing • P &L account 	Sh. Hanish, CA
	III & IV	Final Accounts-Balance Sheet <ul style="list-style-type: none"> • What is balance-sheet • Assets and liabilities • Format of balance sheet • Preparation of balance sheet 	Sh. Hanish, CA

		<ul style="list-style-type: none"> • Auditor's Report • Tax Audit Report(44ABof IT Act) • 	
	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
Saturday- 26th July, 2025 Drug awareness/ GST awareness through Painting/Poetry/debate in schools			

7thWeek (Investigation) (28th July 2025 to 1st August 2025)

Day	Session	Topics	Faculty
Day 31 Monday 28th July 2025	I & II	Intelligence, Investigation and Interrogation: Gathering of Information/ Intelligence, Various Sources of Intelligence, Investigation, Technics of Interrogation, Recording of Statement- Legal and Procedural Requirement, Policy and Procedure for reward to informers and Government Servants.	Sh B S Khara, IRS (Retd.)
	III & IV	Inspection, Search, seizure and arrest: Power of Inspection, Search and Seizure, , Power to arrest, Power to summon persons to give evidence and produce documents, access to business premises, engaging other agencies (viz. Police, Customs, Village Officers, State Officers etc.) in carrying out search.	Ms. Varinder Kaur, ADD
	V	Drafting of Panchnama and recording of statements, Hands on training.	Sh Ajay Saini. Superintendent, Customs Ludhiana
Day 32 Tuesday 29th July 2025	I & II	Detention, Seizure and release of goods and conveyance in transit: Inspection of goods in movement , Confiscation of goods and/or conveyance and levy of penalty(section 68 & 129 along with relevant rules, ,	Ms. Shikha Nimesh, AAD, NACIN
	III & IV	Prosecution and compounding of offences by companies under GST,	Sh Lakshay Kumar, SPP, Advocate, Meerut lakshaysingh@gmail.com
	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
Day 33 Wednesday 30th July 2025	I & II	Drafting of Show Cause Notice: Ingredient of a good SCN, Deficiencies noticed in the investigations with examples. Common Errors in SCN	Sh. Sachin Singh, Supdt. Baddi Division, Shimla
	III	Preparation for Cultural Event.	<i>NACIN Team</i>
	IV & V	Penal provisions under GST: Understanding the nuances of various Penal Provisions	Sh. B. S. Khara, IRS (Retd.)
Day 34 Thursday 31st July 2025	I	Digital Forensics—Basic concepts & processes (Seizure of electronic items like computer, pen drive, CD, hard disk etc), Handling of Digital Evidence. Understanding Digital Environment –spotting Digital Devices, software applications,	<i>Sh. Gurcharan Singh, Cyber Faculty, CDTI</i>

		networks, servers and clouds.	
	II	<ul style="list-style-type: none"> ➤ Basics of Digital Investigation, evidence, Role of forensic professional during search and seizure operations. ➤ Handling of Digital evidence through case studies, CCTV and DVR forensics and analysis ➤ Practical Skills for collecting Digital Evidence. ➤ Acquisition & Seizure (Imaging) of Digital Data from Disks & USB. ➤ Registry Analysis, Email forensics, Keyword search analysis. <p>Authentication of digital evidence for integrity</p>	
	III	Understanding the basics of Networking/Internet, Various logs generated on the network. Tracing the offenders. Cloud forensics	
	IV	<ul style="list-style-type: none"> ✓ Open source investigation/Forensic tool. ✓ Social media forensics and data mining. ✓ Custom searched and profile tracking on facebook and twitter securing browsing activities. ✓ Detection of cybercrime using mobile phone. ✓ Spoofed phone calls/VOIP calls investigation Mobile tracking, GPRS CDR IP grabbing 	
	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
Day 35 Friday 01st August 2025	I & II	Adjudication	Ms. Varinder Kaur, ADD, NACIN Chd
	III & IV	Demand and Recovery: Determination of Tax not paid, short paid, erroneously refunded. Tax collected but not deposited, tax wrongfully collected and deposited.	Sh. Amandeep Singh, Commissioner
	V	Data analytics, cyber forensics and AI	Sh Vaibhav Chauhan, JC, Adt Chd
<i>2nd August, 2025 (Saturday) -Nature Trail at Sukhna Lake at 6 am</i>			

8thWeek (Field Attachment) (4th August 2025 to 8th August 2025)

Day	Session	Topics	Faculty
Day 36 Monday 04th August 2025	Full Day	GST Field Attachment (Audit Commissionerate)	

Day 37 Tuesday 05th August 2025	Full Day	Visit to DGGI	
Day 38 Wednesday 06th August 2025	Full Day	Customs Attachment (Import, Export and Airport)	<i>Attachment at Customs Amritsar</i>
Day 39 Thursday 07th August 2025	Full Day	Customs K9 Training (In light of letter dated 12.11.2020 from Directorate of Logistics) (copy enclosed): Role of Customs K9 in detection of Contraband, Roles /duties/ responsibilities in various Cadre of Customs K9, Effective deployment of Customs K9 in Anti-smuggling formations, Uniform and etiquette of Customs K9 squad, Recognition in honor of Customs K9, Basics of professional training of Customs K9, Welfare/Retirement of Customs K9, Fundamentals of housing/ hygiene and management of Customs K9, Administration/ Daily routine of Customs K9.	<i>Attachment at Customs Amritsar</i>
Day 40 Friday 08th August 2025	Full Day	Visit to DRI	
Saturday (09th August 2025) → Preparation for Cultural Event			

9thWeek (Investigation) (11th August 2025 to 14th August 2025)

Day	Session	Topics	Faculty
Day 41 Monday 11th August 2025	I & II	Appeals and Revision	Ms Varinder Kaur , NACIN Chandigarh
	III & IV	Recovery of Arrears under GST/Write-Off.	Ms. Shikha Nimesh, NACIN Chandigarh
	V	Preparation for Cultural Event	<i>Satvik Arts</i>
Day 42 Tuesday 12th August 2025	I & II	Transitional Provisions: Section 139 to 142 of CGST Act, 2017 (Relevant portions of Filco judgment and 2 instructions in this regard) Miscellaneous Provisions: Section 144 to 174 of CGST Act, 2017	<i>Sh. B. S. Khara, AD</i>
	III & IV	Hands-on training on the drafting of adjudication orders	Ms Varinder Kaur, NACIN Chandigarh/ Ms. Amita Gupta,

	V	Preparation for Cultural Event	Supdt. CESTAT <i>Satvik Arts</i>
Day 43 Wednesday 13th August 2025	I	Advance Ruling	Ms. Shikha Nimesh, AAD NACIN
	II & III	Role of Customs in National Economic Security Customs Act, 1962: An overview, concepts and definition.	Sh. Manish Bhardwaj, Superintendent
	IV	Amnesty scheme	Ms. Amita Gupta, Supdt. CESTAT
	V	Preparation for Cultural Event	<i>Satvik Arts</i>
Day 44 Thursday 14th August 2025	I & II	Customs Tariff Act: An overview, Types of Customs Duty, General Rules of Interpretation, Harmonized System of Nomenclature.	Sh. Ajay Saini, Superintendent, Customs Ldh
	III & IV	Overview of Import procedure: IE Code, import manifest, Bill of Entry, Bill of Lading, Airway Bill	Sh. Mukesh Kumar Meena, AC
	V	Preparation for Cultural Event	<i>Satvik Arts</i>
Friday 15th August 2025 (Independence Day) (Cultural Event) 6 PM			
Saturday (16th August 2025) Rest Day			

10thWeek (Customs Module) (18th August 2025 to 22nd August 2025)

Day	Session	Topics	Faculty
Day 45 Monday 18th August 2025	I & II	Assessment and Examination of Import goods, Assessment of custom duty, Provisional Assessment and processing of Bill of Entry.	Sh. Mayank Brutta, Appraiser, Customs Ludhiana
	III	Session on iGOT Course	Sh. Vinod Kumar, AAD
	IV & V	Abatement, remission of duty, exemption, refund, recovery of duties.	Sh. B.S. Khara, AC (Retd)
Day 46 Tuesday 19th August 2025	I & II	Faceless Customs, Sea Cargo Manifest and Transshipment Rules, Turant Customs, e-Sanchit, Dwell Time.	Sh. Mayank Brutta, Appraiser, Customs Ludhiana
	III & IV	Assessment and Examination of Export goods and duty drawback scheme.	Sh. Mukesh Kumar Meena, AC
	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>

Day 47 Wednesday 20th August 2025	I & II	Warehousing provisions, EoU/SEZ/Export under Bond	Sh. Rajesh Gupta, Supdt. GST Chd
	III & IV	Confiscation and penalty, Demand and Adjudication	Sh. Manish Bhardwaj, Superintendent
	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
Day 48 Thursday 21st August 2025	I & II	Offences and penalties under Customs Act	Sh. Manish Bhatnagar
	III & IV	Airport Customs Procedure manual, Role of Inspectors at airport and AIU.	Sh. Rajesh Gupta, Supdt. GST Chd
	V	Session on iGOT Course	Sh. Vinod Kumar AAD
Day 49 Friday 22nd August 2025	I & II	Foreign Trade Policy: Export promotion schemes and possible misuse. WCO, Trade Facilitation Agreement (TFA)	Sh. Gagandeep, Appraiser
	III & IV	Allied Acts: FSSAI, Drugs and Cosmetics Act, 1940, Arms Act, 1959, Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974 (Cofeposa), The Smugglers and Foreign Exchange Manipulators (Forfeiture of Property Act 1976) SAFEM (FOP) Act.	Sh Varun Soni , DC
	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
Saturday (23rd August 2025) TBD			

11thWeek (Vigilance Module & Miscellaneous) (25th August 2025 to 29th August 2025)

Day	Session	Topics	Faculty
Day 50 Monday 25th August 2025	I & II	Baggage Clearance Procedure: Baggage Rules, 2016, Public Restricted items, Unaccompanied Baggage Rates of Duties, Free Allowances, Screening of Baggage.	Sh Viresh Kumar Sharma
	III & IV	Functioning of Courier Terminal and Foreign Post office.	Sh. Rajesh Gupta, Superintendent
	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
Day 51 Tuesday 26th August 2025	I & II	Refund related to IGST and procedure in Customs	Sh. Mukesh Kumar Meena, AC
	III & IV	Anti-Smuggling: Provision relating to search and seizure, Drafting of Panchnama, Recording of Statement.	Sh. Rajiv Dhawan, Supdt. Customs Ldh
	V	Session on iGOT	<i>Vinod Kumar AAD</i>
Day 52	I	Lecture cum Case Study based Discussions by Faculty on Conduct Rules	Sh. M. K. Bhan, IRS

Wednesday 27th August 2025		<ul style="list-style-type: none"> • Overview • Constitutional Basis • Major provisions–Central Civil Services-Classification, Control and Appeal Rules/All India Service Rules /relevant service rules <p>Faculty to initiate group Discussion along with Case Studies As per his/her expert opinion.</p>	(Retd.)
	II	Vigilance Machinery of Govt. of India - An Overview Functions and responsibilities of CVC/CBI/CVO/ directorate General of Vigilance (DGoV), Regular Departmental Proceedings-Drafting of Charge Sheet. First & Second stage advice	Sh. M. K. Bhan, IRS (Retd.)
	III	Appointment of IO/PO and their functions and responsibilities	Sh. Sanjeev Prashar, AC
	IV	Procedure to be followed after enquiry report -Examination of Enquiry Report, Responsibility of Disciplinary Authority & Impact of delayed inquiry	Sh. Sanjeev Prashar, AC
		Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
Day 53 Thursday 28th August 2025	I	Determination of quantum of punishment -minor and major penalty &its impact, Framework of Disciplinary Action against Quasi-Judicial Authority vis-à-vis Court cases.	Sh. M. K. Bhan, IRS (Retd.)
	II	Lecture cum Case Study based Discussions by Faculty on Complaint Handling System& Whistle Blower Mechanism <ul style="list-style-type: none"> • Internal in every organization • Protection of Whistle Blower • Feedback on action taken <p>Faculty to initiate group Discussion along with Case Studies as per his/her expert opinion.</p>	Sh. M. K. Bhan, IRS (Retd.)
	III	Lecture cum Case Study based Discussions by Faculty on Technology as an Enabler <ul style="list-style-type: none"> • Leveraging technology • Cybercrime • Innovation <p>Faculty to initiate group Discussion along with Case Studies as per his/her expert opinion.</p>	Sh. Vinod Kumar AAD
	IV	Lecture cum Case Study based Discussions by Faculty on <ul style="list-style-type: none"> • E-Governance • Use of technology • Transparency • Process Re-Engineering • Reducing Discretion <p>Faculty to initiate group Discussion along with Case Studies as per his/her expert opinion.</p>	Sh Sunil Singh Katiyar, ADG NACIN

	V	Revision lecture	
Day 54 Friday 29th August 2025	I	<p>➤ Case studies on Preventive Vigilance (best practices):</p> <ul style="list-style-type: none"> • A presentation on one or two Case Studies on Preventive Vigilance initiatives in their (by Faculty) organization. • Experience sharing (Group Activity)*–with Faculty cum Moderator on case studies provided earlier and pre-read by OTs before the session <p>The session to be kept interactive. *(15 minutes for discussion and 10 minutes for presentation by each group) No.of Groups: 4 (10/11 participants each)</p>	Sh. Vijay Bansal, Superintendent
	II & III	<p>➤ Preventive Vigilance “A Conceptual Framework”:</p> <ul style="list-style-type: none"> • Overview of Vigilance functions including evolution. • Punitive, Participative & Preventive Vigilance • Importance of Preventive Vigilance • Examples of best practices on preventive Vigilance <p>➤ Film on Preventive Vigilance by the Central Vigilance Commission: (Film on Preventive Vigilance prepared by the Commission for Vigilance Awareness Week-2018 may be screened. It is on the website of the Central Vigilance Commission)</p>	Sh. Vijay Bansal, Superintendent
	IV	Lecture on Audit – an overview, if possible, with film/case study/example	Sh. Bhupesh Satija, DD
	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
<i>Saturday (30th August 2025) → Blood Donation Camp/Health camp</i>			

12th Week (Miscellaneous Module) (1st September 2025 to 9th September 2025)

Day	Session	Topics	Faculty
Day 55 Monday 01 st September 2025	I & II	NDPS Act, 1985: Overview, Narcotic Drugs and Psychotropic Substances, Search, Seizure, Arrest	Sh. Amar Shankar Prasad, Inspector, NCB
	III & IV	NDPS Act, 1985: Identification, Prohibition and Control, Offences and Penalties.	Sh. Amar Shankar Prasad, Inspector, NCB
	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>

Day 56 Tuesday 02 nd September 2025	I & II	Intellectual Property Rights (Imported Goods) Enforcement Rules, 2007: Overview of Legal Frame Work on IPR in India, Various types of Intellectual Property Rights such as Trade Marks, Patent, Designs, Copyrights and Geographical Indications etc., Customs laws on infringement of IPR.	Ms. Aastha Sharma, Advocate, New Delhi
	III	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
	IV & V	Prevention of Money Laundering Act (PMLA):Overview, Enforcement provisions-investigation, Trade Based Money Laundering (TBML)	Sh. B. S. Khara, IRS (Retd.)
Day 57 Wednesday 03 rd September 2025	I & II	Wildlife Protection Act,1972: Overview, Salient features, Salient features of CITES, Prohibition of trade and commerce in wild animals and Articles.	<i>Sh. C. P. Sharma, Sr. Technical Officer, WII, Dehradun</i>
	III & IV	Relevant provisions of Bharatiya Nyaya Sanhita, (IPC)	Sh. K. P. Singh, IPS (Retd.)
	V	Vernacular Language (Punjabi)	<i>Sh. Rajender Singh Kamboj, TGT</i>
Day 58 Thursday 04 th September 2025	I & II	Relevant provisions of Bharatiya Nagarik Suraksha Sanhita (Cr. PC)	Sh. K. P. Singh, IPS (Retd.)
	III & IV	Bharatiya Sakshya Adhinyam	Sh. K. P. Singh, IPS (Retd.)
	V	Session on iGOT Course	<i>Sh. Vinod Kumar AAD</i>
Friday 05 th September 2025	<i>Trek</i>		
Day 59 Saturday 06 th September 2025	<i>Trek</i>		
Sunday 7 th September 2025	<i>Trek</i>		
Monday 08 th September 2025	<i>Trek</i>		
Tuesday 9 th September 2025	<i>Trek</i>		

Wednesday 10 th September 2025	<i>I & II</i>	Access to Advait portal; Usage of various functionalities Coverage of important dashboards, Usage of the portal for generation of preventive intelligence	<i>Vinay /DRI DELHI</i>
	<i>III & IV</i>	Access to Business Intelligence and Fraud Analytics (BIFA) Usage of various functionalities Coverage of important dashboards, Usage of the portal for generation of preventive intelligence	<i>GSTN Faculty/ Sh Kapil</i>
	<i>V</i>	iGOT Course	
Thursday 11 th September 2025	<i>I</i>	GST Prime - Introduction Dashboard, Quick Statistics, Search (Demo and Hands-on) Tax Payers Profiles – Regular, TDS/TCS, All India Tax Payer Profile (Demo and Hands-on)	<i>NIC Bangalore</i>
	<i>II</i>	Analytics 1 – Filers, Non-filers, ITC Matching (Demo and Hands-on)	<i>NIC Bangalore</i>
	<i>III</i>	Analytics 2 – Matching Reports (Demo and Hands-on), User Management & Monitoring (Demo and Hands-on)	<i>NIC Bangalore</i>
	<i>IV</i>	Analytics 3 – Risk Analysis, Box-wise Reports, Tax Analysis (Demo and Hands-on) MIS Reports, Mobile App – GST Prime lite (Demo and Hands-on) Demo on EWB and E-Invoice Analytics	<i>NIC Bangalore</i>
	<i>V</i>	iGOT Course	
Friday 12 th September 2025	<i>I</i>	Rectification under Section 161 of the CGST Act	<i>S S Katiyar, ADG</i>
	<i>II & III</i>	Practical session on Drafting of SCN.	<i>Sh. Sachin Singh, Supdt. Baddi Division, Shimla</i>
	<i>IV & V</i>	Revision of some important topics	<i>NACIN Faculty</i>
Saturday 13 th September 2025	<i>Saturday (13th September 2025) TBD</i>		

13th & 14th Week (Arms Training) (15th September 2025 to 27th September 2025)

13th & 14th Week	<p>Theory & Activities:</p> <ul style="list-style-type: none"> ❖ Procedure related to production of documents and things before the court and their admissibility ❖ Provisions related to bails and sureties including anticipatory bail and issues related threatening of witnesses ❖ Questioned Documents and evidentiary value, Court procedures and etiquette, Issuing of
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summons and warrants

- ❖ Indian Evidence Act, Human Rights, Cyber Crimes – techniques to recover evidence and safeguards

Foot Drill:

- ❖ Attention, Stand at Ease, Side Pace, Pace Forward and Rear Marching, March Past and Halt
- ❖ Halt and Turn Salute at halt
- ❖ Salute in March Past Ceremonial Guard Demo and Practice

Weapon Training & Firing Others:

- ❖ Scanning goods/ X ray – Machines used and procedures to detect contraband goods Detection of explosives, de-assemblage/diffusion of explosives and procedure
- ❖ Metal detectors/ Hand-held devices to search persons Detection of Drugs/ Usage of Drug Detection Kits

27th September 2025

Passing out Parade