



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  
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## INDUCTION TRAINING MODULE OF TAX ASSISTANTS

(From 29.09.2025 to 17.10.2025)

Name of the Office	Course Director	Course Counselor	Assistant Course Counselor
NACIN Zonal Campus, Chandigarh	Shri Rajesh Roy, Assistant Director	Ms. Shikha Nimesh, AAD Sh. Swajesh Gupta, AAD	Sh. Amit Kumar, Insp

Session –I 10:00AM-11:30AM	Session-II 11:45AM-1:00PM	Session-III 2:00PM-3:15PM	Session-IV 3:30PM-5:00PM
Tea Break 11:30AM to 11:45 AM	Lunch Break 1:00 PM to 2:00PM	Tea Break 3:15PM to 3:30PM	

DAY	SESSION	TOPIC	Faculty (Sh/Smt./Ms.)
<b>Day 1</b> <b>(Monday)</b> 29 <sup>th</sup> September, 2025 <b>Orientation</b>	<b>Pre-session</b>	<b>Reporting and Registration</b> <b>Inauguration</b>	
	I	<ul style="list-style-type: none"><li>Organizational set up of CBIC.</li><li>DGHRD and its various wings- HRM-I, HRM-II, I&amp;W and EMC</li><li>Function &amp; Responsibilities of various Dept. Officers.</li></ul>	Rajesh Roy, AD, NACIN*
	II	<ul style="list-style-type: none"><li>Role of the TAs in the Department.</li><li>Understanding Classification of post of Tax Assistant as “General Central Service, Group‘C’ ,Non-Gazetted Ministerial.</li><li>FR 9(17), Rules4 and 7 of CCS (CCA) Rules, 1965</li></ul>	Jaideep Singh, EA,
	III	Understanding Office Decorum and how to maintain it. •‘Dress Code’ for office–what is formal for gents and ladies. •Etiquettes- Mobile, Email, Online communication, Dining, Social Gathering, Communication in Workplace/ public place.	Amit Choudhary, Insp.*

	IV	<ul style="list-style-type: none"> <li>• Soft Skills.</li> <li>• Interpersonal behavior</li> <li>• Basic Courtesy and Mannerisms</li> <li>• Interaction with the senior officials</li> </ul>	Nayanika Singh, Mental Health Consultant*
<b>Day-2</b> <b>(Tuesday)</b> 30 <sup>th</sup> September, 2025 <b>Productivity</b> <b>Tools</b>	I	<b>i-GOT</b> <ul style="list-style-type: none"> <li>• Registration on i-GOT portal</li> <li>• Prarambh module.</li> <li>• Completion of a course.</li> </ul>	Shikha Nimesh,AAD*
	II	<b>Cyber security</b> <ul style="list-style-type: none"> <li>• General Precautions and safeguards.</li> <li>• Safeguards in using social media.</li> <li>• Completion of a course available on i-GOT portal on cyber security.</li> </ul> <b>e-mail:</b> <ul style="list-style-type: none"> <li>• E-mail Policy of GoI-Using only '@gov.in' email;</li> <li>• Prohibition on use of private emails for official work.</li> </ul> CBIC Instruction on use of only email IDs issued by Govt. (Advisory No. DCCS/03/2025 dated 10 <sup>th</sup> May, 2025)	Gurcharan Singh, Cyber Faculty, CDTI CHD
	III & IV	<b>Computer Proficiency</b> <ul style="list-style-type: none"> <li>• Advanced Word Processing</li> <li>• Advanced Spread Sheet</li> <li>• Advance generation of slides</li> </ul>	Vinod Kumar,AAD*
<b>Day-3</b> <b>(Wednesday)</b> 1 <sup>st</sup> October, 2025 <b>e-Office</b>	I	<b>Basics</b> <ul style="list-style-type: none"> <li>• Introduction to eOffice</li> <li>• Logging into eOffice, Menu Bar</li> <li>• Use of mobile token in place of SMS to login (Accops HyID app)</li> </ul> <b>Diarisation of Dak in eoffice</b> <ul style="list-style-type: none"> <li>• Physical dak, email, letters received on eOffice.</li> <li>• SOP on dak diarisation.</li> <li>• SOP on Dispatch and Receipt of communication in eOffice.</li> <li>• Send/Send back, Put in a File, Closing/Re-opening File.</li> <li>• Copy, Pull back, Pull up, Generating Acknowledgement.</li> </ul>	Amarjit Singh, Project Lead,eOffice*
	II	<b>Working on eFile</b> <ul style="list-style-type: none"> <li>• How to create/edit/close/re-open/park a file.</li> <li>• Writing note (green note/yellow note).</li> <li>• Flagging/Reference (Correspondence/Notes).</li> </ul>	-Do-

		<ul style="list-style-type: none"> <li>• Attaching and linking a file, difference between the two.</li> <li>• Opening a part file; Closing part file by linking with main file</li> </ul>	
	III	<b>Drafts</b> <ul style="list-style-type: none"> <li>• Introduction to Drafts,</li> <li>• Creation of drafts- typing within editor, using template,</li> <li>• copying/pasting to editor, Using Hashtags, Typing in Hindi,</li> <li>• Using 'Translate' utility</li> <li>• Uploading a word document to create draft, and its editing</li> <li>• Attachments to drafts,</li> <li>• Approval of Drafts</li> </ul>	-Do-
	IV	<b>Signing, Dispatch and Misc. matters:</b> <ul style="list-style-type: none"> <li>• Signing-DSC, eSign, Ink Sign,</li> <li>• Dispatch: By Self and by CRU; to CRU of another office; On email of the recipient.</li> <li>• Tracking file/receipt –Using Movement feature</li> <li>• Searching receipt/file-Using Advance Search feature</li> <li>• “Pull Up” feature.</li> <li>• Sending file &amp; receipt to another department in same/other instance</li> </ul> <b>Various roles in eOffice</b> <ul style="list-style-type: none"> <li>• Working as 'Assistant' to an officer.</li> </ul> Role of EMD Manager; Redressal of eOffice related issues.	-Do-
<b>Day 4</b> <b>Thursday</b> <b>2<sup>nd</sup> Oct., 2025</b>	<b>Gandhi Jayanti/ Swachhta Activity</b>		
<b>Day-5</b> <b>(Friday)</b> <b>3<sup>rd</sup> October, 2025</b> <b>Establishment</b>	I	<b>FR and SR-An overview</b> <ul style="list-style-type: none"> <li>• Basic understanding of FR&amp;SR- Part-I.</li> <li>• Brief introduction to FR &amp; SR-Part II- Travelling Allowances Rules, Part III- CC (Leave) Rules, 1972, Part IV- Dearness Allowance, and Dearness Relief Rules, and Part V-HRA.</li> </ul>	Jaideep Singh EA, DGGI (Adj) Delhi
	II	<b>Reservation in services</b> <ul style="list-style-type: none"> <li>• Reservation for SC/ST/OBC, Post-based Reservation Roasters .</li> <li>• Reservation for Persons with Disabilities.</li> <li>• Reservation for Meritorious Sportspersons.</li> <li>• Reservation for Ex-Servicemen.</li> <li>• Compassionate Appointments</li> </ul> Protection of Rights of SC/ST against anti-reservation judgement.	Jaideep Singh EA, DGGI (Adj) Delhi

	III	<b>Pay and Pay Fixation</b> <ul style="list-style-type: none"> <li>• 7th CPC, Pay Scales/ Pay Levels, Fixation of Pay, Stepping up.</li> <li>• Increment, Calculation of HRA, TA, DA, etc.</li> <li>• Options for fixation of pay.</li> <li>• Due Drawn statement.</li> <li>• Illustrative examples of pay fixation. Sample exercises from Swamy's, DOPT OM on pay fixation.</li> </ul>	Sunny Arneja, EA
	IV	-do-	Sunny Arneja, EA
<b>Saturday</b> 4 <sup>th</sup> October,2025	Holiday		
<b>Sunday</b> 5 <sup>th</sup> Oct 2025	Holiday		
<b>Day-6</b> <b>(Monday)</b> 6 <sup>th</sup> October,2025 <b>Establishment</b>	I	<b>DPC:</b> General conditions for convening of DPCs. <ul style="list-style-type: none"> <li>• Model Calendar for DPC.</li> <li>• Recruitment Rules in force at the time of occurrence of vacancy.</li> <li>• Integrity Certificate.</li> <li>• Zone of Consideration.</li> <li>• Character Rolls.</li> <li>• Sealed Cover Cases.</li> <li>• Review DPC.</li> <li>• Preparation of agenda points &amp; record for DPC.</li> </ul>	Ramji Gupta, AO (Retd.)
	II	<b>Recruitment</b> <ul style="list-style-type: none"> <li>• Direct Recruitment - SSC, Sports, Compassionate, Surplus, Deputation &amp; Absorption.</li> <li>• Probation, Confirmation.</li> </ul> <b>Resignation, Technical Resignation, Lien, Resignation before completion of 20 years of service.</b> <b>General Conditions of service</b> <ul style="list-style-type: none"> <li>• Medical Examination, Whole time concept, Lien protection, Pay and allowances, Unauthorized absence, Extension of joining time in service.</li> </ul>	Ramji Gupta, AO (Retd.)
	III	<b>MACP scheme/ NFG scheme/NFU scheme</b> <ul style="list-style-type: none"> <li>• Understanding the schemes.</li> <li>• Conditions for grant of benefits</li> <li>• Relevant OMs</li> </ul>	Ramji Gupta, AO (Retd.)
	IV	<b>Quitting Service-Other than Superannuation</b> <ul style="list-style-type: none"> <li>• Voluntary Retirement, Premature Retirement, Retirement on Medical Grounds, Missing employees, Absorption in Autonomous Bodies /Public Sector Units etc.</li> <li>• On attaining the age of superannuation, FR 56J.</li> <li>• Entitlement on dismissal, removal and suspension.</li> </ul>	Ramji Gupta, AO (Retd.)

<b>Day-7</b> <b>(Tuesday)</b> 7 <sup>th</sup> October, 2025 <b>Pay &amp; Cash</b>	I	<b>GPF, NPS, UPS &amp; CGEGIS</b> <ul style="list-style-type: none"> <li>Subscription, Advances, Withdrawals, Final payment.</li> </ul> DLIS.	Kuldeep, TA, NACIN*
	II	<b>Bhavishya Portal</b> <ul style="list-style-type: none"> <li>Using the portal.</li> </ul> Changing the login ID/mobile no. with change of HOO.	Navdeep* EA, NACIN
	III	Preparation of salary & bills in PFMS Module. <ul style="list-style-type: none"> <li>EIS</li> <li>Pay module, GPF module.</li> <li>Payment under PFMS-Obligation of GST TDS.</li> <li>Benefits available to a Government Servant- Various allowances, Advances &amp; Reward.</li> </ul>	Kuldeep, TA NACIN*
	IV	<b>Joining Time:</b> CCS(Joining Time) Rules, 1979. <b>Leave Rules</b> -CCS (Leave) Rules, 1972 <ul style="list-style-type: none"> <li>General Conditions.</li> <li>Various types of leaves.</li> <li>Admissibility of leave.</li> <li>Maintaining record of leave.</li> <li>Communicating leave.</li> </ul> Casual Leave (including its record keeping).	Deepak, EA*
<b>Day-8</b> <b>(Wednesday)</b> 8 <sup>th</sup> October, 2025 <b>Pay &amp; Cash</b>	I	<b>Postings and Transfers</b> <ul style="list-style-type: none"> <li>Preparation of History of Postings/Rosters/Disposition List. ICT/ AGT.</li> </ul>	<b>Devender Kumar, EA CCU</b>
	II	<b>Pension Rules &amp; Retirement Benefits</b> <ul style="list-style-type: none"> <li>General Conditions.</li> <li>Eligibility.</li> <li>Pension Rules.</li> <li>Retirement benefits.</li> <li>Practical exercise in calculation of pension.</li> <li>Sankalp-Registration under Sankalp.</li> </ul>	Ajay Dhingania, AAO, PAO Chandigarh
	III	<b>Budget</b> <ul style="list-style-type: none"> <li>Understanding Function Heads and new Object Heads (capital and revenue expenditure).</li> <li>Cash &amp; Accounts.</li> <li>Preparation of Budget Estimates, Grants &amp; Compilation</li> <li>Accounts Compilation.</li> <li>Consolidated Fund.</li> <li>Expenditure Control, Appropriation &amp; Re-appropriation.</li> <li>Reconciliation and monitoring of Funds.</li> <li>Maintenance of registers thereof.</li> <li><b>Contingent expenditure</b></li> </ul>	Anoop, EA, CCU Chandigarh*

		<ul style="list-style-type: none"> <li>Recurring, non-recurring, Misc Expenditure, etc.</li> <li><b>BEAMS Portal</b></li> <li></li> </ul>	
	IV	- Do -	
<b>Day-9</b> <b>(Thursday)</b> 9 <sup>th</sup> October, 2025 <b>Pay &amp; Cash</b>	I	<b>Receipts and Payment</b> <ul style="list-style-type: none"> <li>Govt. Accounts, Bills, PAO, Types of Forms.</li> <li>Audit, Audit techniques.</li> <li>Expenditure Audit- Departmental/By CAG</li> </ul>	Navjeet Singh, AAO, PAO Chandigarh
	II	<b>Travelling Allowances</b> <ul style="list-style-type: none"> <li>Travelling Allowances Rules and admissibility.</li> <li>Transfer T.A. and Admissibility.</li> </ul>	Deepak, EA
	III	<b>CGHS</b> <ul style="list-style-type: none"> <li>Credit Facilities, Referral System, Emergency Treatment, Medical Allowance for Pensioners.</li> <li><b>Medical Attendance Rules, 1944</b></li> <li>AMA, Facilities &amp; benefits.</li> <li>Do's &amp; Don'ts for medical claim.</li> </ul>	Dinesh Saini, EA
	IV	<b>LTC</b> <ul style="list-style-type: none"> <li>Eligibility.</li> <li>LTC to Home Town.</li> <li>LTC to anywhere in India.</li> <li>LTC Claims.</li> <li>Forfeiture of claim.</li> <li>Encashment of earned leave during LTC.</li> </ul>	Pariansh, EA*
<b>Day-10</b> <b>(Friday)</b> 10 <sup>th</sup> October, 2025 <b>Pay &amp; Cash</b>	I	<b>Service Book</b> -Relevant provisions in rules & maintenance. <ul style="list-style-type: none"> <li>Entries to be made in service book, and how to make them.</li> <li>How to maintain service book.</li> <li>Movement of service book.</li> <li>Updating/verification of service book.</li> <li>Family record/dependent family members.</li> <li>GPF/NPS/Gratuity Nomination etc.</li> <li>Entry of other records relating to service matters.</li> <li>Updating service book on eHRMS portal. Demo and practical exercises on Service Book.</li> </ul>	Navdeep Singh EA
	II	-do-	Navdeep Singh EA
	III	<b>Filing of returns on behalf of Department</b> <ul style="list-style-type: none"> <li>Filing of quarterly Income Tax TDS return of 24Q (salaried persons) and 26Q (non-salaried persons) under Income tax Act and maintaining record thereof.</li> <li>Filing of monthly GSTR-7 TDS return under GST Act and maintaining register thereof.</li> </ul>	Hanish Sharma, CA*
	IV	<b>Income Tax Module</b> <ul style="list-style-type: none"> <li>Calculation of Income Tax and rebate thereof- New Regime &amp; Old Regime.</li> </ul>	Kuldeep, TA, NACIN*

		<ul style="list-style-type: none"> <li>• TDS deduction.</li> <li>ITR filing/Form16/Form 26AS.</li> </ul>	
<b>Saturday 11<sup>th</sup> October, 2025</b>	Nature Tail Trek/ Walkathon/ Sports Activity		
<b>Sunday 12<sup>th</sup>Oct 2025</b>	Holiday		
<b>Day-11 (Monday) 13<sup>th</sup>October, 2025  Admin</b>	I	<b>Office Procedures</b> <ul style="list-style-type: none"> <li>• Understanding Central Secretariat Manual of Office Procedure</li> <li>• Noting</li> <li>• Drafting of various types of letters incl. D.O., O.M., Memo, E.O. etc.</li> <li>• <b>Record Management</b></li> </ul>	Sh Baljit Singh Khara, AD (Retd.)
	II	- Do -	
	III	<b>Financial Powers and Rules</b> <ul style="list-style-type: none"> <li>• Understanding General Financial Rules, 2017.</li> <li>• Understanding Delegation of Financial Power Rules, 1978.</li> <li>• Procedure to be followed for purchase.</li> </ul>	Jaideep EA
	IV	<b>Promotion</b> <ul style="list-style-type: none"> <li>• Types of promotions- Regular, in situ, proforma, ad hoc etc.</li> <li>• Consequential benefit of retrospective promotion.</li> <li>• Refusal of promotion.</li> </ul> <b>Seniority</b> <ul style="list-style-type: none"> <li>• Fixing roster/Seniority of a cadre.</li> <li>Handling seniority disputes.</li> </ul>	Jitender Kumar, EA
<b>Day-12(Tuesday) 14<sup>th</sup>October, 2025  Admin</b>	I	<b>GeM</b> <ul style="list-style-type: none"> <li>• Procurement of goods &amp; services (including tendering through GeM).</li> </ul> <b>E-Procurement</b> <ul style="list-style-type: none"> <li>• Creation of Bid.</li> <li>• Creation of RA.</li> </ul> <b>Payment Procedure</b> <b>Tendering</b>	Navdeep Singh, EA*
	II	<b>Infrastructure</b> <ul style="list-style-type: none"> <li>• Understanding CBICs' Manual on Infrastructure, 2022.</li> <li>• Purchase of lands and buildings for office and residence.</li> <li>• Preparing proposal for construction of office/residences.</li> <li>• Hiring of office building.</li> </ul>	Swajesh Gupta, AAD

		<ul style="list-style-type: none"> <li>• Purchase of buildings from other Govt. departments.</li> <li>• Proposal for repair and maintenance of office and residence.</li> </ul>	
	III	<b>Welfare</b> <ul style="list-style-type: none"> <li>• Government policies on welfare, Welfare Fund.</li> <li>• Financial Assistance in Death Cases.</li> <li>• Scholarship to meritorious children.</li> <li>• Medical Emergencies, Setting up of Guest Houses, Canteen etc.</li> </ul>	Jaideep EA
	IV	<b>Government Accommodation</b> <ul style="list-style-type: none"> <li>• General Condition for allotment.</li> <li>• Entitlement to residential quarters etc.</li> </ul>	Jaideep EA
<b>Day-13</b> <b>(Wednesday)</b> 15 <sup>th</sup> October, 2025  <b>Vigilance</b>	I	<b>Overview of Conduct Rules</b> <ul style="list-style-type: none"> <li>• Dos/Don'ts.</li> <li>• Transactions in movable/immoveable property.</li> <li>• Acceptance of gift/ taking part in politics/ criticism of Government, private trade/employment etc.</li> <li>• Filing of First IPR and annual IPR.</li> <li>• NOC of foreign visit/ passport.</li> </ul>	Rajesh Roy, AD*
	II	<ul style="list-style-type: none"> <li>• Handling of complaints-anonymous &amp; pseudonymous.</li> <li>• CPGRAM.</li> <li>• Vigilance Clearance.</li> <li>• APAR-Filing and self-appraisal on Sparrow Portal.</li> </ul>	Vikash, EA CGST Chandigarh*
	III	<ul style="list-style-type: none"> <li>• CCS(CCA)Rules,1965.</li> <li>• Disciplinary proceedings.</li> <li>• Concept of minor and major penalty.</li> </ul>	Vijay Bansal, Supdt, CCU*
	IV	<ul style="list-style-type: none"> <li>• Dealing with staff representation.</li> <li>• Handling of CAT/Court Cases; Filing of Replies.</li> </ul>	Tushar Vats, Inspector.*
<b>Day-14</b> <b>(Thursday)</b> 16 <sup>th</sup> October, 2025 <b>Miscellaneous</b>	I	<ul style="list-style-type: none"> <li>• <b>Gender sensitization</b></li> <li>• <b>POSH Act</b></li> </ul>	Malvinder Kaur, Prof PU
	II	<b>RTI Act, 2005.</b>	Rajesh Roy, AD
	III	<b>Rajbhasha</b> -Implementation and legal provisions.	Monika Sharma, CAO
	IV	• Time Management. & Work-Life Balance.	Nayanika Singh
<b>Day-15</b> <b>(Friday)</b> 17 <sup>th</sup> October, 2025  <b>GST/Customs</b>	I	Brief Introduction and Overview of GST On aspects relevant for working as ministerial staff	Pariansh Mittal, EA, NACIN
	II	Brief Introduction and Overview of Customs On aspects relevant for working as ministerial staff	Pariansh Mittal, EA, NACIN
	III	Investment opportunities and financial planning.	Vineet Goyal, BH & AGm, IDBI Bank
	IV	Feedback, Valediction and Conclusion	Team NACIN
30.09.2025 to 17.10.2025		Yoga session (all working day) 06:00AM to 07:00AM	Rajiv Tandan,