



कायलिय अपर महानिदेशक
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी,
क्षेत्रीय परिसर, जयपुर
117, संतोष नगर, सिविल लाइन्स मेट्रो स्टेशन के पास, अजमेर रोड,
जयपुर-302006



(Mail ID–nacinzti-jai-rj@gov.in; Tel. No. 0141-2225001-4, Fax No. 0141-2225002)
F.No. NACIN/II/3/POST/89/2021-ADMN-O/o ADG-NACIN-ZC-JAIPUR DATE 29.09.2023

To,
Director General,
NACIN, Faridabad.

Sir,

Subject: Induction training of Hawaldars of CGST and Customs - Police Training - Reg.


Kindly refer to discussions held during the meeting held on 14th September 2023 through VC on the above cited subject. During the meeting, it was decided to hold induction course of Hawaldars for a period of four weeks as against the suggested duration of three weeks by the committee vide the earlier letter F. No. NACIN/II/3/POST/89/2021-ADMN-O/o ADG-NACIN-ZC-JAIPUR dated 12.09.2023. It was also discussed that Induction Training for the Hawaldars is to be fully residential with State Police/Para Military forces Police or similar centres. Further it was instructed that the Committee constituted for designing the course curriculum, may review their suggestions submitted vide above cited letter dated 12.09.2023 and resubmit the schedule for a four-week training module.

2. Accordingly, a meeting of committee members was held through VC on 23rd September 2023 for discussions on modifying the 3 weeks Schedule submitted earlier to a 4 weeks' schedule. The following proposal is resubmitted: -

- a) It is proposed that Induction Training for the Hawaldars shall be for 4 weeks instead of earlier proposed 3 weeks. The schedule shall cover classroom training, police training/arms training and departmental attachments. The schedule has been accordingly modified and attached as Annexure 'A'.
- b) It shall be residential and conducted at Arms Training Institute /Police Training Centre / RPF / similar centres depending upon the availability of training centre for 4 weeks. The Police Training Academy/ Arms training institute / Centre may draw their own schedule and shall cover all the topics mentioned in Annexure 'A' in their schedule.
- c) The academic sessions can be held in their premises by their faculty or deputing desired faculty by ZTI NACIN. ZTIs may conduct some of these sessions at their premises without compromising on Police/Arms Training.

- d) The ADGs may also make necessary changes or modifications as per the local needs or specific requirements in the schedule.
- e) The departmental attachment / valediction may be conducted as per the location of the Academy and the convenience of the concerned ZTI NACIN.

Yours faithfully,


(Sanjay Gupta) 29.9.2023
Pr. Additional Director General,
NACIN, Jaipur

Encl: Ann - 'A'

Annexure:A

Induction Training for Hawaldars – Total 4 weeks

* **Note**:-ZTIs may include topics like K9 or vernacular language / quizzes / games/Yoga or any other relevant topic etc. as per local requirements

Inauguration:

Brief Introduction of Organisational Setup, Broad over view of GST & Customs- 4 Sessions

- Brief Introduction of Organisational Setup- 1 Session
- Role of officers of CBIC and role of Hawaldars- 1 Session
- Brief Introduction to Customs- 1 Session
- Brief Introduction of GST- 1 Session

Service/Administration Matters- 4 Sessions

- Matters related to Pay/GPF/NPS/ Gratuity/TA/ LTC, Importance of Service & personal finance/savings etc.- 2 Sessions
- CGHS facilities/Medical facilities, Leave rules & Leave Encashment and staff welfare measures- 1 Session
- PFMS & EIS-overview and key notes, GEM, Bhavishya Portal- 1 Session

Role & Duties of Hawaldars in GST, Customs & Sea port (Preventive/Anti-smuggling/ Field Office)- 4 Sessions

- GST 1 Session
Assistance in verification of premises, gathering of evidence, managing logistics, arranging panchas and maintaining order, Serving of notice/ summons/orders
- Airport/Seaport/ LandCustoms 1 Session
Airport procedures, duties and X-ray Scanning, Rummaging, Assistance in handling of unaccompanied baggage and collection & deposit of duties - (with case studies)
- Brief Overview of NDPS in Customs 1 Session
Brief overview of NDPS& role of customs in prevention of drug smuggling including use of drug testing Kit
- Assistance in physical examination of the imported/ exported Goods, Profiling/ frisking of passengers, custody of suspected/ accused/arrested passengers and assistance in their medical examinationincluding mock exercise, Assistance in producing the accused before court sand in handing over of accused to judicial custody 1 Session

Office duties- 5 Sessions

- 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. 1 Session
- Assist in preparing inventory of detained/seized goods, safe custody of documents/samples/files and Sampling: Drawing, Sealing, safe custody, lab testing etc. 1 Session
- Working on E-Office- Receipt of Dak, scanning/entry & Diarisation in e-office and sending receipt to concerned official 2 Session
- Dispatch-Inward /Outward/ Handling of confidential letters, packets & other office work 1 Session

Vigilance, RTI & Rajbhasha- 4 Sessions

- Vigilance set up in the department, disciplinary proceedings 1 Session
- Over view of Conduct Rules CCS/ CCA Rules, Ethics & Integrity 1 Session
- Rajbhasha and Unicode 1 Session
- Citizen Charter/Sevottam& RTI Act & CPGRAM 1 Session

Basics of Computer – 5 Sessions

- Basics of Computer Hardware & Software 1 Session
- Basics of MS Word & MS Excel 2 Sessions
- Functioning of Internet including composing and handling of mails 2 sessions

Basic understanding of Local Language 10 sessions

Misc Sessions:(14 sessions)

- Cr PC Provisions relating to Search, Seizure, Detention, Arrest, Medical Examination of detainee etc.
- Role / responsibility & accountability in enforcement of such provisions under GST / Customs / Narcotics Law and the Indian Penal Code (IPC) provisions
- Discipline, Uniform etiquette
- National Flag & Salutation with practise
- Coordination with Police, Revenue, Judiciary & Other Govt. Departments
- The Arms Act – 1959 & Explosives Act -1908
- Motivation, Personality Development & Inter-personal relationships
- Sexual Harassment at Workplace
- First Aid & CPR shall be taught (Medical emergencies)
- Disaster recovery and management: Fire-fighting, Fire rescue, Emergency techniques in fire/earth quake etc.
- Behavior with public & office staff and technique to handle conflicts in Office and public places
- Workshop on team work and team building exercises and soft skills
- Human Rights & Gender sensitization
- Stress management-

Field Visit- 6 Sessions

- Visit to Airport (Exposure to Airport duty including X-Ray scanning and frisking) & Air Cargo Complex 2 Sessions (Half day attachment)
- Visit to DRI/DGGI/Anti evasion attachment) 2 Sessions (Half day attachment)
- Visit to Forensics Lab/CRCL Lab 2 Sessions (Half day attachment)

Valediction- 2 Sessions

Summary:

Topic	Nos. of Sessions
Brief Introduction of Organisational Setup, Broad over view of GST & Customs	4
Service/Administration Matters	4
Role & Duties of Hawaldars in GST, Customs & Sea port (Preventive/Anti-smuggling/ Field Office)	4
Office duties	5
Vigilance, RTI & Rajbhasha	4
Basics of Computer	5
Misc	14
Basic understanding of Local Language	10
Field Visit	6
Valediction	2
Total nos. of sessions	58

The arms/ police training may include the followings:

- (i) 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
- (ii) Weapons Training & Firing-
 - Familiarization of 9mm Pistol / 38 revolver and other such similar weapons
 - Stripping and assembling and naming the parts of weapon
 - Firing Positions
- (iii) Firing:
 - 9mm Pistol / 38 revolver and other such similar weapons (20 rounds each)

Explosives / Handling and use of Weapons:

 - a. Explosive Devices, Identification of Explosives
 - b. Introduction, Inspection of Weapons, handling, loading and unloading of firearms
 - c. Drawing and returning the weapon
 - d. Firing position, difference between Pistol, Revolver etc

Foot note: This module is suggested for CGST and Customs Hawaldars, however the module exclusively for Customs Hawaldar may vary after consultation with the respective CCA's.

