

Mandated Information as per Section 4(1)(b) of RTI Act, 2005
in r/o NACIN, Chennai for the F.Y. 2024-25

1. Organisation and Function

S. No	Item	Details of disclosure	Remarks/ Reference Points (Fully Met/ partially met /not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS, CHENNAI Plot No.3/86-E, AIEMA Road, Ambattur Industrial Estate, Chennai - 600 058
		(ii) Head of the organization	The NACIN Chennai is headed by a Additional Director General.
		(iii) Vision, Mission and Key objectives	The Charter of functions of NACIN is specified in CBIC Office Order No. 06/Ad.IV/2017 dated 12th June, 2017 [F.No. A-11012/172017-Ad.IV] which, inter alia, provides that NACIN will undertake training and other capacity building activities in the field of Customs, Indirect Taxes and Narcotics
		(iv) Function and duties	The main functions of the NACIN is to train officers of CBIC, other Government Departments in GST, Customs & Narcotics Law. The training calendar is prepared in the beginning of financial year and courses are conducted with the help of in-house faculty as well as experts from the respective field. The NACIN also prepares training material on various subjects for use by the participants. "NACIN Chennai has been entrusted with the conduct of Departmental Promotion Examination of Executive Assistants for promotion to the grade of Inspectors of Central Tax and Customs."
		(v) Organization Chart	Organization Structure can be viewed in the link given as under: Enclosed as <u>Annexure-A</u>

		Any other details- (vi) the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	<p>NACIN Chennai started functioning in the year 1974 as Regional Training Centre (RTC) and from No. 29, Barnaby road, Kilpauk, Chennai - 10. It was headed by a Deputy Director at that time.</p> <p>In 1980, the Regional Centre of Customs Staff College for the Probationers of Indian Customs & Central Excise Services (Group A) was started in Chennai and it was located in Custom House, Chennai.</p> <p>In April 1990, both the Regional Centre of Customs Staff College and the Regional Training Centre were brought under Southern Regional Centre of National Academy of Customs, Excise and Narcotics (NACEN) headed by an Additional Director General and catered to the training needs of all officers of CBEC in the states of Tamil Nadu, Karnataka, Puducherry, Kerala and the erstwhile Andhra Pradesh.</p> <p>After the creation of ZTIs in other states, NACIN Chennai caters to training needs of only the officers of Tamil Nadu and Puducherry.</p>
1.2	Power And duties of Its Officers And employee s [Section 4(1) (b)(ii)]	<div>(i) Powers and duties of officers (administrative, financial and judicial)</div> <div>(ii) Power and duties of other Employees</div> <div>(iii) Rules/ orders under which powers and duty are derived</div> <div>(iv) Exercised</div>	<p>NACIN being a Training Academy, the main function is to conduct various training programmes / courses/ seminars/ workshops both onsite and at Academy premises for various stakeholders viz., departmental officers/ state government officials / other departmental officers / college students etc.</p> <p>An officer in the grade of Additional/ Joint/ Deputy/Assistant Director is designated as Course Director for each course conducted by NACIN. Officers in the rank of Superintendent and Inspector assist the Course Director</p>

		<p>(v) Work allocation</p> <p>in organizing the course as Course Counsellor and Course Co-ordinator respectively. The courses are conducted under the overall supervision of Additional Director General of the Academy. Overall supervision of the functioning of NACIN, Chennai, rests with the Additional Director General.</p> <p>NACIN, Chennai conducts various training courses for Group 'A', 'B' and 'C'. Some of the important trainings conducted by this Academy are as follows:</p> <ol style="list-style-type: none"> i. Training of Officer Trainees (IRS Probationers) as and when they are attached to the Academy ii. Training of Group B Officers on their promotion to Group A iii. Specialized and periodic training to in-service officers on subjects like GST, Customs, Narcotics, Soft Skills, Administrative matters, etc. iv. Training to State/UT and other stake holders in the area of indirect taxation. v. Induction Course for all cadres in terms of the respective recruitment rules. vi. Management and soft skills training for overall professional and personal development of officers vii. Mandatory training prescribed under the respective Recruitment Rules for each cadre. viii. Any other capacity building activity as may be assigned by CBIC from time to time, besides
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			carrying out the normal administrative and establishment functions.
1.3	Procedure followed in decision making process [Section 4(1)(b) (iii)]	(i) Process of decision making Identify key decision-making points	Overall supervision of functioning of NACIN, Chennai rests with the Additional Director General. The decision-making points are <ul style="list-style-type: none"> i. Courses that are to be imparted in a month ii. Identification of stakeholders iii. Duration of the course iv. Schedule for the course v. Identification of Faculties vi. Approximate Expenditure for the course. Financial matters are dealt by Joint Director/Assistant Director to the extent and limit delegated by the Head of the Department i.e, the Additional Director General.
		(ii) Final decision-making Authority	Additional Director General
		(iii) Related provisions, acts, rules etc.	The training is conducted on the basis of rules, regulations, instructions, manuals etc. published by the CBIC as well as in terms of the National Training Policy. Matters relating to expenditure as carried out in terms of the General Financial Rules, 2017.
		(iv) Time limit for taking a decision, if any	No time limits have been prescribed for taking decisions. However, all decisions relating to training, administration and finance are taken immediately.

		(v) Channel of supervision and accountability	NACIN, Chennai is headed by the Additional Director General. The Joint Director reports to the ADG. The Deputy/Assistant Director reports to the Joint Director. The Additional Assistant Directors (Superintendents) report to the Deputy/Assistant Directors. Inspectors report to the Additional Assistant Directors. The Administrative Officers and Tax Assistant reports to the Chief Accounts Officer. Stenographers report to Addl. Asst. Director / Administrative Officer
1.4	Norms for discharge of functions [Section 4(1) (b)(iv)]	(i) Nature of functions/ services offered	a. Trainings in NACIN are conducted based on annual training calendar. Besides the courses covered in the annual training calendar, certain need based courses too are conducted based on the requests from the field formations. b. "Departmental Promotion Examination of Executive Assistants for promotion to the grade of Inspectors of Central Tax and Customs is conducted twice a year based on the Annual Departmental Examination Calendar laid down by NACIN Headquarters."
		(ii) Norms/ standards for functions/ service	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of Grievances	RTI / CPGRAMS
1.5	Rules, regulations, instructions manual and records for discharging functions	(i) Title and nature of the record/Manual /instruction.	The training is conducted based on rules, regulations, instruction manuals etc. published by the CBIC as well as in terms of the National Training Policy.
		(ii) List of Rules, regulations, instructions and records.	
		(iii) Acts/ Rules manuals etc.	

	[Section 4(1)(b)(v)]	(iv) Transfer policy and transfer orders	No Transfer Orders are issued from NACIN, Chennai. The officers of the rank Assistant Commissioners and above of ZTI Chennai are posted by CBIC and the officers of the grade Additional Assistant Director (Superintendent) and below are posted on deputation for a period of 3 years or on loan basis for a period of 2 years by the concerned Cadre Controlling authority.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Routine records relating to administration, establishment matters and the Records of Departmental Examinations
		(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b) (viii)]	(i) Name of Boards, Council, Committee etc.	Not applicable
		(ii) Composition	
		(iii) Dates from which Constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Enclosed in <u>Annexure-C</u>
		(ii) Telephone, fax and email ID	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees and their Gross monthly remuneration	The officers working in this Academy draw their monthly emoluments as per Government pay rules. The working strength as on 22.5.2025 and the indicative monthly level of pay for each designation is as below. The indicative monthly pay for each level is enclosed in <u>Annexure B</u>

			<table><tr><th>Designation</th><th>Working Strength</th><th>Level of pay in Pay Matrix Table</th></tr><tr><td>ADG</td><td>1</td><td>15</td></tr><tr><td>Jt. Dir</td><td>1</td><td>12</td></tr><tr><td>Dy. Dir</td><td>1</td><td>11</td></tr><tr><td>Asst. Dir</td><td>7</td><td>10</td></tr><tr><td>CAO</td><td>1</td><td>10</td></tr><tr><td>Addl. Asst. Dir.</td><td>1 *</td><td>9</td></tr><tr><td>Addl. Asst.Dir.</td><td>7 (on loan basis)</td><td>9</td></tr><tr><td>Senior PS</td><td>1 *</td><td>9</td></tr><tr><td>Administrative Officer</td><td>1 *</td><td>8</td></tr><tr><td>Inspector</td><td>4 (loan basis)</td><td>7</td></tr><tr><td>Stenographer Gr- I</td><td>1 *</td><td>6</td></tr><tr><td>Stenographer Gr- II</td><td>1 *</td><td>5</td></tr><tr><td>Total</td><td>28</td><td>*on deputation</td></tr></table>	Designation	Working Strength	Level of pay in Pay Matrix Table	ADG	1	15	Jt. Dir	1	12	Dy. Dir	1	11	Asst. Dir	7	10	CAO	1	10	Addl. Asst. Dir.	1 *	9	Addl. Asst.Dir.	7 (on loan basis)	9	Senior PS	1 *	9	Administrative Officer	1 *	8	Inspector	4 (loan basis)	7	Stenographer Gr- I	1 *	6	Stenographer Gr- II	1 *	5	Total	28	*on deputation
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1.10	<table><tr><td rowspan="2">Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</td><td>(i)Name and designation of the public information officer (PIO), Assistant Public Information officer(s)& Appellate Authority</td></tr><tr><td>(ii)Address, telephone numbers and email ID of each designated official.</td></tr></table>	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i)Name and designation of the public information officer (PIO), Assistant Public Information officer(s)& Appellate Authority	(ii)Address, telephone numbers and email ID of each designated official.	Given in Table I below:																																								
Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i)Name and designation of the public information officer (PIO), Assistant Public Information officer(s)& Appellate Authority																																												
	(ii)Address, telephone numbers and email ID of each designated official.																																												

TABLE-I

S.No	Name of the Officer	Designation	Address & Contact No.
i.	Smt. Meghaa Gupta, Joint Director	First Appellate Authority	National Academy of Customs, Indirect Taxes and Narcotics, Plot No. 3/86-E, Ambattur Indl. Estate, Chennai 600058. Phone:044-26250183 Fax: 044-26250155
ii.	Smt. Suba Sankari.C, Deputy Director	Central Public Information Officer	National Academy of Customs, Indirect Taxes and Narcotics, Plot No. 3/86-E, Ambattur Indl. Estate, Chennai 600058. Phone:044-26250138
iii.	Shri. N. S. Lokeshwaran, Additional Assistant Director	Central Assistant Public Information Officer	National Academy of Customs, Indirect Taxes and Narcotics, Plot No. 3/86-E, Ambattur Indl. Estate, Chennai 600058. Phone:044-26250139
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	There is no disciplinary proceeding against any officer.
		(ii) Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Training courses on RTI are conducted periodically.
		(ii) Efforts to encourage public authority to participate in these programmes	-----
		(iii) Training of CPIO/APIO	----
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	Not applicable

1.13	Transfer policy and transfer orders [F.No. 1/6/2011- IR dt. 15.4.2013]		The officers of ZTI Chennai are posted by CBIC / CCA on Deputation for a period of 3 years or on loan basis for a period of 2 years.
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2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met / partially met / not met - Not applicable will be treated as fully met/partially met)	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on Disbursements made etc. [Section 4(1)(b)]	(i) Total Budget for the public authority	Head	Total Sanctioned Grant for the F.Y. 2024-2025
		(ii) Budget for each agency and plan & programmes		
		(iii) Proposed expenditures	Salary	18391000
			Rewards	14000
			Medical	100000
			Allowances	20800000
			LTC	500000
			Training Expenses	11200000
			D.T.E	1500000
		(iv) Revised budget for DTA each agency, if any	Office Expenses	19500000
			RRT	18800000
			Printing and Publication	800000
		(v) Report on Disbursements made and place where the related reports are available	Rent for others	2900000
			Digital Equipment	465000
			Materials & Supplies	250000
			Fuels & Lubricants	350000
			Professional Service	6592000
			Repair and maintenance	1850000
			Other Revenue Expenditure	350000
			Swachhta Action Plan	800000
			Machinery and Equipment	800000
			Information, Computer, Telecommunication (ICT) Equipment	650000
			Furniture and Fixtures	1350000
			Other Fixed Assets	200000
			Total	108162000
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Not applicable	

		<p>(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.</p> <p>a. Places visited</p> <p>b. The period of visit</p> <p>c. The number of members in the official delegation</p> <p>d. Expenditure on the visit</p>	Not applicable
		<p>(iii) Information Related to procurements</p> <p>a. Notice/tender enquires, & corrigenda if any thereon,</p> <p>b. Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c. The works contracts concluded – in any such combination of the above- and</p>	<p>The procurements of Goods are done through the GeM. In exceptional cases where the products are either not available in GeM or specifications are tailor made, the goods are procured from the open market either through Direct purchase (where value is less than Rs. 25000/-) or through Purchase Committee (where the value is more than Rs. 25000/-).</p> <p>In the case of service contracts, the purchases are invariably done through e- Tenders</p>

		d. The rate /rates and the total amount at which such Procurement or works contract is to be executed	
2.3	Manner of execution of subsidy programme [Section 4(i)(b) (xii)]	(i) Name of the programme of activity	Not Applicable
		(ii)Objective of The programme	Not applicable
		(iii)Procedure to avail benefits	Not applicable
		(iv)Duration of the programme/ scheme	Not applicable
		(v)Physical and financial targets of the programme	Not applicable
		(vi)Nature/scale of subsidy /amount allotted	Not applicable
		(vii)Eligibility criteria for grant of subsidy	Not applicable
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not applicable
2.4	Discretionary and non-discretionary grants [F. No.1/6/2011-	(i) Discretionary and non-discretionary grants/ allocations State Govt./	-----

	IR dt. 15.04.2013]	NGOs /other institutions	
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits or authorizations granted by the public authority [Section 4(1) (b) (xiii)]	<p>i. Concessions, permits or authorizations granted by public authority</p> <p>ii. For each concessions, permit or authorization granted</p> <p>a. Eligibility criteria</p> <p>b. Procedure for getting the concession/ grant and / or permits of authorizations</p> <p>iii. Name & address of the recipients given concession/ permits or authorizations</p> <p>iv. Date of award of concessions /permits of authorization</p>	Not applicable

2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Not Applicable
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3. Publicity and Public interface

S. No	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for Any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b) (vii)]	i. Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not applicable
		ii. Arrangements for consultation with or representation by a. Members of the public in policy formulation/ policy implementation b. Day & time allotted for visitors c. Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not applicable
		iii. Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	Not applicable
		(ii) Detailed project reports (DPRs)	
		(iii) Concession agreements. (iv) Operation and maintenance manuals	

		(v) Other documents generated as part of the implementation of the PPP (vi) Information relating to fees, tolls, or the other kinds of revenues that may be Collected under Authorization from the government (vii) Information relating to outputs and outcomes (viii) The process of the selection of the private sector party (concessionaire etc.) (ix) All payment made under the PPP project	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while Formulating important policies or announcing decisions affect public to make the process more interactive (i) Policy decisions/ legislations taken in the previous one year (ii) Outline the Public consultation Process (iii) Outline the arrangement consultation before formulation of Policy	Not applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	The details about the zonal unit are available on the web page https://www.nacin.gov.in/ZCChennai/ZTICennai.html
3.4	Form of accessibility Of information	Information manual/handbook available in (i) Electronic format	Not applicable

	manual / handbook (Section 4(1)(b))	(ii) Printed format	
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	
		(ii) At a reasonable cost of the medium	

4. E. Governance

S .No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/ partially met/not met- Not applicable will be treated as fully met/ partially met)
4.1	Language in which Information Manual/ Handbook Available [F No. 1/6/2011- IR dt. 15.4.2013]	(i) English	Not applicable
		(ii) Vernacular/ Local Language	
4.2	When was the information Manual/Hand boo k last updated? [F No. 1/6/2011- IR dt 15.4.2013]	Last date of Annual updation	Not applicable
4.3	Information available in electronic form [Section 4(1) (b)(xiv)]	(i) Details of information available in electronic form	The details about the zonal unit are available on the web page: https://www.nacin.gov.in/ZCC_hennai/ZTChennai.html
		(ii) Name/ title of the document/record/ other	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b) (xv)]	(i) Name & location of the faculty	The details can be sought through RTI application either through online or through RTI application addressed to this office. The CPIO and CAPIO furnish reply to RTI application within the prescribed time. The CPIO and CAPIO are available in the office premises during regular office hours. Their contact details are given in TABLE- I
		(ii) Details of information made Available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	

4.5	Such other information as may be	(i) Grievance redressal mechanism	Appeal provisions are available. The details of the First Appellate Authority are
	prescribed under section 4(i) (b) (xvii)		given in TABLE-I . The Second Appellate Authority is Central Information Commission.
		(ii) Details of applications received under RTI and information provided	No. of applications received and Disposed of in the FY 2024-25 From 1.4.2024 to 31.03.2025: 56 RTI applications are received and 56 are disposed of
		(iii) List of completed schemes/ projects/ Programmes	Not applicable
		(iv) List of schemes/ projects/ programme underway	Not applicable
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	The Annual Maintenance Contracts are granted through e-Tender Process. The contracts are for a period of one year. The details of the Contracts/ name of the Contractor and amount of contract including GST per month, are in TABLE- II below
		(vi) Annual Report	---
		(vii) Frequently Asked Question (FAQs)	---
		(viii) Any other information such as	Not applicable
		a) Citizen's Charter	
		b) Result Framework Document (RFD)	
		c) Six monthly reports on the Performance against the benchmarks set in the Citizen's charter	

4.6	Receipt & Disposal of RTI Applications & Appeals (F.No. 1/6/2011-IR dated 15.4.2013)	(i) Details of applications received and disposed	<p>RTI applications received are regarding, examinations, work related to various sections and the Contents of the Courses. The applications received are disposed of within the prescribed time limit.</p> <p>From 1.4.2024 to 31.03.2025: 56 RTI applications are received and 56 are disposed of</p>
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		(ii) Details of appeals received and orders issued	<p>No. of appeals received: Nil</p> <p>No. of appeals disposed : Nil</p>
4.7	Replies to questions asked in parliament [Section 4(1)(d)(2)]	Details of questions asked, and replies given	Nil

TABLE-II

Sl. No.	Name of Contract	Name of Service Provider or Contractor (as on 31.03.2025) (M/s)	Rate of Contract (Rs.)
1	Housekeeping Service 26 days a month for the FY 2024-25	M/s Falcon C Security Services Pvt Ltd., Chennai	Rs. 89,26,079 per annum
2	Security Services 24x7 without Arms for the FY 2024-25	M/s Tentacle Security	Rs. 13,05,810 per annum including GST
3	Providing Operational Vehicles and Staff Car (4 Nos. of cars)	M/s Yes Travels, Chennai (Upto Dec 2024)	Rs. 25,79,290+ applicable GST
		M/s Guru Travels(From Jan 2025 to March 2025)	Rs. 7,64,190 + applicable GST
4	AMC services for all Computers & UPS machines used in NACIN Office, Chennai for the FY 2024-25	M/s Aishka Technology Solutions Pvt Ltd, Chennai	Rs. 2,88,733 Per annum including GST
5	AMC services for Air-Conditioners of NACIN Office, Chennai for the FY 2024-25	M/S. Lotus Airtech Engineers	Rs. 4,61,244 per annum including GST

5. Information as may be prescribed

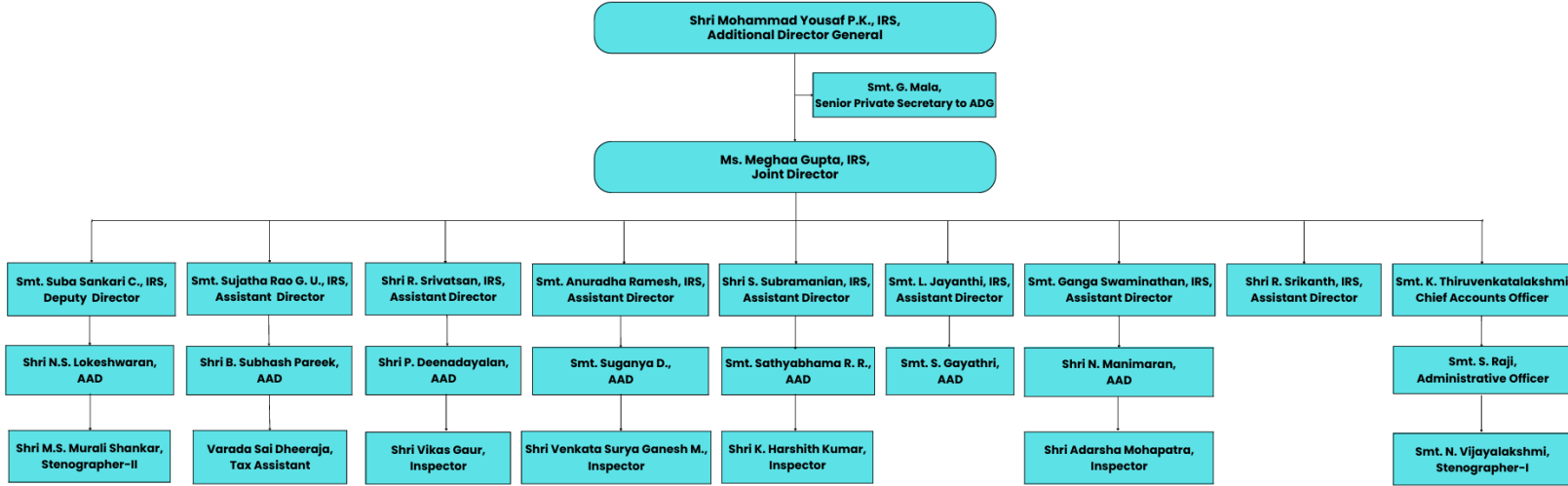
S. No	Item	Details of disclosure	Remarks/ Reference Points (Fully met/ partially met/ not met- Not applicable will be treated as Fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016- IR dt. 17.8.2016, F No. 1/6/2011- IR dt	i. Name & details of a. Current CPIOs & FAAs b. Earlier CPIO & FAAs from 1.1.2025	As available in reply to Sl. No.1.10 TABLE-I above
		ii. Details of third-party audit of voluntary disclosure a. Dates of audit carried out ii. Report of the audit carried out	Not applicable
		iii. Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD a. Date of appointment iii. Name & Designation of the officers	---
		iv. Consultancy committee of key stakeholders for advice on suo-motu disclosure a. Dates from which constituted b. Name & Designation of the officers	---
		v. Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	---

	<div>a. Dates from which constituted</div> <div>v. Name & Designation of the Officers</div>	
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6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		---
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	<ul style="list-style-type: none"> i. Whether STQC certification obtained and its validity. ii. Does the website show the certificate on the Website? 	---

ANNEXURE - A
Organization Chart as on 1.6.2025



Central Govt Pay Matrix

Pay Band	5200-20200					9300-34800					15600-39100				37400-67000			67000-79000	75500-80000	80000	90000
Grade Pay	1800	1900	2000	2400	2800	4200	4600	4800	5400	5400	6600	7600	8700	8900	10000						
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	13*	14	15	16	17	18		
1	18000	19900	21700	25500	29200	35400	44900	47600	53100	56100	67700	78800	118500	131100	144200	182200	205400	225000	250000		
2	18500	20500	22400	26300	30100	36500	46200	49000	54700	57800	69700	81200	122100	135000	148500	187700	211600				
3	19100	21100	23100	27100	31000	37600	47600	50500	56300	59500	71800	83600	125800	139100	153000	193300	217900				
4	19700	21700	23800	27900	31900	38700	49000	52000	58000	61300	74000	86100	129600	143300	157600	199100	224400				
5	20300	22400	24500	28700	32900	39900	50500	53600	59700	63100	76200	88700	133500	147600	162300	205100					
6	20900	23100	25200	29600	33900	41100	52000	55200	61500	65000	78500	91400	137500	152000	167200	211300					
7	21500	23800	26000	30500	34900	42300	53600	56900	63300	67000	80900	94100	141600	156600	172200	217600					
8	22100	24500	26800	31400	35900	43600	55200	58600	65200	69000	83300	96900	145800	161300	177400	224100					
9	22800	25200	27600	32300	37000	44900	56900	60400	67200	71100	85800	99800	150200	166100	182700						
10	23500	26000	28400	33300	38100	46200	58600	62200	69200	73200	88400	102800	154700	171100	188200						
11	24200	26800	29300	34300	39200	47600	60400	64100	71300	75400	91100	105900	159300	176200	193800						
12	24900	27600	30200	35300	40400	49000	62200	66000	73400	77700	93800	109100	164100	181500	199600						
13	25600	28400	31100	36400	41600	50500	64100	68000	75600	80000	96600	112400	169000	186900	205600						
14	26400	29300	32000	37500	42800	52000	66000	70000	77900	82400	99500	115800	174100	192500	211800						
15	27200	30200	33000	38600	44100	53600	68000	72100	80200	84900	102500	119300	179300	198300	218200						
16	28000	31100	34000	39800	45400	55200	70000	74300	82600	87400	105600	122900	184700	204200							
17	28800	32000	35000	41000	46800	56900	72100	76500	85100	90000	108800	126600	190200	210300							
18	29700	33000	36100	42200	48200	58600	74300	78800	87700	92700	112100	130400	195900	216600							
19	30600	34000	37200	43500	49600	60400	76500	81200	90300	95500	115500	134300	201800								
20	31500	35000	38300	44800	51100	62200	78800	83600	93000	98400	119000	138300	207900								
21	32400	36100	39400	46100	52600	64100	81200	86100	95800	101400	122600	142400	214100								
22	33400	37200	40600	47500	54200	66000	83600	88700	98700	104400	126300	146700									
23	34400	38300	41800	48900	55800	68000	86100	91400	101700	107500	130100	151100									
24	35400	39400	43100	50400	57500	70000	88700	94100	104800	110700	134000	155600									
25	36500	40600	44400	51900	59200	72100	91400	96900	107900	114000	138000	160300									
26	37600	41800	45700	53500	61000	74300	94100	99800	111100	117400	142100	165100									
27	38700	43100	47100	55100	62800	76500	96900	102800	114400	120900	146400	170100									
28	39900	44400	48500	56800	64700	78800	99800	105900	117800	124500	150800	175200									
29	41100	45700	50000	58500	66600	81200	102800	109100	121300	128200	155300	180500									
30	42300	47100	51500	60300	68600	83600	105900	112400	124900	132000	160000	185900									
31	43600	48500	53000	62100	70700	86100	109100	115800	128600	136000	164800	191500									
32	44900	50000	54600	64000	72800	88700	112400	119300	132500	140100	169700	197200									
33	46200	51500	56200	65900	75000	91400	115800	122900	136500	144300	174800	203100									
34	47600	53000	57900	67900	77300	94100	119300	126600	140600	148600	180000	209200									
35	49000	54600	59600	69900	79600	96900	122900	130400	144800	153100	185400										
36	50500	56200	61400	72000	82000	99800	126600	134300	149100	157700	191000										
37	52000	57900	63200	74200	84500	102800	130400	138300	153600	162400	196700										
38	53600	59600	65100	76400	87000	105900	134300	142400	158200	167300	202600										
39	55200	61400	67100	78700	89600	109100	138300	146700	162900	172300	208700										
40	56900	63200	69100	81100	92300	112400	142400	151100	167800	177500											

ANNEXURE-C

National Academy of Customs, Indirect Taxes and Narcotics, Chennai

List of employees & contact information as on 1.6.25

E-mail ID: nacin.chennai@gov.in EPABX- 044 - 26250157 / 26250159

Sl. No.	Name of the Officers Shri/ Smt / Mr / Ms.	Designation	Telephone No. (Office) 044 -
1.	Mohammad Yousaf P. K.	Additional Director General	26250083
2.	G.Mala	Sr.PS to ADG	26250083
3.	Meghaa Gupta	Joint Director	26250183
4.	Suba Sankari. C	Deputy Director	26250140
5.	Sujatha Rao.G.U.	Assistant Director	26250140
6.	R.Srivatsan	Assistant Director	26250143
7.	Anuradha Ramesh	Assistant Director	26250138
8.	S.Subramanian	Assistant Director	
9.	L.Jayanthi	Assistant Director	
10.	Ganga Swaminathan	Assistant Director	
11.	R.Srikanth	Assistant Director	
12.	K.Thiruvengkatalakshmi	Chief Accounts Officer	26250147
13.	N.Manimaran	AAD	26250539
14.	N.S.Lokeshwaran	AAD	26250474
15.	S.Gayathri	AAD	26250152
16.	Suganya.D	AAD	26250139
17.	P.Deenadayalan	AAD	
18.	B.Subash Pareek	AAD	26250128
19.	R.R.Sathyabhama	AAD	26250474
20.	S.Raji	Administrative Officer	26250155
21.	Vikas Gaur	Inspector	26250321
22.	Kalakuntla Harshith Kumar	Inspector	26250321
23.	Adarsha Mohapatra	Inspector	26250474
24.	Venkata Surya Ganesh	Inspector	26250321
25.	N.Vijayalakshmi	Stenographer Gr-I	26250155
26.	M.S.Murali Shankar	Stenographer Gr-II	26250321
27.	Varada Sai Dheeraja	Tax Assistant	26250185