

INFORMATION AS PER SECTION 4(1)(b) OF RTI ACT, 2005

1.1 Particulars of its Organization, Functions and Duties:-

National Academy of Customs, Indirect Taxes & Narcotics (NACIN) Zonal Campus, Jaipur is functioning under the administrative control of office of the Principal Director General, NACIN Palasamudram, an apex institution of Government of India for capacity building in the field of Customs, Indirect Taxes and Narcotics. NACIN Zonal Campus, Jaipur was established in June, 2017 with an endeavor to fulfil the training needs of the officers of Customs & CGST, Jaipur Zone. The Zonal Campus is headed by officer of the level of Pr. Additional Director General.

The Zonal Campus is located in a hired building measuring 15835 Sq.Ft at 117, Santosh Nagar, Near Civil Lines Metro Station, Ajmer Road. It is 1 km away from the main railway station, 1.75 km from the central Bus stand and 2.5 kms from the CGST Hqrs. The Campus comprises of administrative offices, two well equipped classrooms with seating capacity for 50 officers, a library, one computer lab, cafeteria and recreation room.

The Charter of functions of NACIN is specified in CBIC Office Order No.06/Ad.IV/2017 dated 12th June, 2017 [F.No. A11013/172017-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, including-

- (i) Induction training of directly recruited Group A officers
- (ii) Specialized and periodic training to in-service officers
- (iii) Induction training to Gr-B and C officers
- (iv) Training to State/UT and other stake holders in the area of indirect taxation
- (v) Management and soft skills training for overall professional and personal development of officers
- (vi) International cooperation and training activities in Customs, Narcotics, and other allied areas
- (vii) Any other capacity building activity as may be assigned by CBIC from time to time.

The Zonal Campus, Jaipur mainly focuses on the various trainings and capacity building activities as in the mandate as above for all cadres other than (i) and (vi) above which are the mandate of NACIN Hqrs at Palasamudram.

1.2 Powers and duties of its Officers and Employees

The duties of NACIN Jaipur and its employees are as follows:

- (i) To organize induction trainings of direct recruited/ promoted Inspectors, ministerial staff and Group D staff. CBIC Inducts a number of officers at Group B and C Level, which comprise major working strength of the field formations of CBIC. These officers get recruited through different examinations and after their joining the department, they are placed under training at the Zonal Campus of NACIN which imparts them training as per their work requirements. NACIN Jaipur takes assistance of Rajasthan Police Academy, Jaipur in getting the uniformed officers and staff trained in handling of firearms.
- (ii) To impart training on customs, indirect taxes and narcotics laws and other related issues to all the cadres working in the state of Rajasthan. Given the ever-changing nature of tax laws, rules and regulations and the administrative requirements for various posts under CBIC, NACIN undertakes specialized trainings of in-service officers from time to time. Besides customs, indirect taxes and drug law enforcement, the topics covered are general administration, human resource management, training in data management and systems, procurement of goods and services, grievance redressal, personality development, staff welfare etc.
- (iii) Training of State officers in GST: With the implementation of GST, uniformity has been brought in tax laws of Union and the States. NACIN has been actively conducting training for the State officers in GST and allied areas.

These courses are designed and conceptualized by the Pr. ADG with the assistance of the subordinate officers. The courses are conducted with the help of serving/retired departmental officers as well as out-sourced faculty on payment of honorarium as fixed by the department. Eminent personalities who are experts in their respective fields are called for delivering lecture to the participants.

1.3 The procedure followed in the decision-making process, including channels of supervision and accountability

An officer in the grade of Additional/Joint Director or Deputy/Assistant Director is designated as Course Director for each course conducted by NACIN. Officers in the rank of Assistant Director/Deputy Director, Additional Assistant Director and Inspector assist the Course Director in organizing the course. The courses are conducted under the overall

supervision of Pr. Additional Director General of the Zonal Campus, Jaipur. Overall supervision of functioning of NACIN, Jaipur rests with the Principal Director General, NACIN Palasamudram.

1.4 Norms for the discharge of its functions

A training schedule is prepared and sent to the Pr. DG, NACIN, Palasamudram every year by the Campus head giving the details of the courses and the man days of trainings sought to be achieved. Time lines and norms are prescribed in the regular meetings called by the Pr. DG.

Further vide office order F.No VI/Estt/4/22/2016/ 2762-2791 dt 02.03,2016 issued by ADG (Admn) NACIN, Faridabad, norms have been set for payment of Honorarium to the faculty which are as follows :

S.No.	Category	Honorarium
1.	In service officer	Rs.1000/- per session
2.	Retired officer of the department	Rs.2000/- per session
3.	Eminent persons / faculty	Upto Rs.8000/- per session

The outer limit of payment of Honorarium to an individual faculty is fixed at Rs.60,000/- in a year as per DOPT O.M. No. 13024/2/2008-Trg 1 dt. 3rd March 2009.

1.5 Rules, regulations, instructions, manuals & records held by it or under its control for being used by the employees for discharging its functions:

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. The records of trainings imparted, no. of officers participated and their relevant information, information of payment of honorarium etc is maintained.

1.6 A statement of the categories of documents that are held by the authority under its control

Training related files and material on different subjects for various level of officers are maintained in addition to routine records relating to administration and establishment matters.

1.7 Boards, Councils, Committees and other bodies constituted as a part of public authority

The Committees set up in NACIN Jaipur are as follows:

- Purchase Committee for the purpose of advice on purchase of articles for office use.
- Internal Complaint Committee for handling the complaints of sexual Harassment filed by women employees under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- Disaster management cell

The Minutes of the meetings of Internal Complaint Committee are not accessible for public.

1.8 Directory of its officers and employees

S. No	Name of the Officer S/Shri	Designation	Tele. Number	E-mail ID
1.	Vikas Kumar Jeph	ADG	2225001	vikas.jeph@gov.in
2.	Hemant Hingonia	Addl. Director	2225003	hemant.hingonia@gov.in
3.	A.K.Meena	Assistant Director	2224001	akmeena.67@gov.in
4.	D.K.Sharma	Assistant Director	2224002	durgeshks.d078601@gov.in
5.	Lalit Paliwal	Assistant Director	2224006	lalitp.g109101@gov.in
6.	Ms. C. R. Chitra	Assistant Director	2225002	chitra.cr.g079501@gov.in
7.	Devi Dutt Sharma	Supdt.	2225004	Devids.g109202@gov.in
8.	Laxmi Kant Tanwar	Supdt	-	laxmikt.g109601@gov.in
9.	Jatin Arora	Supdt.	2225002	jatina.g031602@gov.in
10.	Ankit Singh Rathore	Supdt.	-	ankitsr.g101401@gov.in
11.	Avinash Jangid	Supdt	-	avinashj.g021602@gov.in
12.	Pragya Singh Dhakar	Inspector	-	pragyasd.g202101@gov.in
13.	Gajendra Saini	Inspector	-	g.saini1993@gov.in

14.	Kamini Meena	Inspector	-	kamini.meena95@gov.in
15.	Manish Kumar	EA	-	Manishv.g101701@gov.in
16.	Rakesh Choudhary	EA	-	rakeshc.c091601@gov.in
17.	Sunil Gupta	Stenographer Gr-I	2225001	sunilkg.g101101@gov.in
18.	Sunil Suiwal	TA	-	sunils.g100801@gov.in
19.	Shubham Khandelwal	TA	-	shubhamkhand.g121702@gov.in
20.	Kanak Agarwal	Stenographer Gr-II	-	kanak.a1997@gov.in
21.	Rajesh Kumar	Head Havaladar	-	rajeshk.g108701@gov.in
22.	Brajesh Kumar Meena	Havaladar	-	meena.brajesh@gov.in
23.	Tarun Kakran	Havaladar	-	-

1.9 Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

As on date, NACIN has 07 Group A officers, 12 Group B officers and 06 other officers. Group A officers draw their monthly emoluments as per Government pay rules from DDO NACIN, Jaipur while other officers are posted on Loan Basis and they draw their salary from their parent Commissionerate, details of the same are available with their parent Commissionerate.

List of Employees with Gross Monthly Remuneration

S.No.	Designation	Scale of Pay as per 7 th CPC
1	Additional Director General	LEVEL-14 of Pay matrix along with applicable allowances
2	Additional Director	LEVEL-13 of Pay matrix along with applicable allowances
3	Assistant Director	LEVEL-10 of Pay matrix along with applicable allowances
4	Superintendent Gr. B Gazetted	LEVEL-9 of Pay matrix along with applicable allowances
5	Superintendent	LEVEL-8 of Pay matrix along with applicable allowances
6	Inspector	LEVEL-7 of Pay matrix along with applicable allowances
7	Steno Grade-I	LEVEL-6 of Pay matrix along with applicable allowances
8	Executive Assistant	LEVEL-6 of Pay matrix along with applicable allowances
9	Steno Grade-II	LEVEL-4 of Pay matrix along with applicable allowances
10	Tax Assistant	LEVEL-4 of Pay matrix along with applicable allowances
11	Head Havaladar	LEVEL-2 of Pay matrix along with applicable allowances
12	Havaladar	LEVEL-1 of Pay matrix along with applicable allowances

1.10 Names, designations and other particulars of the Public Information Officers:

Name OF CPIO & Contact No.	Name of First Appellate Authority & Contact No.
Ms. C.R. Chitra Assistant Director 0141-2225002 9895006575 chitra.cr.g079501@gov.in	Sh. Hemant Hingonia Additional Director 0141-2225003 8696389000 hemant.hingonia@gov.in

1.11 No. of employees against whom Disciplinary action has been proposed/taken:

- (i) No. of employees against whom disciplinary action has been initiated in financial year 2024-2025: –Nil
- (ii) Pending for Minor penalty or major penalty proceedings–Nil
- (iii) Finalized for Minor penalty or major penalty proceedings–Nil

1.12 Programmes to advance understanding of RTI:

NACIN, being a Training Institute; conducts numerous training programmes to advance understanding of RTI. The details of Training may be found in the Annual Training Calendar.

RTI Act, 2005 is a part of induction training of Direct Recruited Group 'B' Officers conducted by NACIN ZTI Jaipur. In addition to that, every year NACIN also calls for the nomination of officers for training on RTI-related subjects from various formations under CBIC under its 'In-service Trainings programme'.

The employees and officials of the Institute are regularly sensitized on RTI matters and are encouraged to participate in the training/workshops in the Institute and outside. The CPIOs are also encouraged to get well-versed with the best practices with respect to RTI matters. Guidelines for RTI are regularly published by the Public Authorities concerned.

1.13 Transfer policy and transfer orders:

Transfer policies are governed by CBIC and the concerned Cadre Control Authority (CCA). Transfer orders for Group A officers are available on the CBIC website (<http://www.cbic.gov.in>) and transfer orders for Group B & C officers are available on the CCA website of each zone

2.1 Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made

Details of Allocation, Expenditure and balance of NACIN Headquarter upto 31.03.2026 (Rs. In thousands)			
S.No	Sub- Head	Total Sanctioned Grant in F.Y. 2025-26	Expenditure
Revenue Section			
1	Salaries	8623400	8623400
2	Rewards	39000	39000
3	Medical Treatment	547000	546650
4	Allowances	9270815	9270815
5	Leave Travel Concession	38000	37774
6	Training Expenses	6750000	6749818
7	Domestic Travel Expenses	1600000	1596934
8	Office Expenses	6344000	6343964
9	Rent Rates and Taxes for land and Buildings	11217000	11216772
10	Printing and Publication	188000	187948
11	Rent for others	5025000	5024268
12	Digital Equipment	225000	224990
13	Material and Supplies	225000	224736
14	Professional Services	1650000	1649902
15	Repair and Maintenance	675000	674882
16	Other Revenue Expenditure	44000	43680
17	Swachhta Action Plan	675000	674887
	Total Revenue Section	53136215	53130420
Capital Section			
18	Machinery and Equipment	177000	175750
19	Information, Computer, Telecommunications (ICT) equipment	250000	249425
20	Furnitures & Fixtures	362000	361574

21	Other Fixed Assets	105000	104975
	Total- Capital Section	894200	891724

2.2 Foreign and domestic tours

Not Applicable.

2.3 The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

Not Applicable.

2.4 Discretionary and non-discretionary grant

Not Applicable.

2.5 Particulars of recipients of concessions, permits or authorizations granted by it

Not Applicable.

2.6 CAG & PAC paras:

Not Applicable.

3.2 Are the details of polices/decisions, which affect the public, informed to them

Not Applicable.

3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public

Information is updated periodically on NACIN website.

3.4 Form of accessibility of information manual/handbook

Information available in electronic format.

3.5 Whether information manual/handbook available free of cost or not.

Not Applicable.

4.1 Language in which information Manual/Handbook available

Not Applicable.

4.2 When was the information Manual/Handbook last updated.

Not Applicable.

4.3 Information available in electronic form

The administration and any other policy-related Notifications and Instructions issued from time to time are made available on the CBIC website (<http://www.cbic.gov.in>).

4.4 The particulars of facilities available to citizens for obtaining information

Most of the information is available online on the website of the NACIN. The general public can resort to RTI to obtain any other desired information.'

4.5 Such other information as may be prescribed

Nil.

4.6 Details of application received in F.Y. 2025-26 under RTI:

Period		Opening Balance	RTI application Received	Transferred to other Public Authority (s)/Rejected	Disposed
Apr to June, 2025	RTI application	12	41	0	43
	RTI appeal	0	0	0	0
July to Sep, 2025	RTI application	10	55	0	60
	RTI appeal	0	1	0	1
Oct to Dec, 2025	RTI application	05	12	0	16
	RTI appeal	0	0	0	0
Jan to Mar, 2026	RTI application	01	125	0	126
	RTI appeal	0	0	0	0

4.7 Replies to questions asked in the parliament

Nil

5.1 INFORMATION AS MAY BE PRESCRIBED

(i) Name & Details of:

(a) Current CPIO & FAA

Name & Designation of the Officer	Designation
Shri Hemant Hingonia, Additional Director	First Appellate Authority, NACIN, ZTI Jaipur
Ms. C R Chitra, Assistant Director	CPIO, NACIN, ZTI Jaipur

(b) Earlier CPIOs & FAAs

Earlier CPIOs Details		
Sr.No	Name & Designation of the Officer	Period
1	Shri Sunil Kumar Pareek, Joint Director	05.10.2017 to 02.10.2018
2	Shri O P Meena, Assistant Director	03.10.2018 to 11.10.2021
3	Shri C L Meena, Assistant Director	12.10.2021 to 03.07.2023
4	Shri A K Meena, Assistant Director	04.07.2023 to 13.12.2023
5	Shri D K Sharma, Assistant Director	14.12.2023 to 03.10.2024

Earlier FAAs Details

Sr.No	Name & Designation of the Officer	Period
1	Ms. Simmi Jain, Additional Director General	05.10.2017 to 18.09.2019
2	Ms. Sujata Priyadershini, Additional Director	19.09.2019 to 13.12.2023
3	Shri Sanjay Gupta, Principal Additional Director General	14.12.2023 to 03.10.2024

(ii) Details of third-party audit of voluntary disclosure –
Not Applicable

(iv) Appointment of nodal officer:

(a) Name & Designation of Officer- Shri Gaurav Kumar Pandey, Additional Assistant Director

(b) Date of appointment- 05.01.2024

(iv) Consultancy committee of key stake holders for advice on Suo-motu disclosure:
Not Applicable.

(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI-
Not Applicable.

6.1 Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information:

List of materials available at (i) Free of Cost and (ii) Reasonable Cost of Medium

All the documents available online in public domain or any document which is in .pdf and .doc or other accessible formats and open to public are available free of cost. No physical copy of any document is available free of cost. The list of electronic documents available at nacin.gov.in free of cost are:

I. Annual Training Calendar, Training Plan

II. Year Book

III. Citizen Charter

IV. Organization Chart

V. Directory

VI. Reading Material

VII. Notifications/Circulars

VIII. Any other document which is not available on the website and is open to public.

Information such as details of Training plan (Schedule, list of officers nominated, topic of trainings etc.) Annual calendar of departmental exam, Year book of NACIN are uploaded and timely updated in the official website <https://www.nacin.gov.in> under its various tabs.

At a reasonable cost of medium

No information is made available at aPage 2 of 2

6.2 Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. of India):

(i) Whether STQC certification obtained and its validity: STQC certification is under process.

(ii) Does the website show the certificate on the Website: Not Applicable