

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

### **(i) Particulars of 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 endeavour 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.

### **(ii) Powers and duties of its Officers and Employees**

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

- (i) To organise induction trainings of direct recruit/ promoted Inspectors, clerical 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 conceptualised by the 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.

### **(iii) 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, Superintendent and Inspector assist the Course Director in organising 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.

**(iv) Norms set by it 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.

**(v) 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.

**(vi) A statement of the categories of documents that are held by it or 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.

**(vii) The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof**

There is no public dealing in the Academy.

**(viii) A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the Minutes of such meetings are accessible for public**

The Committees set up in NACIN Jaipur are as follows:

- (i) Purchase Committee for the purpose of advise on purchase of articles for office use.
- (ii) 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.
- (iii) Disaster management cell

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

**(ix) Directory of its officers and employees**

S.No.	Name of the Officer S/Shri	Designation	Telephone Number	EPBX Ext. No.	Mobile No.
1.	Sanjay Gupta	Pr. ADG	2225001	201	8800347348
2.	Hemant Hingonia	Additional Director	2225003	228	8696389000
3.	D.K Sharma	Asstt. Director	2224002	302	9825157292
4.	Ashok Kr. Meena	Asstt. Director	2224001	301	9429563815
5.	Lalit Paliwal	Asstt. Director	2224006	204	9829165189
6.	C R Chitra	Asstt. Director	2225002	203	9895006575
7.	Ashok Kr. Verma	Asstt. Director	-	303	9414281156
8.	Ajay Kr. Pandey	CAO	-	225	9460983024
9.	Sarita Goyal	Superintendent	-	305	9413476750

10.	Manoj Nalwaya	Superintendent	2225004	304	9636594100
11.	Vinod Kr. Sharma	Superintendent	-	306	9891532790
12.	Jatin Arora	Superintendent	-	233	9414694888
13.	Anki Rathore	Superintendent	-	305	9033148310

**(x) 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 08 Group A officers, 10 Group B officers and 05 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. The indicative monthly pay for each level is available at page 14-15 of the following link:- [https://www.finmin.nic.in/sites/default/files/7thCPC\\_revisedpayrules25072016.pdf?download=1](https://www.finmin.nic.in/sites/default/files/7thCPC_revisedpayrules25072016.pdf?download=1)

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

The budget allocation under various heads for NACIN, Jaipur for 2024-25 is 4.03 crore which is disbursed for salary and other emoluments of the officers, execution of training programmes, office rent, maintenance and upkeep and swachhta activities.

**(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes**

Not Applicable.

**(xiii) Particulars of recipients of concessions, permits or authorizations granted by it**

Not Applicable.

**(xiv) Details in respect of the information, available to or held by It, reduced in an electronic form**

All the general information about the NACIN and its Zonal/Regional Campuses are available on the official website of the Academy [www.nacin.gov.in](http://www.nacin.gov.in). The proposed training programmes are uploaded on monthly basis on NACIN and CBIC website. The database of officers who have attended various training each year at NACIN is maintained in electronic form.

**(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

No such facility of library or reading room is extended for public use. Information can be sought by public under RTI Act 2005.

**(xvi) Names, designations and other particulars of the Public Information Officers :**

Name of CAPIO & Contact No.	Name OF CPIO & Contact No.	Name of First Appellate Authority & Contact No.
Ms. Sarita Goyal, Addl. Assistant Director 9413476750	Ms. C.R. Chitra Assistant Director 0141-2225002 9895006575	Sh. Hemant Hingonia Additional Director 0141-2225003 8696389000