

Information under Section 4(1) (b) of the RTI Act, 2005

(i) Particulars of the organization, its functions and duties:

National Academy of Customs, Indirect Taxes and Narcotics, Zonal Campus, Visakhapatnam is the nodal agency for conducting training programmes on Customs, Goods & Service Tax (GST), Drug Law Enforcement and other topics on Indirect Taxation. NACIN, Visakhapatnam is headed by Additional Director General (ADG). NACIN, Visakhapatnam has trained a large number of Central and State Government Officers on GST as well as officers of CBIC on Customs, conducted seminars for members of trade, besides creating a host of learning resources and capacity building for all the stake holders in the area of Indirect taxation.

The campus was awarded ATI UTTAM certification by NSCSTI (CBC) on 29.04.2025., valid for two years.

In terms of the Charter of functions of NACIN as specified in CBIC Office Order No. 06/Ad. IV/2017 dated 12th June, 2017 [F. No. A-11012/172017-Ad. IV] NACIN, Visakhapatnam, undertakes following training and other capacity building activities in the field of Customs, Indirect Taxes and Narcotics: -

- (i) *Specialized and Periodic Training to in-service officers;*
- (ii) *Induction Training of Gr-B and C officers of CBIC;*
- (iii) *Mandatory Training to officers for promotion to the next cadre / grade.*
- (iv) *Training of State/UT officers and other stake holders in the area of Indirect Taxation, especially in GST;*
- (v) *Management and Soft skills Training for overall professional and personality development of officers;*
- (vi) *Any other capacity building activity as may be assigned by the Principal DG, NACIN, Faridabad from time to time, besides carrying out the normal administrative and establishment functions.*

The academy takes care of training of officers of Central Board of Indirect Taxes and Customs (CBIC) posted in its jurisdiction of State of Andhra Pradesh. It also trains State tax officers of Andhra Pradesh and other stakeholders in the area of Indirect Taxation.

ii) The powers and duties of its officers and employees:

Apart from the normal administrative / establishment functions and duties carried out in Central Government Offices, this Academy's main function is to impart training on Customs, Indirect Taxes, Narcotics laws and other related issues. Apart from training of officers of CBIC and other Government Departments, NACIN is also engaged in training of stakeholders such as Customs

Brokers and GST practitioners. This is a Training Academy and there is no revenue related public dealing. The duties of its officers are conducting GST, Customs, Narcotics, Environment & other important socio-economic trainings and workshops for officers of all the ranks of CBIC.

Training Calendar for NACIN, Visakhapatnam is prepared in the beginning of financial year containing schedule of various courses planned to be conducted during the year. These courses are conducted with the help of in-house as well as out-sourced faculty. Eminent personalities who are experts in their respective fields are called for delivering lectures to the participants. The Academy also prepares training material which includes law and latest instructions on various subjects for use by the participants.

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

The Annual Training calendar of the Academy is prepared for every financial year in consultation with all the Course directors and based on feedback of the trainees as well as faculty. The requirements of field formations are ascertained. The Annual Training calendar is finalised with the approval of ADG and is also forwarded to **D.G, NACIN, Palasamudram**. The Training schedules are prepared by the Course Coordinators and Course Directors of respective courses. The Course Directors are normally of the rank Assistant Directors and Superintendents are nominated as Course Coordinators, they are responsible for overall conduct of the Training courses including preparation of training content, finalising the course curriculum, interacting with the faculty, collating the feedback and putting up for specific approvals, if required, any. The same are approved by the Additional Director General, NACIN, Visakhapatnam. The schedules are fixed based on the feedback of the trainees and specific demands of the field formations.

The courses are conducted under the overall supervision of the Additional Director General. Overall supervision of functioning of NACIN, Visakhapatnam, rests with the Additional Director General.

iv) The norms set by it for the discharge of its functions:

Overall norms are specified in Citizen's Charter and Mission Statement. Depending upon the needs expressed by the field formations of CBIC, training schedules are set for conducting optimum number of courses in a year. Relevant information is also made available on the website of NACIN and CBIC website (nacin.gov.in, cbic.gov.in).

v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

Training programs are conducted on the basis of rules, regulations, instructions, manuals etc. published by the CBIC as well as in terms of the National Training Policy.

vi) A statement of the categories of documents that are held by it or under its control:

Various categories of training material on different subjects for various level of officers including probationers. Question Banks prepared by the Academy to be used for various purposes like conducting examinations etc. In addition, 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:

Policy formulation work is not handled in this office. Being a Training Institute, training related inputs are obtained from stake holders.

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 advice, 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:

Not applicable

ix) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

Not applicable.

x) Particulars of recipients of concession, permits or authorizations granted by it:

Not applicable.

xi) Details in respect of the information, available to or held by it, reduced in an electronic form:

Entire work is carried out in E-office.

xii) Such other information as may be prescribed; and thereafter update these publications every year:

Not applicable.