Section 4(1)(b)

(i) Particulars of Organization, Functions and Duties.

National Academy of Customs, Indirect Taxes & Narcotics (NACIN), under the administrative control of Central Board of Indirect Taxes & Customs (CBIC), Department of Revenue, Ministry of Finance, is the apex institution of Government of India for capacity building in the field of Customs, Indirect Taxes and Narcotics.

2. NACIN, Zonal Campus, Visakhapatnam came into existence w.e.f. 01.07.2017. It caters to the training needs of officers and other stakeholders in Indirect Taxation in the state of Andhra Pradesh. Its mandate includes Induction Training for directly recruited/promoted Inspectors of Central Tax (Group-B officers) and TA/LDC (Group-C officers). The Zonal Campus is headed by an Additional Director General.

3. The Zonal Campus is presently functioning in the hired premises having two training halls, one computer lab, conference hall, library, dining hall etc.

4.1 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, including -

(i) Induction training of directly recruited Group-A officers

(ii) Specialized and periodic training to in-service officers,

(iii) Induction training to Group-B and Group-C officers,

(iv) Training to State/UT and other stakeholders 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, besides carrying out the normal administrative and establishment functions. In respect of the Centre of Excellence (CoE), it has been provided that it will undertake research work in the field of Indirect Tax and related areas.
4.2 As per above mandate, NACIN Zonal Campus, Visakhapatnam caters to the various training requirements of CBIC officers, other government officers including those from the State Tax department. Some of the important trainings conducted by this Zonal Campus are as follows:

(a) Training of officers promoted to Group ‘A’ and on the job training (OJT) of Direct Recruit Group-A officers, attached to Visakhapatnam Zone.

(b) Induction Training of Officers of Group B and C: 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, mainly in the Zonal and Regional units of NACIN to train them as per their work requirements. NACIN, Visakhapatnam gives Induction Training to Group-B & C officers of Visakhapatnam Customs and Central Taxes Zone. NACIN, Visakhapatnam takes assistance of Andhra Pradesh Police Training College, Vizianagaram in getting these officers trained including handling of firearms, as required.

(c) In-service Trainings: 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. These trainings are regularly conducted by engaging experts from private as well as government institutions. Besides customs, indirect taxes and drug law enforcement, the topics covered are general administration, procurement of goods and services, personality development, staff welfare etc.

(d) Training of State/UT officers in GST: With the implementation of GST, uniformity has been brought in tax laws of Union and the States, and NACIN has been conducting training for the Andhra Pradesh State Tax officers in GST and allied areas.

(e) For more information on NACIN and its Zonal/Regional Campuses, the official website of the Academy (www.nacen.gov.in) may be consulted.

(ii) Powers and duties of its Officers and Employees:

Apart from the normal administrative and establishment functions and duties carried out in Central Government Offices, NACIN Visakhapatnam’s main function is to impart training on customs, indirect taxes and narcotics laws and other related issues in the state of Andhra Pradesh. Apart from training of officers of CBIC and other Government Departments, NACIN Visakhapatnam is also engaged in training of stakeholders such as customs brokers and GST practitioners. Training Calendar 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 faculty as well as experts from other departments.
(iii) The procedure followed in the decision making process, including channels of supervision and accountability:

An officer in the grade of Additional/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 in organising the course. The courses are conducted under the overall supervision and guidance of the Additional Director General of the Zonal Campus.

(iv) 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 maximum number of courses in a year and relevant information of prospective trainings is also made available on academy website and CBIC website.

(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 and as per guidelines and directions of NACIN, Faridabad.

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

Training related material and files on different training courses for various level of officers including Induction Training for Group-B & C officers, In-service Training, Refresher Training 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:

Not applicable.

(viii) Details of employees working in this Zonal Campus is furnished below.

The details are available in the link “List of officers in NACIN, Zonal Campus, Visakhapatnam” in this website.

(ix) Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

As on 31.08.2019, NACIN Zonal Campus has 6 Group-A officers (including one officer on loan basis), 7 Group-B officers and 2 Group-C officers (all Group-B & C officers are on loan basis) who draw their monthly emoluments as per Government pay rules. The details of monthly pay and allowances drawn by the regular Group-A officers are available in the link “Pay and allowances of officers” in this website.
(x) Budget Allocation:

The budget allocation under various heads (including salary, Office Expenditure, Medical etc.) for NACIN, Zonal Campus, Visakhapatnam for 2018-19 was Rs. 2.39 crores and against that total expenditure was Rs. 2.39 crores. For 2019-20, the budget allocation is Rs. 2.80 crores.

(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 Internet on the official website of the Academy (www.nacen.gov.in).

(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:

Not applicable

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Officer &amp; Designation</th>
<th>Appointed as</th>
<th>Telephone No.</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>A.V. Ramana Murthy Assistant Director</td>
<td>Central Public Information Officer (CPIO)</td>
<td>0891-2976648</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>A.M. Mathews Superintendent</td>
<td>Central Assistant Public Information Officer (CAPIO)</td>
<td>0891-2536636</td>
<td></td>
</tr>
</tbody>
</table>

(xvii) Such other information as may be prescribed:

NIL