

NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS
(NACIN)
NACIN COMPLEX, SECTOR-29, FARIDABAD-121008

➤ **ORGANISATION AND FUNCTIONS**

(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. The Academy got started as a training school for Central Excise officers, in 1955, in Daryaganj, Delhi. Thereafter, the Academy premises got shifted to Hauz Khas, Rajendra Place and Saket (in Delhi) and then to Faridabad in 1996, besides expansion in its mandate. The Academy has its Headquarter in Faridabad, sixteen Zonal Campuses spread all across India (Delhi, Chennai, Kolkata, Mumbai, Patna, Kanpur, Bangalore, Vadodara, Hyderabad, Cochin, Shillong, Bhopal, Vishakhapatnam, Bhubaneswar, Chandigarh, and Jaipur), two Regional Campuses located in Raipur and Ranchi, one Centre of Excellence located in New Delhi, and one Multidisciplinary School of Economic Intelligence in Mumbai. The Academy is headed by a Principal Director General and each of the Zonal Campuses and the Centre of Excellence are administered by officers of the rank of Principal Additional Director General/ Additional Director General.

3. The Headquarter of the Academy comprises of an administrative block having well equipped classrooms, conference hall, auditorium, open air theatre, library with separate WCO and UN Sections, computer labs, hostel facilities with in-house dining for the trainees, a Guest House and the residential facility for the staff. The sports facilities comprise of a swimming pool, gymnasium, billiards room, squash court, basketball and volley ball courts, tennis lawns, Yoga room and open lawns for outdoor activities. Many of the Zonal campuses of NACIN also have similar facilities to cater to the varied training needs of Government as well as foreign trainees.

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. A11012/172017-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, 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 Headquarters along with its Zonal Campuses, Regional Campuses and the Centre of Excellence work in tandem, catering to the various training requirements of CBIC officers, other government officers including those from States and the Union territories, and the international trainees. Some of the important trainings conducted by NACIN and its Zonal/Regional Campuses are as follows:

- (a) Induction Training of Direct Recruit Group 'A' Officers:** The fresh recruited IRS(C&CE) probationers report at NACIN Faridabad for Induction Training, and after their initial training of about one year, they are placed in field formations for "On Job training" (OJT), which is monitored by jurisdictional Zonal / Regional Campuses. In cases where the batch size is big, the probationers are divided among a few Zonal Campuses at the beginning itself for imparting induction training. On completion of OJT of about nine months, the probationers report back at NACIN Headquarters for undergoing a Furbisher Course (4-weeks) which culminates into end of training with a Passing-out-Parade (PoP). During the training period, probationers are sent on short-term attachments (1-2 weeks) to National Police Academy, Wildlife Institute, Coast Guard etc., besides international attachments, for training in specialized areas.
- (b) Training of officers promoted to Group 'A':** All those officers who get promoted to Group 'A', are given specified training in one of the Zonal Campuses of NACIN.
- (c) Mid-Career Training of Group 'A' officers:** In terms of DoPT guidelines, all officers in Group 'A' services are required to undergo Mid-Career Training, depending on the length of their service and seniority. In case of IRS (C&CE), the Mid-career training is conducted for Phase III, Phase IV and Phase V, which is handled by the NACIN Headquarters in collaboration with a premier management institute.
- (d) 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 also takes assistance of local police and para military forces in getting these officers trained including handling of firearms, as required.
- (e) 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 at NACIN Headquarters as well as in Zonal/Regional Campuses, by involving faculty from NACIN, other formations of CBIC, as well as by engaging experts from private as well as government institutions. 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.

- (f) 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 actively conducting training for the State and UT officers in GST and allied areas. This work is primarily handled by the Zonal/Regional Campuses of NACIN.
- (g) Special training for officers of other services:** NACIN has also been conducting special trainings for officers of other departments (such as Defence, CAG), and probationers of other services (such as IA&AS, ITS and IFS), as and when required.
- (h)** NACIN has also been actively contributing in the HCFC Phase Out Plan of Government of India in association with Ozone Cell, Ministry of Environment, Forest and Climate Change, and trains officers as well as other stake holders in this area.
- (i) International Cooperation and Training:** At the international level, NACIN is a Regional Training Centre of World Customs Organization for the Asia Pacific Region; Regional Partner of United Nations Office on Drugs and Crime (UNODC) for strengthening Drug Law Enforcement Capacities in South Asia; Regional Capacity Building Partner and Collaboration Centre of United Nations Environment Programme (UNEP) for "Green Customs" in the Asia Pacific Region; and the Resource Centre for South Asia Sub Regional Economic Cooperation (SASEC) Customs Administrations and Asian Development Bank in the area of customs modernization and trade facilitation. NACIN also collaborates with US Department of Energy and National Nuclear Security Administration in training officers in the areas of trade control for non-proliferation of weapons of mass destruction and supply chain security. NACIN has also been collaborating with Russian Customs Academy in training and scientific research through mutual exchange of faculty, experts and the trainees. In addition, NACIN also trains officers from a number of developing and least developed countries in Customs and Narcotics under the ITEC scheme of Ministry of External Affairs, Government of India.

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, this Academy's main function is to impart training on customs, indirect taxes and 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. Under the ICT (International Cooperation and Training) mandate, NACIN is building capacity of officers from other countries in the areas of customs, trade facilitation and drug law enforcement. In addition, this Academy also have a Centre of Excellence for doing research work in the field of Indirect Taxation. Training Calendar for NACEN Hdqrs. as well as its Zonal/Regional Campuses are 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 lecture 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

An officer in the grade of Additional/Joint 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 organizing the course. The courses are conducted under the overall supervision of Principal Additional Director General / Additional Director General of the Headquarters or Zonal Campus, as the case may be. Overall supervision of functioning of NACIN, including Headquarters and Zonal/Regional Campuses, rests with the Principal Director General.

(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 at NACIN Hqrs. and its Zonal/Regional Campuses and relevant information 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 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:

Training material on different subjects for various level of officers including Probationers, records of Departmental Examinations for different grades of Officers/Staff, and records of Examination of GST Practitioners and Customs Brokers. In addition, routine records relating to administration and establishment matters.

(vii) 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

A Committee of Officers was set up by the GST Council for conduct of examination of GST Practitioners in terms of Rule 83(3) of the CGST Rules, 2017. The Committee is headed by Principal Director General, NACIN and senior officers of four States- Haryana, Gujarat, West Bengal and Arunachal Pradesh. Meetings of the Committee are not open to public.

(viii) Directory of its offices and employees:

NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS NACIN COMPLEX, SECTOR-29, FARIDABAD-121008				
Website: www.nacen@gov.in Email:			Phone No: 0129-2504638 Fax No: 0129-2504615	
S.No	Name	Designation	Section	Email Id of the Officer/Section
Dr. K. N. Raghavan, Director General, NACIN				dg.nacen-cbec@nic.in
1	Ramesh Chander	Pr. ADG	ICT & Narcotics Cell, IST, MCTP, Exam, PQ, Legal, CPGRAM, RTI, System, iGoT, Rajbhasha	ramesh.bhardwaj@nic.in
2	Mast Ram Yadav	Steno-II	Attached with Pr. ADG	mastramy.d210801@gov.in
3	Pawan Singh	Steno-II	Attached with Pr.ADG	pawans.d210703@gov.in
4	Dr. Kavita Bhatnagar	ADG	Estt., Admn., Accts., Vigilance, Infrass, OT & OT(ET), Nodal officer for Hindupur	kavita.bhatnagar@gov.in
5	Kamaljeet Gayakwad	PS	Sr. PS to ADG	kamaljeetg.d218901@gov.in
6	Shiv Bahadur Maurya	Steno-II	Attached with ADG	shivbahadm.d211601@gov.in
7	Rachna Tanwar	Additional Director	Estt., Admn., Accts., Vigilance, Infrass, IST, MCTP, Exam, PQ, Legal, Rajbhasha, RTI, System	rachna.tanw9284@gov.in
8	Priyanka	Steno-I	Attached to ADD	priyanka.7599@gov.in
9	Vivek Kumar Jain	Additional Director	OT, OT(ET), Hostel Warden, CPGRAM, ICT & Narcotics Cell	vvk.jain@gov.in
10	Ankit Kumar Pandey	Steno-I	Attached to ADD	ankit.pandey1995@gov.in
11	Arjun Banerji	Deputy Director	OT, OT(ET), Estt., Admn., Accts., Vigilance, Infrass, Hostel co-warden	arjunbanerjee-irs@gov.in
12	Jeewan Singh	Assistant Director	MCTP, RTI, Systems, Rajbhasha	jeewans.c059001@gov.in
13	Anuj Sharma	Assistant Director	IST, CPGRAM, Examination. Legal	anujk.sharma2001@gov.in
14	Sikha Dahiya	Supdt.	Vigilance/Accts/CPGRAM	vig-nacinfbd@gov.in ddo.nacen@gov.in
15	Sumit Khokhar	Inspector	Vigilance	
16	Nitin	TA	Accounts	
17	Jitender Nagar	TA	Accounts	

18	Vivek Choudhary	TA	Accounts	
19	Hardesh Kumar	Supdt.	Administration	admn-nacinfbd@gov.in , nacenadmn@gmail.com
20	Swaraj Singh Negi	Supdt.	Administration	
21	Nipun Kumar	Inspector	Administration	
22	Jaivir	Inspector	Administration	
23	Ajit Kumar	Inspector	Administration	
24	Gaurav Tagra	Inspector	Administration	
25	Nidhi Kaushik	TA	Administration	
26	Umesh Talwar	Supdt.	Establishment	estt-nacinfbd@gov.in
27	Shushil Kumar Darvey	Supdt.	Establishment	
28	Pawan Kumar	Inspector	Establishment	
29	Ashwini Kumar	Inspector	Establishment	
30	Archana Kumari	TA	Establishment	
31	Vikrant Rathi	Supdt.	IST	istnacinfbd@gmail.com
32	Akhilesh Meena	Supdt.	IST	
33	Monika Gosain	Inspector	IST	
34	S. Gopal	Supdt.	ICT & Nacotics Cell	supict-nacin@gov.in
35	Ratnesh Kumari	Inspector	ICT & Nacotics Cell	
36	Nitin Kumar Sagar	TA	ICT & Nacotics Cell	
37	Yogendra Kumar	Supdt.	OT & OT(ET)	cdnacin-74@gov.in
38	Ashok Shanker Tiwari	Supdt.	OT & OT(ET)	
39	Navin Mali	Supdt.	OT & OT(ET)	
40	Laxmi Kant Meena	Supdt.	OT & OT(ET)	
41	Ankit Kumar	Inspector	OT & OT(ET)	
42	Sanjeet kumar Singh	Inspector	OT	
43	Shalini Thakur	Inspector	OT	
44	Jatin Jain	TA	OT	
45	Rajesh Kumar Mishra	Supdt.	i-GoT & e-learning	nacin-igot@gov.in , nacin-igot@nic.in
46	Neha Gupta	Inspector	i-GoT & e-learning	
47	Sangam Jatti	Sr Hindi Tr.	Library & Hindi	nacinhq-rajbhasha@gov.in
48	Gaurav Saha	Jr Hindi Tr.	Library & Hindi	
49	Shivani Chaudhary	Jr Hindi Tr.	Library & Hindi	

50	Prabhat Kumar	Supdt.	Exam/GSTP/Systems	nacin.exam@icegate.gov.in , Nacin.Cblr@icegate.gov.in , Nacin.Systems@icegate.gov.in
51	Vikalp Pandey	Inspector	Exam/GSTP/RTI/CPGRAM	
52	Rajesh Ahuja	TA	Exam/GSTP/Systems	
53	Deo Kant Singh	Supdt.	MCTP/RTI/Legal	N/A
54	Sunil Kumar	Inspector	MCTP	
55	Rajnish Mann	TA	MCTP	
56	Hema Sharma	LDC	Diary Section	
57	Sita Kumari	LDC	Dispatch Section	
58	Ramesh Chander	H Havaldar	Misc duties	
59	Rekh Singh Meena	H Havaldar	Misc duties	
60	Shankar Dutt	H Havaldar	Misc duties	
61	Mukesh Singh	H Havaldar	Misc duties	
62	Chanderbhan	H Havaldar	Misc duties	
63	Laljit	H Havaldar	Misc duties	
64	Zahid	MTS	Misc duties	
65	Dinesh Chand	MTS	Misc duties	

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

As on 31.03.2023, NACIN Faridabad has 60 Group A officers [including 44 probationers IRS(C&CE)], 30 Group B officers and 28 other officers who draw their monthly emoluments as per Government pay rules.

List of Employees with Gross Monthly Remuneration

Sr. No.	Designation of Post	Scale of Pay as per 7th CPC
1	Director General	Level-17 of Pay matrix along with applicable allowances
2	Pr. Additional Director General	LEVEL-15 of Pay matrix along with applicable allowances
3	Additional Director General	LEVEL-14 of Pay matrix along with applicable allowances
4	Additional Director	LEVEL-13 of Pay matrix along with applicable allowances
5	Joint Director	LEVEL-12 of Pay matrix along with applicable allowances
6	Deputy Director	LEVEL-11 of Pay matrix along with applicable allowances
7	Assistant Director	LEVEL-10 of Pay matrix along with applicable allowances

8	Superintendent Grp. B Gazetted	LEVEL-9 of Pay matrix along with applicable allowances
9	Superintendent	LEVEL-8 of Pay matrix along with applicable allowances
10	Inspector	LEVEL-7 of Pay matrix along with applicable allowances
11	Private Secretary	LEVEL-7 of Pay matrix along with applicable allowances
12	Senior Translation Officer	LEVEL-7 of Pay matrix along with applicable allowances
13	Administrative Officer	LEVEL-7 of Pay matrix along with applicable allowances
14	Junior Translation Officer	LEVEL-5 of Pay matrix along with applicable allowances
15	Steno Grade-I	LEVEL-5 of Pay matrix along with applicable allowances
16	Sr. Tax Assistant	LEVEL-5 of Pay matrix along with applicable allowances
17	Steno Grade-II	LEVEL-4 of Pay matrix along with applicable allowances
18	Tax Assistant	LEVEL-4 of Pay matrix along with applicable allowances
19	LDC	LEVEL-2 of Pay matrix along with applicable allowances
20	Head Hawaldar	LEVEL-2 of Pay matrix along with applicable allowances
21	MTS	LEVEL-2 of Pay matrix along with applicable allowances

(x) Names, Designation and other particulars of Public information officers:

NACIN, Faridabad (Headquarter) Office of the Pr. Director General, NACIN, Sector-29 Faridabad-121008 Contact No. 0129-2504652, 0129-2504633, 0129-2504638			
Nodal Officer	CPIO	FAA (First Appellate Authority)	Transparency Officer
Sh. Anuj Sharma, Assistant Director, Email id: anujk.sharma2001@gov.in	Sh. Jeevan Singh, Assistant Director, Email id: jeewans.c059001@gov.in	Ms. Rachna Tanwar, Additional Director, Email id: rachna.tanw9284@gov.in	Sh. Ramesh Chander, Pr. Additional Director General Contact No. 0129- 2500084

(xi) No. of employees against whom Disciplinary action has been proposed/taken:

No. of employees against whom disciplinary action has been initiated in financial year 2022-2023: -Nil

(i) Pending for Minor penalty or major penalty proceedings–Nil

(ii) Finalized for Minor penalty or major penalty proceedings–Nil

(xii) Programmes to advance understanding of RTI:

RTI Act, 2005 is a part of induction training of Direct Recruit Group 'A' Officers conducted by NACIN Faridabad. In addition to that, every year NACIN also called for nomination of officers for training on RTI related subjects from various formation under CBIC under it's 'In-service Trainings programme'. In the Financial year 2022-2023 One-day online training programme was organized by NACIN on 12.10.2022 in which 25 officers participated from various field formation under CBIC.

(xiii) Transfer policy and transfer orders:

Transfer policies govern by CBIC and concerned Cadre Control Authority (CCA). Transfer orders for Group A officer are available in CBIC website (<http://www.cbic.gov.in>) and transfer orders for Group B & C officer are available in CCA website (<https://gstdelhizone.gov.in>).