

Directorate General / Directorates

NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS (NACIN)

NACIN COMPLEX, SECTOR-29, FARIDABAD-121008

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. 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. 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 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 jointly handled by the Centre of Excellence and the Headquarters in collaboration with a premier management institute. The Zonal Campuses of NACIN also assist in coordinating such trainings.

(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.

5. 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 NACIN 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 organising 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 Hdqrs. 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) 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

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.

(ix) Directory of its offices and employees

This information is available separately on <http://www.cbic.gov.in/resources//htdocs-cbec/tel-dir/tel-dir2019/Director%20General.pdf> .

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

As on 31.03.2019, NACIN has 101 Group A officers, 27 Group B officers and 38 other officers who draw their monthly emoluments as per Government pay rules. 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

(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 for 2018-19 was Rs. 116.93 crore and against that total expenditure was Rs. 114.93 crores. For 2019-20, allocation will be made after presentation of annual budget for 2019-20.

(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, Designation and other particulars of the Public Information Officers			
Sl. No.	Zonal Campus/ Regional Campus	Name of CPIOs (Sh. /Mrs. & Ms) & Contact No.	Name of Appellate Authorities (Sh./ Mrs. & Ms)& Contact No.
1	HQ Faridabad	Anoop Kr. Verma, D.D 012-2504650	Rachna Tanwar, J.D 0129-2504 604
2	ZC Bengaluru	Dr. Arunodaya, D.D 080-2309 1504	Dr. Ezhilmathi K, J.D. 080-2309 1501
3	ZC Cochin	Joe Paul Mampily, D.D 0484-4868 311, 4868322	Biju thomas, JD 0484-2343 330, 4868 322
4	ZC Bhopal	Indrajeet Bachheria, A.D 0755-4942 268	Lokesh Kumar Lilhare, Addl Dir 0755-4273401
5	ZC Chennai	N. Uma Shanthi, A.D 044-26250 152	S. Kesava Narayana Reddy, Addl Dir 044-2625 0183
6	ZC Hyderabad	K. Manik Rao, AD 040-2988 5310 to 5313 Extn. 205	Vaishali Malhotra, Addl. Dir 040-2988 5315
7	ZC Kanpur	Pradeep Chandra Yadav, A.D 0512-2580 682	S.K. Sharma, ADG 0512-2582 985
8	ZC Mumbai	Rajiv Sharma, A.D 022-2167 5733	Jyoti Agrawal, JD 022-2566 772
9	ZC Vadodara	Anish J. Parashar, D.D 0265-2392120	M. Rahman, Addl. Dir 0265-2393 203
10	ZC Kolkata	Gautam Dasgupta, A.D 033-2356 5392	Raj Kumar, ADG 033-2356 7264
11	ZC Jaipur	O.P. Meena, A.D 0141-2224001	Sujata Priyadarshini, Addl Dir 0141-2225003
12	ZC Chandigarh	Suresh Kumar, AD 0172-2721103	Anil Kumar Gupta, Pr. ADG 0172-2721103
13	ZC Vizag	A.V. Ramana Murthy, A.D 0891-2976 648	B. Sumidaa Devi, Addl Dir 0891-2976 644
14	ZC Bhubaneshwar	Pasang Tshering Lepcha, A.D 0674-2976 644	Debashish Sahu, ADG 0674-2570 122
15	ZC Delhi	Mrinal Kant Saha, A.D 011-2956 6277	Rajesh Kumar, JD 011-29053531/29962688/ 29563644
16	CoE	Prakash Veer Singh Meena, D.D 011-2956 3901	Rajesh Kumar, JD 011-29053531/29962688/ 29563644
17	ZC Shillong	S. Allya, CAO 0364-2522 213	C. Songate, ADG 0364-2522 213
18	ZC Patna	Sudhenshu Sinha, Supdt 0612-2565 038	Dr. S. Anil Kumar, AD 0612-2565046

19	ZC Ranchi	Bikash Srivastava, Supdt 0651-2244 445	Rajeev Kumar, AD 0651-2244445
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(xvii) Such other information as may be prescribed

NIL