

Apratyakshkar Bhawan

Block-A, 5th & 6th Floor, Vibhuti Khand, Gomti Nagar, Lucknow-226 010

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, Kanpur started functioning from the office of the Commissioner, Central Excise, Kanpur w.e.f. the month of December'2002. The Academy conducted its first course in the month of February'2003. Due to Administrative reasons, the premises i.e. 4th floor, UPSIDA Complex, Lakhanpur, Kanpur was hired for fulfilling the purpose of Academy w.e.f. 19.01.2004 till 31.1.2023. Presently, the Academy and Hostel are running in own premise at **Apratyakshkar Bhawan, Block-A, 5th & 6th Floor, Vibhuti Khand, Gomti Nagar, Lucknow-226 010.** Participants are finding it convenient to attend classes at NACIN, ZC, Kanpur while staying in the hostel.

3. The Charter of functions of NACIN is specified in CBIC Office Order No. o6/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.

3.1 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 Kanpur are as follows: -

(a) Training of officers promoted to Group 'A':

- (i) All those officers who are promoted to Group 'A', are given mandatory five days specified training in this Zonal Campus.
- (ii) GST-IT Application trainings for Group 'A' officers.
- (iii) The IRS Probationers (Group-A), in the state of UP and Uttarakhand were attached to Kanpur Zonal Campus for the period from December-2021 to April-2022 for "On Job Training".

- (b) **Induction Training of Officers of Group B and C:** CBIC inducts a number of officers at Group B and C Level, which comprises a major working strength of the field formations of CBIC. These officers get recruited through different examinations and after joining the department, they are placed under training, mainly in the Zonal and Regional campus of NACIN to train them as per their job requirements. NACIN also takes assistance of local police and paramilitary forces in getting these officers trained physically, including handling of firearms.
- (c) **Mandatory Training for promotion to the grade of Superintendent:** All those officers who are likely to be promoted to the grade of Superintendent, are given mandatory fifteen days specified training in this Zonal Campus.
- (d) **In-service Trainings:** In view of 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 CBT on Drugs Law Enforcement, the topics covered are of general administration, human resource management, training in data management and systems, procurement of goods and services, grievance redressal, personality development, staff welfare, SEVOTTAM etc.
- (e) **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 Kanpur has been actively conducting training for the State GST officers. The officers of the rank of Additional Commissioner, Joint Commissioner and Assistant Commissioner have attended the training.
- (f) **Special training for officers of other services:** NACIN has also been conducting special trainings for officers of other departments such as AGUP as and when required.
- (g) **Mid-Career Training of officers:** Mid-Career training for Group 'B' and 'C' officers are also conducted at NACIN, ZC, Kanpur.
- (h) **Departmental Examination for confirmation of the Inspectors of Central Tax:** NACIN, Kanpur is conducting departmental examination for confirmation of the Inspectors of Central Tax. Since 2006 till date. It is being conducted twice in a year i.e. February & August.

For more information on NACIN and its Zonal/Regional Campuses, the official website of the Academy (www.nacin.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 areas. Apart from training of officers of CBIC and other Government Departments, NACIN is also engaged in training of other stakeholders such as Customs Brokers and GST Practitioners. The courses conducted by the academy are conducted with the help of in-house as well as out-sourced faculties. Eminent personalities who are experts in their respective fields are invited 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.

Assistant Directors are designated as Course Director for different course conducted by NACIN. Officers of the rank of Superintendent (AAD) and Inspector assist the Course Director in organizing the course. The courses are conducted under the overall supervision of Additional Director General, NACIN, ZC, Kanpur.

(iv) Norms set by it for the discharge of its functions

Overall norms are specified in Mission Statement of NACIN. 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 2012.

(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, Records of Departmental Examinations for the post of Inspectors, Central Tax. In addition to the above, routine records relating to Administration, establishment and Accounts matters are also kept.

(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 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

NACIN, ZC, Kanpur has a well-established mechanism for receiving advices / suggestion in the form of feedback from all the stake holders viz participants, faculties, with a view to keep on improving enhancing the quality / standard /numbers of courses. The feedback/suggestions are received on each course by the course director. Feedbacks, suggestions are open to public.

(ix) Directory of its offices and employees

This information is available separately on www.nacin.gov.in.

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

As on 31.03.2024, NACIN has 8 Group A officers, 9 Group B officers and 2 Group C 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, Lucknow for 2023-24 was Rs.7.40 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.nacin.gov.in) and is open to public.

(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:-

Sl. No.	Zonal Campus/ Regional Campus	Name OF CPIOs & Contact No.	Name of Appellate Authorities & Contact No.
1.	Zonal Campus Kanpur	Shri A. H. Siddiqui, Assistant Director 0522-2989319	Shri Rajani Kant Mishra, Additional Director 0522-2989319

(xvii) Such other information as may be prescribed -

NIL
