

# NACEN

National Academy of Customs, Excise and Narcotics



## JOINING INSTRUCTIONS

FOR  
67<sup>th</sup> BATCH OF IRS(C&CE)  
OFFICER TRAINEES



**National Academy of Customs, Excise and Narcotics (NACEN)** congratulates you on your selection to the **Indian Revenue Service (Customs & Central Excise)**, one of the premier Civil Services in India. We are looking forward to your arrival in the Academy. With a view to facilitate the completion of your joining formalities that will commence upon your **reporting to NACEN, Faridabad on 28<sup>th</sup> December, 2015**, we are sending this set of joining instructions.

## 1. GENERAL INFORMATION

**National Academy of Customs, Excise and Narcotics (NACEN)** is located at Faridabad (Haryana) in a 23acre campus near Agra-Mathura National Highway. It is near the Police Lines, Opposite JalvayuViharin Sector 29, Faridabad. Location Map is annexed at **Annexure-I**. Officer Trainees are expected to report at the Reception Desk, situated at Mandakini Hostel, NACEN by 03:00 P.M. of 27<sup>th</sup> December, 2015. **No late joining shall be permitted.**

**The Joining formalities are scheduled for 28<sup>th</sup> December, 2015, at 10:00 a.m. at NACEN. All Officer Trainees are advised to download the forms annexed to these joining instructions, fill up and submit the same on 28<sup>th</sup> December, 2015 to the officers designated for this purpose. The contact details of the officers assisting you are given below.**

Address	National Academy of Customs, Excise and Narcotics (NACEN), Opp. JalvayuVihar, Sector 29, NACEN Complex, Faridabad - 121008, Haryana (INDIA).
Fax	+91 129 2504632, 2504615
E-mail	cdnacen67@gmail.com
Telephone	+91 129 2504649 +91 129 2504650 +91 129 2504651
Website	<a href="http://www.nacen.gov.in">www.nacen.gov.in</a>
Principal Director (Officer Training)	Additional General Trainees' Ms. Harmeet S. Singh, IRS Tel.: +91 129 2504636 Mobile: +91 9868888000 Email: hssingh1984@gmail.com
Course (67 <sup>th</sup> Batch) Additional Director	Director and Mr. Chander Shekhar, IRS Tel.: Office- +91 129 2504642 Mobile - +91 9968098800 Email: cdnacen67@gmail.com
Additional Director (Administration)	Ms. Sophia M. Joy, IRS Tel.: Office- +91 129 2504642 Mobile - +91 9599437006 Email: admn.nacen@gmail.com
Hostel Warden	Ms. Sophia M. Joy, IRS Additional Director Mobile +91 9599437006 Email: admn.nacen@gmail.com

Associate Course Director (67 <sup>th</sup> Batch and Deputy Director)	Ms. Minu Shukla Pathak, IRS Deputy Director Mobile +91 9311647116 minushukla08@gmail.com
Joining In-Charge (Superintendent)	Mr. Surinder Singh Rawat Tel.: +91 9818692835 Email: rawatss59@yahoo.com
Administration and Accounts (Administrative Officer)	Shri Gulshan Kumar, Chief Admn. Officer Mrs. Padma Rani, Administrative Officer Mrs. Sadhana Agarwal, Sr. Tax Assistant
Nearest Railway Station	Faridabad (4 km from NACEN) New Delhi/Nizamuddin Railway Station (16 km from NACEN)
Airport	IGI Airport, New Delhi T3 – International/Domestic (Air India and Jet Airways) T1 – Go, Indigo, Spicejet etc.

Due to space constraints in the NACEN complex, some Officer Trainees will have to stay outside NACEN campus during the Orientation Module. The details of arrangements made shall be notified in due course. The Officer Trainees are advised to keep visiting NACEN website at regular intervals for updates in this regard. You are advised to kindly ensure that on arrival in Faridabad you report **ONLY** to the place where your stay arrangements have been made. Buses will be arranged for the Officer Trainees staying outside NACEN campus for transporting them to NACEN and back to their place of stay.

## 2. REACHING NACEN

The Officer Trainees arriving by air/train are advised to take prepaid taxis to the Academy (as auto rickshaws are not allowed to cross into Haryana from Delhi).

The Air Conditioned Radio Cab service providers have their counters at T-1 and T-3 airport terminals.

Officer Trainees arriving by train may get their taxis booked in advance by calling on the following numbers:

Quick Cab : 011-45333333  
Meru Cab : 011-44224422  
Mega Cab : 011-41414141  
Easy Cab : 011-43434343

## 3. REPORTING

**The Professional Induction Course for 67<sup>th</sup>Batch of IRS (C&CE) Officer Trainees will commence at NACEN on Monday, the 28<sup>th</sup>December, 2015 at 10.00 am. You should, however, plan to reach Faridabad latest by the evening of 27<sup>th</sup>December, 2015, so as to be comfortable in the**

**campus environs, settle down in the accommodation allotted to you and be ready for the joining formalities which will commence in the Officers' Mess of NACEN at 10.00 am (sharp) on 28.12.2015. The Officer Trainees of the 66<sup>th</sup> Batch who had proceeded on EOL will be intimated about the date of reporting for Professional Training in due course.**

**The Officer Trainees are advised to mail their travel plans and expected date and time of arrival at NACEN, Faridabad/place of their stay at wardennacen@gmail.com. The same can also be faxed at 0129-2504632 addressed to the Hostel Warden so that your stay arrangements could be facilitated.**

#### **4. ACCOMMODATION AND STAY**

Residence within the Academy Campus is compulsory. All Officer Trainees will be allotted rooms on the basis of pre-allotment and no subsequent requests for change in allotment shall be entertained. The rooms are provided with basic furniture, pillow and mattresses. Bed sheets, pillows covers and quilts etc. should be brought by the Officer Trainees as per their requirements. **It is advised that at least 4 pair of bed sheets and heavy woolen quilt/blanket must be brought by the Officer Trainees.** Each Officer Trainee will be issued a standard inventory of items, which he/she shall properly hand over on vacation of hostel. **The room rent shall be Rs. 150/- per day. No accommodation for spouses or family members will be provided at the Academy. Spouses and family members are NOT allowed to stay in the residential quarters of the Officer Trainees.** For this reason you are advised **not to bring any escorts with you when** you report for joining.

#### **5. CLOTHING**

For a comfortable stay at Faridabad, you are advised to have adequate woollen clothing both formal (Blazer/Shawl for women; Coat for men) and casual wear i.e. pullover and cardigan. Women should have either a woollen shawl or a woollen coat. It is also informed that Faridabad gets quite cold in the winters, with temperatures dipping to 4 to 6 degree Celsius. The Officer Trainees are, therefore, advised to prepare themselves accordingly.

The following further instructions relating to clothing should be observed by the Officer Trainees:-

**For formal occasions**, including the Inaugural Function, the prescribed formal dress is as follows:-

**Women:** Plain silk or cotton saree of beige, cream, or white colour, with border and without zari, and footwear comprising shoes or sandals.

**Men:** Black or light cream buttoned up coat (Bandh gala) with black or light cream trousers (same as coat). Black socks and black shoes.

**Note: Officer Trainees are required to bring the prescribed formal dress as it is required to be worn for the inaugural function and on subsequent formal occasions.**

## **In class**

Classes for all the Officer Trainees irrespective of their stay arrangements, shall be conducted in the Auditorium of NACEN, Faridabad. All Officer Trainees are expected to be well groomed and neatly attired. In classrooms, Officer Trainees are expected to wear formal shirts and trousers while lady Officer Trainees are expected to be in sarees or salwar suits. **No jeans/T Shirts shall be allowed during academic hours. Casual or frivolous attire is not allowed. Casual winter jackets are also not permitted in the classrooms. The Officer Trainees are expected to wear their lapel cards in the administrative area. Biometric attendance system has been set-up for taking attendance of Officer Trainees. Absence from classes, PT and other activities shall be viewed seriously and shall invite disciplinary action. Mobile phones/tablets/laptops and unauthorised reading materials are strictly prohibited inside the classrooms. Any infringement will invite seizure of the goods and return thereof only on completion of probation. Disciplinary proceedings will also be initiated against those found violating these instructions.**

Only formal leather shoes or in the case of women leather sandals may be worn in classes, in the main Academy Square, Officers' Mess, Lounge and Library. Sneakers, sports shoes and tennis shoes may be worn only as a part of PT/Games dress.

## **P.T./Yoga & Sports**

For P.T./Yoga sessions, gentlemen Officer Trainees are required to wear white T-shirts and shorts or track-suits with white canvas shoes/sneakers and white socks. Lady Officer Trainees are expected to wear white salwar and kameez, or track-suits, with white canvas shoes/sneakers and white socks. The tracksuit and T-shirts with NACEN logo would be available on payment basis. The Officer Trainees are advised to bring a pair of good sports shoes for morning activities and evening sports, which will commence within the first week of joining.

For indoor sports, gymnasium and billiards, all Officer Trainees are required to be decently attired. Footwear like sports or canvas shoes may be worn, but not slippers or chappals.

## **Service Uniform**

**The Indian Revenue Service (Customs and Central Excise) is a uniformed Service. We take pride that the Service provides us an opportunity to serve the country in uniform.** The Officer Trainees are required to adorn the uniform once a week. **Monday** has been designated as "Uniform Day" in the Academy.

NACEN shall facilitate the stitching of uniform and purchase of accompanying insignia. Please note that the Officer Trainees shall not get the uniform stitched by themselves, so as to avoid multiplicity of shades and fabric. The trainees get initial equipment allowance and annual uniform

allowance to fulfill this need. However, the initial expenditure of approx. Rs. 5000 will be borne by the trainees themselves, of which Rs 4000/- is reimbursable to each officer.

### **In the Officer's Mess**

Being Officers of the Indian Revenue Service, you are required to be properly attired during all visits to the Officer's Mess. Wearing of chappals/slippers is strictly prohibited in the mess.

## **6. DINING FACILITIES**

Dining facilities are provided in the Officers' Mess on self payment basis. The approximate expenditure towards messing charges would be about Rs 6500-7500 per month. Membership of the Mess is compulsory. Cooking in hostel rooms is strictly prohibited. All Officer Trainees are expected to follow mess etiquette. Detailed instructions regarding Officers' Mess will be issued and officers are required to adhere to guidelines therein.

## **7. CAMPUS FACILITIES**

NACEN is equipped with excellent infrastructure such as:

### **Academic Block**

The Academic Block includes five air-conditioned Lecture Halls which are completely furnished with state-of-the-art conference equipments, LCD projector, Audio/Visual System, writing boards, smart boards and computer support etc. The Academy also has a centrally air-conditioned Auditorium which is Wi-Fi enabled and a centrally located Amphitheatre.

### **Library**

The Academy has a Wi-Fi enabled centrally air-conditioned double height Library radiated by natural sky light, having more than 19,000 books along with latest journals. The Library also houses an Audio-Visual room provided with an audio and visual learning resources.

### **Officers' Mess**

The Academy has an Officers' Mess with a capacity of housing 300 officers at a time. It is centrally air-conditioned. The Mess consists of two lounges:

- Officer Trainees' Lounge for the Officer Trainees, which is equipped with an LCD T.V. It also houses some indoor games like chess etc.
- Officers' Lounge for the NACEN and visiting faculty.

The mess area is Wi-fi enabled, providing access to the Internet.

### **Sports**

The Academy has an indoor wooden floored Squash Court, a Swimming Pool, a well-equipped Gymnasium, Billiard Room, Basket Ball Court, Volley Ball Court, Badminton Court, Tennis Courts, Table Tennis Room, Chess sets and Carom Boards.

### **Internet**

The Academy has an excellent e-learning facility with 40 computers with a dedicated 10mbps broadband line through which Officer Trainees can access internet 24 hours. Officers are required to be registered for using this facility.

### **Other infrastructure**

The Academy has a Post Office, SBI Bank ATM, Cafeteria, Music Room and air conditioned Common rooms for the Officer Trainees at both Alaknanda and Bhagirathi Hostels which are equipped with TV sets, newly acquired modern furniture and some indoor games.

## **8. EXTRA-CURRICULAR ACTIVITIES**

Extensive facilities exist in the Academy for extra-curricular activities organized through Clubs and Societies (**Annexure-A**).

You may bring your personal equipment for games, music and photography. We encourage you to get your traditional/ethnic dresses, which can be worn on specific occasions.

## **9. GRANT OF LEAVE**

The training at NACEN is extremely intensive. **Therefore, sanction of leave is strictly regulated and Officer Trainees are advised not to request for any leave, except in compelling circumstances like medical emergencies or on compassionate grounds which will be considered by the Course Director on a case-to-case basis. Wedding ceremonies, festivals and other similar occasions are not considered as compassionate reasons for leave.** The grant of leave will always be subject to exigencies of training. Catching up with the training imparted during such absence is the sole responsibility of the Officer Trainee concerned.

During the period of training two block-leaves of a week's duration each are normally granted. The date and duration would be notified in due course. Officer Trainees are accordingly advised to organize their personal affairs only during the block leave period.

Officer Trainees absenting themselves from duty without sanctioned leave or those overstaying sanctioned leave shall invite stringent disciplinary action. No leave of any kind shall be granted during various field attachments including the 'On the Job' training module. **It is also brought to the notice of all Officer Trainees that the station of the field attachments and on the job trainings will be decided by the Academy and no choice of stations will be offered in this regard.**

**It may be carefully noted that attendance is obligatory for all training events, official functions, tours, visits, field trips and cultural/sports events etc. organized by the Academy from time to time. Attendance less than stipulated benchmark shall not only debar officer trainee from writing departmental examination but also invite disciplinary action including extension of probation/termination from service. Moreover, Officer Trainees who are desirous of appearing for Civil Services Examination, and intend to avail Extra Ordinary Leave for same, should intimate about their desire for availing Extra Ordinary Leave and should apply immediately for the same.**

## **10. DEPOSITS/PAYMENTS**

Officer Trainees will have to make the following deposits/payments at the time of joining:

1	Mess Advance	Rs. 6500/-
2	Security Deposit	Rs 1000/- (Refundable)
3	Books	Rs 2000/-
4	NACEN Kit (2 Service T-shirts, 1 Service Trek Suit, 1 Service Blazer, 1 Service Tie)	On actual basis (approx.. Rs 7500/-)
5	Society Charges	Rs 5000/- (Towards subscription to various Societies as indicated in Annexure "A")

**Lady Officers are required to get a Service Saree and pay for the same on actual basis.**

## **11. MISCELLANEOUS**

- You are required to come prepared with a two minute introductory speech about yourself (which should include your background, hobbies, etc.) so as to introduce yourself to the Batch and NACEN Faculty shortly after joining NACEN.
- **You will receive your first salary only around the last week of January, 2015. Hence, you may bring Rs. 40,000/- (Rupees forty thousand) with you to cover your personal expenses and to pay the deposits/advances and procuring the dresses, mentioned above till the disbursement of your first salary.**
- Every Officer Trainee is required to furnish, immediately on arrival at the Academy, and **NOT LATER THAN A WEEK AFTER JOINING**, a "RETURN OF MOVABLE AND IMMOVABLE PROPERTY" in the proforma enclosed as Annexures "B" & "C", together with evidence in respect of deposits, FDs, advances, etc. Therefore, it is advised to



bring all the necessary documents relating to Movable and Immovable properties to facilitate declaration of the same.

- Officer Trainees are advised not to bring valuables, particularly jewellery and excessive cash for security reasons. The Academy has no arrangements for their safe custody.
- The training calendar involves regular travel for various departmental and non-departmental attachments. During these attachments, the rooms will have to be vacated by the officers. A cloak room shall be provided to keep your suitcases. Therefore it may be prudent to have enough suitcases. Officer Trainees are also advised that they check the recently amended baggage limits for air travel.
- Use of electric heaters for cooking in the hostel rooms is strictly prohibited.

## **12.LIST OF ITEMS REQUIRED AT JOINING**

Officer Trainees are required to bring along the following items on their arrival at the Academy:

- **Ink-signed Letter of Appointment to the IRS(C&CE), in original, from the Department of Revenue, Government of India. Officer Trainees who have not received the Ink-signed Letter of Appointment may immediately contact Shri Jai Prakash Sharma, Under Secretary to the Government of India, Ad.II, CBEC (Tel.: +91 11 23095520 or the Section Officer (Ad.II), CBEC (Tel.: +91 11 23095563). Officer Trainees who fail to produce the Ink-signed Letter of Appointment shall not be allowed to join the Professional Training.**
- **Duly filled-in joining formalities' forms as given in Annexure-D.**
- **The last date for completion of the joining formalities' forms is 28<sup>th</sup> December, 2015, when OTs have to submit hard copies of the same. Please fill up the joining forms online, take three print outs of the filled forms and bring along the ink-signed copies when you report for training on 28<sup>th</sup> December, 2015.**
- **Brief Bio-Data as given in the format at Annexure-E may also be filled up and brought along.**
- **Relieving letter and Last Pay Certificate from LBSNAA, Mussoorie/Dr. MCRHRD Institute, Hyderabad/RCVP Noronha Academy of Administration, Bhopal/NADT, Nagpur (This is applicable only to Officer Trainees who have attended Foundation Course).**
- **Certificate of Completion of Foundation Course**

- **Original certificates in support of Caste/Category, Date of Birth and Educational Qualifications**
- **10 recent colored passport size photographs**
- **Details and documents relating to previous employment.**
- **Previous New Pension Scheme (PRAN) details, if any.**
- **Officer Trainees may note that they should carry copy of their School Leaving Certificate, proof of permanent residence and copy of PAN Card.**
- **The TA/DA form duly attested by in charge of trekking and the village visit should also be brought with them (For Officer Trainees who have attended Foundation Course).**
- **Officer Trainees who have attended Foundation Course are eligible for reimbursement of their travel expenditure. Officer Trainees are required to bring original documents for the same (Air/Train/Bus Tickets/Boarding Pass etc.). Regarding taxi: Delhi Traffic Police regulated pre-paid taxi may be preferred for full-fare reimbursement.**
- **Formal Dress, as specified, shall be the Dress Code for the Inaugural Function.**
- **Full set of forms duly filled as annexed with these guidelines.**

**Note –Officer Trainees reporting after 28.12.2015 will not be allowed to join except in cases where prior permission has been granted.**

**Note – As per Government of India instructions, travel by private airlines is not allowed and therefore it is advised that Officer Trainees attending the Foundation Course may travel only by Air India for reimbursement of their travel expenses incurred to reach the Academy. The tickets may be purchased:**

1. Directly from the Air India (Counters/Internet Booking) or
2. From authorized travel agents:
  - (a) M/s. Balmer Lawrie and Company
  - (b) M/s. Ashoka Tours and Travels.

Tickets purchased through private travel agents are not admissible for reimbursement. Officer Trainees are reminded that boarding passes and air ticket leaflet/print out need to be submitted along with the claim for reimbursement of travel expenses. No request for relaxation of rules shall be permitted.

**Please note that Officer Trainees joining straight from their native place are not entitled to any reimbursement of travel expenses.**

**Enclosed:**

1. *Route map of NACEN, Faridabad (Annexure I)*
2. *Details of Extra- Curricular Activities (Annexure A)*
3. *Movable/Immovable Property Returns Proforma(Annexure B&C)*
4. *Joining Formalities Documents (Annexure D)*
5. *Format of Bio-Data (Annexure E)*
6. *Options for first leg of training at NACEN, Faridabad/NACEN, Hyderabad (Annexure F)*

**DETAILS OF EXTRA-CURRICULAR ACTIVITIES  
SOCIETY SUBSCRIPTION**

**Remarks: Each Officer Trainee will be required to become member of at least three Societies – one each from A, B and C.**

Sl. No.	<b>A</b>	Subscrip- tion (Rs.)	Sl. No.	<b>B</b>	Subscrip- tion (Rs.)	Sl. No.	<b>C</b>	Subscrip- tion (Rs.)
1	Mess Committee	1000	1	Computer Society	200	1	Film Society	200
2	Sports Committee	200	2	House Journal Society	500	2	Debating Club	200
3	Cultural Society	400	3	Website and E-Library Society	200	3	Dramatics Society	200
4	Nature Lovers' Club	400	4	Languages Society	200	4	Photography Club	200
5	Special Entertainment Zone (SEZ) Society	200	5	Library Society	200	5	Music Society	200
6	Society for Social Service	500	6	Adventure Society	200			

**(TOTAL SUBSCRIPTION: Rs. 5000/-)**