



NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS

**INDIAN REVENUE SERVICE
CUSTOMS AND CENTRAL EXCISE**



HANDBOOK FOR PROBATIONERS

**68th Professional Course
(2016-18)**

**National Academy of Customs, Excise and Narcotics (NACEN)
Sector 29, Faridabad,
Haryana-121008.**



OFFICER TRAINEES OF THE 66th BATCH
OF INDIAN REVENUE SERVICE (C& CE)



OFFICER TRAINEES OF THE 67th BATCH
OF INDIAN REVENUE SERVICE (C& CE)

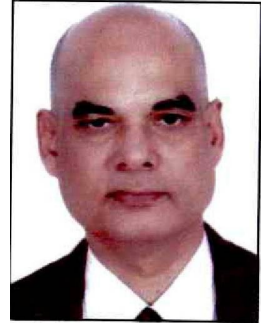
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MESSAGE FROM DIRECTOR GENERAL

“The road to excellence is always under construction.” - Unknown



I extend my hearty welcome and greetings to all the Officer Trainees of 68th Batch of Indian Revenue Service (Customs & Central Excise) to the National Academy of Customs, Excise & Narcotics (NACEN). Congratulations to you for your outstanding performance in the CSE'16 and your selection to this premier Service. As a revenue officer, you can make significant contribution to nation building.

Over the next two years, your journey with NACEN will enable you to become an able indirect tax administrator as well as an efficient public servant dedicated to the welfare of the society and the service of the nation.

You are among the privileged few who have got a chance to join the prestigious Indian Revenue Service (Customs & Central Excise), which has a glorious history. The Service holds a great responsibility in guarding the economic frontiers of the nation and contributing to economic and social development of the country through the collection and administration of the different indirect taxes. The history of the service is replete with countless acts of courage and valour, with officers at risk of life waging war on Gold, FICN & other contraband smugglers, narcotics traffickers, tax evaders and other fraudsters. The time has come now for each one of you to carry this mantle forward.

As an IRS officer, your career would be unique in many ways. The sheer diversity of your official duties and positions is unparalleled in any other career choice, either in the Government sector or in the corporate sector. Your career will require you to wear multiple hats

and display versatility, dynamism and opportunity for constant learning and self-development.

The service is also at the cusp of a transformational change with the scheduled roll out of the Goods & Service Tax (GST) regime, the biggest ever reform in indirect tax administration, since independence. You have joined the IRS(C&CE) at an exciting time in the field of tax administration and the economic development of the country.

The 18-month long Professional Training Program would be a multi-dimensional program aimed at developing you into a 'Triple-E' (Efficient, Enabled and Ethical) officer, ready to face the challenges of the rapidly changing economic milieu and contribute to the economic development of the nation. The course would encompass academic inputs and on-the-field exposure. The Academy would also provide you with opportunities to develop your personality through excellent sporting infrastructure, cultural events and other extra-curricular activities such as public speaking sessions.

According to Aristotle - "Excellence is not an act but a habit". We at NACEN believe that we are here to help you excel in your chosen career. Let me assure you, this service will afford you great opportunities of not only career growth, but also public service, and upon the prudence of your administration will depend the economic well-being of our nation.

Last but not the least, let me welcome you with my Mantra of Public Service - "Ask not what your country can do for you, ask what can you do for the country" – John F Kennedy.

*With best wishes,
P.K.Dash*

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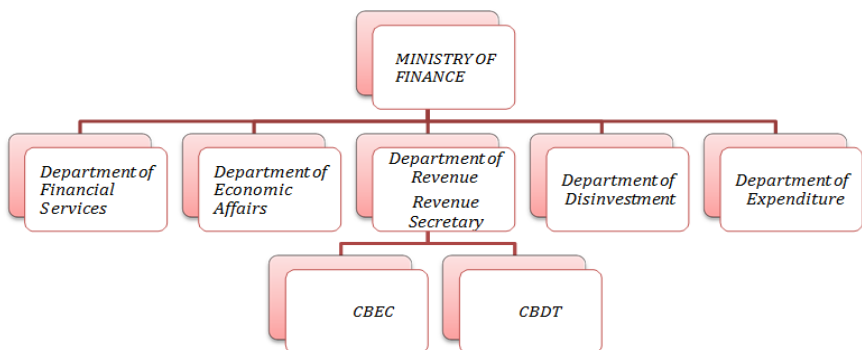
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ABOUT THE DEPARTMENT

The Department of Revenue functions under the Ministry of Finance, Government of India. It ensures the administration of direct and indirect taxes, fiscal laws and also handles other matters including narcotics control, Prevention of Money-Laundering and the implementation of the Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974 (COFEPOSA).

The Department of Revenue functions under the overall direction and control of the Secretary (Revenue). It exercises control in respect of matters relating to all the Direct and Indirect Union Taxes through two statutory Boards namely, the Central Board of Direct Taxes (CBDT) and the Central Board of Excise and Customs (CBEC). Each Board is headed by a Chairman who is also ex-officio Special Secretary to the Government of India. The two Boards were constituted under the Central Board of Revenue Act, 1963.



CENTRAL BOARD OF EXCISE AND CUSTOMS (CBEC)

The Central Board of Excise and Customs (CBEC) is a part of the Department of Revenue under the Ministry of Finance, Government of India. It deals with the tasks of formulation of policy concerning levy and collection of Customs & Central Excise duties and Service Tax, prevention of smuggling and administration of matters relating to Customs, Central Excise, Service Tax and Narcotics (to the extent under CBEC's purview) formations. The Board is the administrative authority for its subordinate organizations and directorates.

The Board discharges the various tasks assigned to it, with the help of its field organizations namely the Zones of Customs & Central Excise, Commissionerates of Customs & Central Excise, the Directorates and the Opium and Alkaloid factories under the Central Bureau of Narcotics.

The Board aims to create a tax administration which is officer-oriented, technology-driven, assesse-friendly and which maximizes revenue productivity by having closer supervision through creation of smaller and compact Commissionerates and Zones, which in turn will provide better accessibility to the trade and industry and rationalize the workload.

The "Vision" of CBEC is to provide an efficient and transparent mechanism for collection of indirect taxes and enforcement of cross border controls with a view to encourage voluntary compliance.

The objectives guiding the functioning of the Board include:

- ◆ *realizing the revenues in a fair, equitable, transparent and efficient manner*
- ◆ *administering the Government's economic, taxation and trade policies in a pragmatic manner*
- ◆ *facilitating trade and industry by streamlining and simplifying Customs, Central Excise and Service Tax processes and helping Indian business to enhance its competitiveness*
- ◆ *ensuring control on cross border movement of goods, services and intellectual property*
- ◆ *creating a climate for voluntary compliance by providing information and guidance*
- ◆ *combating revenue evasion, commercial frauds and social menace*
- ◆ *supplementing the efforts to ensure national security.*

The Central Board of Excise and Customs (CBEC) , constituted under the Central Board of Revenue Act, 1963 consists of a Chairman and five Members.

Currently, the composition of the CBEC is as follows:

Sh. Najib Shah	Chairman
Ms. Vanaja N. Sarna	Member (Adm.)
Sh. Ram Tirath	Member (Budget & GST)
Ms. Ananya Ray	Member (Customs & Legal)
Shri S. Ramesh	Member (Central Excise, Service Tax and IT)

First they ignore you, then they ridicule you, then they fight you, and then you win -

Mahatma Gandhi

RECENT TRENDS IN INDIRECT TAXES IN INDIA

Since the beginning of economic reforms and liberalization in the early nineties, the national economic and fiscal policies and the indirect tax administration have witnessed rapid and major transformation. The trend and velocity of change has further increased in recent times due to rapid globalization and consequent harmonization of international trade practices and taxation laws and procedures.

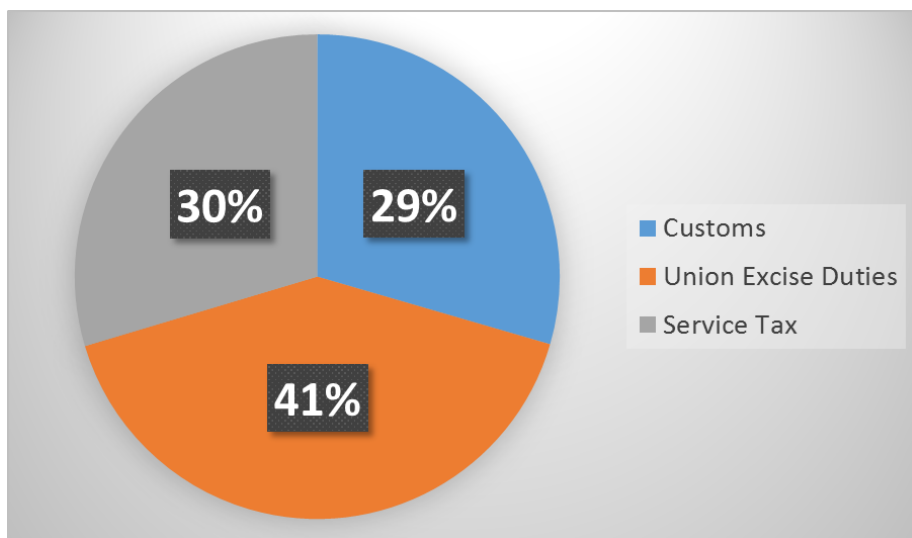
The year 1991 was a watershed in the history of indirect taxes in India. Triggered by a serious balance-of-payments position and the consequent financial crisis, a process of far-reaching reform, guided by the recommendations of the Tax Reforms Committee 1991, chaired by Mr. R.J. Chelliah, was initiated. Until then, the efficiency of the indirect tax system and compliance levels were severely compromised by very high rates of duty, coupled with a large number of exemptions for meeting a variety of socio-economic objectives driven by policy imperatives.

With the inception of reforms, the effort has been to broaden the base and lower the tax rates. The total indirect tax collection as per the Budget Estimates 2016-17 stands at Rs 7,79,670 Cr which amounts to 47.8 % of total tax revenue of the Central Government .

(In crore of Rupees)

	2014-2015	2015-2016	2016-2017
		Revised Estimates	Budget Estimates
Gross Tax Revenue	1244885	1459611	1630888
Indirect Tax Revenue	545937	703642	779670
Customs	188016	209500	230000
Union Excise Duties	189952	284142	318670
Service Tax	167969	210000	231000

Share of the different Indirect Taxes (Budget Estimates 2016-17)



In recent times, the share of Central Excise collections as a percentage of overall indirect tax collections has seen a decline. Whereas, service tax has shown the highest rate of growth.

On the Customs front, the most important reforms have been centred on automation of processes and Customs functions including

e-filing of documents by trade, assessment by officers, orders for clearance of consignments and duty payments through universalization of the use of Electronic Data Interface. This has made the Customs clearance process faster, simpler and more transparent. This has brought about a major reduction in transaction costs and cargo release time, thus contributing to facilitation of trade. The overall movement of Customs has been from 100 per cent checks to selective checks through risk-managed assessment for speedy clearance. This gradual shift of thrust towards trade facilitation, reduction in compliance costs, shift to voluntary compliance system and simplification of procedures is in line with international best practices. Today, Customs Tariffs, laws, procedures and processes in India are harmonized with global practices.

*The most recent significant development in Customs has been the introduction of SWIFT. As part of the “Ease of Doing Business” initiatives, the CBEC has launched **Customs SWIFT** (Single Window Interface for Facilitating Trade) clearances. The Customs SWIFT enables importers/exporters to file a common electronic ‘Integrated Declaration’ on the ICEGATE portal. It compiles the information requirements of Customs, FSSAI, Plant Quarantine, Animal Quarantine, Drug Controller, Wild Life Control Bureau and Textile Committee. It replaces nine separate forms required by these 6 different agencies and Customs. Indian Customs is amongst a few select countries that have functional Single Window clearances, inclusive of multiple PGAs and integrated risk based selection.*

The biggest indirect tax reform GST, is on the anvil and will get implemented from 1st April 2017. It proposes to subsume all the indirect taxes, barring customs duties, under one head. The GST implementation will further galvanize the role of the department.

What is Goods & Service Tax (GST) ?

GST is a destination based tax on consumption of goods and services. It is proposed to be levied at all stages right from manufacture up to final consumption with credit of taxes paid at previous stages available as setoff. In a nutshell, only value addition will be taxed and burden of tax is to be borne by the final consumer. It is a Destination-based tax system, where by the tax would accrue to the taxing authority which has jurisdiction over the place of consumption which is also termed as place of supply.

It would be a dual GST system in India with the Centre and States simultaneously levying it on a common tax base. The GST to be levied by the Centre on intra-State supply of goods and / or services would be called the Central GST (CGST) and that to be levied by the States would be called the State GST (SGST). Similarly, Integrated GST (IGST) will be levied and administered by Centre on every inter-state supply of goods and services.

GST would subsume the following indirect taxes levied by the Centre :

- ◆ Central Excise duty*
- ◆ Duties of Excise (Medicinal and Toilet Preparations)*
- ◆ Additional Duties of Excise (Goods of Special Importance)*
- ◆ Additional Duties of Excise (Textiles and Textile Products)*

- ◆ *Additional Duties of Customs (commonly known as CVD)*
- ◆ *Special Additional Duty of Customs (SAD)*
- ◆ *Service Tax and Central Surcharges and Cesses so far as they relate to supply of goods and services.*

The State taxes that would be subsumed under the GST are

- ◆ *State VAT,*
- ◆ *Central Sales Tax,*
- ◆ *Luxury Tax, Entry Tax,*
- ◆ *Entertainment and Amusement Tax,*
- ◆ *Taxes on advertisements , Purchase Tax, Taxes on lotteries, betting and gambling and*
- ◆ *State Surcharges and Cesses so far as they relate to supply of goods and services.*

The introduction of such a wide-ranging tax reform such as the GST is going to mark an epochal moment in the history of tax administration in the country. The Department and the service would be at the forefront of these changes, playing a pivotal role and acting as the drivers of reform and economic growth.

You have joined the service at one of the most significant moments in its history. There might be short-term challenges; but the road ahead is one of tremendous opportunities and a new playing ground.

LIFE AS AN IRS OFFICER

As an officer of the Indian Revenue Service (Customs and Central Excise), you will be performing a very significant role in the economic progress and development of the nation. Your career will be challenging as well as rewarding. The work-profile of an IRS (C&CE) officer is un-paralleled in any other government or private job. Some of the characteristics that would mark your career as an IRS (C&CE) officer are as follows:

- ◆ **You are a Leader** – From the very first day of your first posting, whether as Assistant Commissioner i/c of Central Excise/ST Division or Customs, you will be assuming leadership roles. You would have to organise, supervise and motivate an entire team consisting of staff from different levels. More than the technical expertise it will be a test of your managerial skills.
- ◆ **Multiple Hats** – the hallmark of this service is the sheer diversity that it offers – as Divisional officer administering indirect tax, or as DRI/DGCEI officer collecting intelligence & investigating smuggling/tax fraud cases, or tax policy & law formulation in TRU, or heading an IT project in DG Systems, or fighting a court case on behalf of the department in the tribunal, or manning a border post or fighting narcotics smuggling.
- ◆ **Work as a Judge** – From your first posting as an Assistant Commissioner, you may be required to perform quasi-judicial functions as a part of your daily work. Adjudicating disputes and cases is a big part of your work-profile. Not many other services give you this opportunity & responsibility to perform judicial functions.
- ◆ **Specialist as well as Generalist** – Most of the civil services require you to be either a specialist or as a generalist. However, your work as IRS(C&CE) officer would necessitate you to work as a generalist handling the tax administration as well as to be

generalist handling the tax administration as well as to be a specialist in niche economic and technical areas. Your learning is a continuous process in this career. Each assignment would require you to learn something new and something more.

- ◆ **Face of the Government** – *You would be at the cutting edge of the interaction between the trade and the government. Every action of yours would have a huge bearing on the dynamics of trade and economy as well as perception towards the government. Your challenge would be to collect taxes like a butterfly collects nectar from a flower – maximising revenue, yet being fair and just to the trade.*
- ◆ **Agent of economic growth** – *In the recent times there has been a great amount of focus on Trade Facilitation and Ease of Doing Business. The transaction processes and administration of the indirect taxes and customs clearance cycle have a direct bearing on the perception of the country in the Ease of Doing Business Index, thus have a significant impact on investment and trade flows. You will play an active role in Trade Facilitation.*
- ◆ **For the Sherlock Holmes in you !** - *The service offers opportunities to don investigative roles, both in your regular executive role as well as in specialised anti-evasion and preventive formations. Discovering and investigating serious economic frauds and other offences would be an integral part of your job.*
- ◆ **Be a Super-sleuth** – *The department gives you the opportunity to be an intelligence officer in two of the best intelligence agencies operating in the country – the DRI & DGCEI. Departmental officers are often taken on deputation to other*

chance to work in the challenging, yet exciting world of intelligence.

- ◆ **Contribution to the Security of the Nation** – an IRS(C&CE) officer plays a very important role in augmenting the security of the country. As the guardians of the economic frontiers, customs officers work to counter smuggling of commercial & prohibited goods, prevent dangerous and hazardous goods getting into the country and restrict smuggling of prohibited wildlife, narcotics and fake currencies.
- ◆ **Work-life balance** – The career in IRS(C&CE) would give you sufficient time and opportunities to ensure a fine work-life balance and develop your interests and hobbies. Several officers of the department continue to shine in several sporting, adventure and cultural spheres.
- ◆ **Agent of social development** – The biggest satisfaction you would get in your career is knowing that every single penny collected by you would directly enhance the ability of the government to ensure social and economic development. Your better working leads to a better society and a more prosperous economy.

Be Proud of Your Service !

Be Proud of the Service You Do to the Nation !

NATIONAL ACADEMY OF CUSTOMS, EXCISE, & NARCOTICS (NACEN)

The National Academy of Customs, Excise and Narcotics is the apex-training institute under the CBEC for capacity building in the field of indirect taxation., NACEN is mandated with the responsibility of building professional and managerial capacities of officials at all levels of the Customs, Central Excise, Service Tax and Narcotics Departments. Apart from training direct recruit Indian Revenue Service officers, NACEN undertakes mid-career training programs (MCTP) for the in-service senior officers of the department, border control and enforcement agencies and officers from other government agencies as well. It also plays a vital role in international capacity building by imparting training to officers of various countries in the field of customs, drug laws and environment protection.

NACEN has been accredited as a regional training centre for the World Customs Organization (WCO) for Asia-Pacific region and a collaboration centre for United Nations Environmental Program (UNEP). Under UNEP, NACEN has become collaboration centre on 'Green Customs' in Asia-Pacific region – a first centre of its kind in a developing country. UNEP has also started sourcing teaching faculty from NACEN for conducting their training programs in the South Asian region. NACEN gives training in drug interdiction and associated matters in conjunction with the United Nations Office of Drugs and Crime (UNODC) to officers of various countries from Asia, South East Asia, Africa, and Middle East. As a Regional Training Centre of the World Customs Organization (WCO) for Asia-Pacific Region, NACEN has been involved in the training as well as in the organizing of seminars for customs officers from countries in SAARC, Asia Pacific, Africa, Middle East and erstwhile USSR region.

Indian Customs experts have also been engaged in consultancy projects commissioned by various international agencies in different countries.

The National Academy of Customs Excise and Narcotics (NACEN) started functioning from a small building in Daryaganj in the 1950s. Thereafter training was conducted at the premises of K – 15 Hauz Khas (1969 to 1976), Rajendra Place (1976 to 1979), K-5 Hauz Khas (1979 to 1981), Pushpa Bhavan, Madangir(1981-1996). In 1996, NACEN shifted to its present campus situated at Sector 29, Faridabad having about 21.47 acres of land. NACEN has acquired 500 acres of land at Palasamudram in Anantapur district of Andhra Pradesh (about an hour's drive from Bangalore Airport) for setting up a new state-of-art campus.

NACEN Day- *NACEN celebrates its raising day on 28 January. It was on this day that NACEN shifted to its present campus at Faridabad.*

Role of NACEN in GST Roll-out

GST - the biggest indirect tax reform, is being rolled out with effect from 01 April 2017 . One of the biggest challenges is to train the indirect tax officials of both Centre and State, as well as the trade on the concepts, processes and procedures of GST. NACEN has been mandated to impart training on GST to Central and State Government officers.

*NACEN is conducting a mammoth capacity building exercise to train about **60,000** indirect tax officers of the Centre and State so that officers are well equipped to implement GST when it is rolled out. NACEN has already created a team of almost 2000 trainers across the country to train the field officers. Considering the limited time available, NACEN apart from Classroom training, is also planning to use advanced information technology tools, such as Virtual Classrooms and E-Learning modules, to ensure larger coverage.*

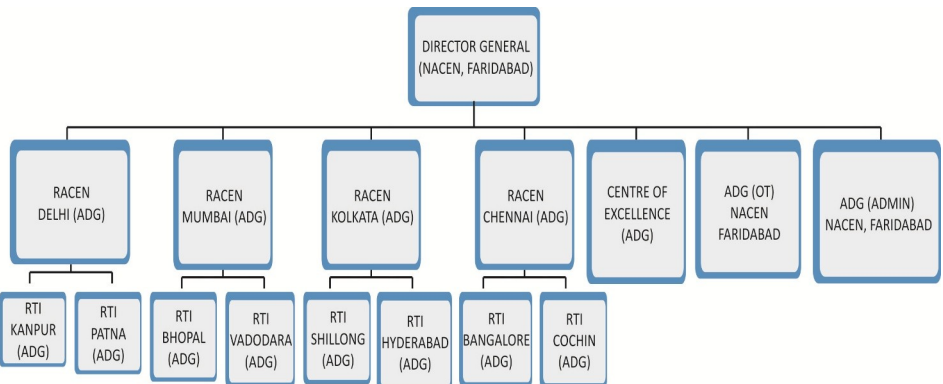
VISION OF NACEN

NACEN envisions the following guiding principles in its quest to attain excellence in its capacity building endeavor. The vision that NACEN has set for itself is to:

- ◆ *Create an Institution of Excellence where the officers can achieve full potential in their academic, creative, personal, physical, moral and spiritual development.*
- ◆ *Dispense quality skills and knowledge to boost managerial and leadership qualities, ethics and outlook to suit the needs of the fast changing realm of indirect tax administration and public governance.*
- ◆ *Train officers to become competent administrators, tax collectors and trade facilitators to function as true guardians of the economic frontiers of the country.*

Organizational Chart of NACEN

Four Regional Academy of Customs, Excise and Narcotics (RACEN) are located at Mumbai, Chennai, Kolkata and Delhi while Eight Regional Training Institutes are located at Kanpur, Bangalore, Hyderabad, Vadodara, Patna, Shillong, Bhopal and Cochin and are primarily engaged in training the Group 'B' & 'C' officers of the Department.



YOUR MENTORS

Shri P.K. Dash belongs to the 1985 Batch of the Indian Revenue Service (Customs & Central Excise).



He has worked in various formations of Customs and Central Excise. From 2003 to 2007, he was posted as the First Secretary (Trade) at the Indian Embassy in Brussels, representing Indian Customs at World Customs Organisation.

Before taking over as the Director General of NACEN Faridabad in July 2016, he served as the Pr. Additional Director General of the NACEN, Mumbai and prior to that as Additional Director General of the Directorate of Revenue Intelligence (DRI) Mumbai Zonal Unit from May 2011 to Aug 2015.

He is a recipient of the Presidential Award for “Specially Distinguished Record of Service”. He has also received a special commendation certificate from the Chairman, Central Board of Excise & Customs (CBEC) in Feb 2010 for his exceptional contribution to the ACES project.

His areas of specialization are Intelligence, Investigation & Integrity. His passion – BMW (Books, Music, Words).

Ms Reena Arya , Additional Director General , belongs to 1986 Batch of Indian Customs and Central Excise Services. She has done her MA (History) from Aligarh Muslim University. As Assistant Commissioner she was posted in Patna, Jamshedpur & Pune Commissionerate. In the capacity of Joint Commissioner/Additional Commissioner she has worked in Pune, Hyderabad and Faridabad Commissionerate. She also worked as Senior Department Representative in CESTAT Mumbai. She worked as Commissioner Custom, Central Excise and Service Tax, Noida from May 2009 to Oct. 2011. She worked as Additional Director Vigilance in North Zone unit of Directorate of Vigilance from 2011 to 2015 and joined NACEN on August 2015.



Mr. Chander Shekhar, Additional Director , belongs to the 1994 batch of IRS (C&CE). He is a B.Sc. graduate and has done his MBA in International Trade from IIFT, Delhi. He has worked in Vadodara, Ahmedabad, Delhi, Meerut and Noida in various field formations, DRI and Tribunal. He has also worked as Director of the Archaeological Survey of India, Ministry of Culture. He also has had trainings/ interactions with the Lee Kuan Yew School of Public Policy (LKYSPP), Singapore and the Russian Customs Academy at Moscow and St. Petersburg. His interests include trekking and biking.



Mr. Sanjay Sharan, Additional Director, belongs to 1995 batch of IRS (C&CE). He has done M.A. Currently he is posted as Additional Director at NACEN. He has worked in various capacities in Kolkata, New Delhi, Noida, Amritsar, Chandigarh, Ludhiana, Jammu & Kashmir and Meerut.



Before joining NACEN in the year 2014, he has worked as Director in the Department of Agriculture and Co-operation, Ministry of Agriculture, Government of India. He also has done Management Development programme from IIM Lucknow. He also has had trainings/ interactions with London School of Economics, Cambridge University, Nyenrode University (Holland) LKYSPP (Singapore University) and Graduate School of Business of SKK University (South Korea). His areas of interest include yogic meditation.

Ms. Sophia Martin Joy belongs to the 1999 batch of the IRS (C&CE). She holds an M.A. in English Literature and Sociology. She is currently looking after the Administration and hostels in NACEN. She joined NACEN in November, 2014. She has worked in the Large Taxpayer Unit (LTU), Bangalore, in Customs and Central Excise Commissionerates and in Customs (Preventive) Commissionerate in Cochin.



Dr Manoj Kumar , Joint Director, belongs to the 2005 batch of IRS(C&CE). He has done his Graduation, Post Graduation and Doctorate in Agriculture from CCSHAU, Hisar. He has been posted at Mumbai and has worked in customs in Zone-I & II. He has worked in Delhi Zonal Unit of DRI as Deputy Director at Jammu & at Delhi. He is currently looking after the MCTP programme. He is the Course Director for 68th batch Officer Trainees.



Ms. Minu Shukla Pathak , Deputy Director, belongs to the 2009 batch of IRS (C&CE). Her educational qualification includes M.A., NET. She is currently posted as Deputy Director at NACEN and is the Associate Course Director of the Officer Trainees. She has experience of Customs in Delhi Customs for over 3 years.



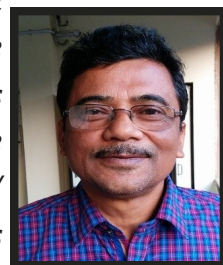
Mr Anoop Kumar Verma , Deputy Director, belongs to the 2010 batch of IRS (C&CE). His educational qualification includes M.A (Ancient History). He is currently posted as Deputy Director at NACEN. He has experience of Customs from Air Cargo Terminal, Calicut for 2 years.



Mr. Rakesh Grover , Assistant Director, joined NACEN, Faridabad in 2015. Before that he was posted at DG (Vigilance), Delhi HQ . An excellent cricketer, he had played in the Ranji Trophy



Mr. S.K. Dutta , joined as Inspector of Customs & Central Excise at Shillong Commissionerate in the year 1983. He has served at different Land Customs Stations/ Customs Preventive Force/ Central Excise Headquarters Audit/ Service Tax under Shillong/ Guwahati Commissionerate. He worked in Customs for approximately 25 years In October, 2014, he was promoted to Assistant Commissioner and posted to NACEN, Faridabad as Assistant Director.



Mr. Manoj Lakra , a Bachelor in Social Work, joined the department as an Examiner in 1994. His previous postings include wide experience at the Mumbai Customs House and Nava Sheva. He has joined NACEN as Assistant Director in September 2015.



Mr. Pradip Kumar , Bsc, joined the Department as an examiner in 1994. He got promoted as an Appraiser in 2002. He has become a Assistant Commissioner in 2014. He has joined NACEN as an Assistant Director in 2016.



HYDERABAD FACULTY

Mr. Vasa Seshagiri Rao , Additional Director General joined NACEN, Hyderabad in 2016. He is a 1987 batch IRS Officer graduate in Commerce and did his post-graduation in Law from Madras University. He has worked as an Officer for 5 years in Andhra Bank prior to joining IRS. He is a pioneer in the implementation of ICES in Chennai Customs



which became the model Custom House for others to follow in implementing the same. He was instrumental in smooth implementation of cadre restructuring for the entire state of Tamil Nadu. He worked as ADG , DRI, Kolkata which had jurisdiction over 11 states. He has also worked as Commissioner, Customs, Pune for 5 years. He took initiatives in anti-smuggling, infrastructure development and computerization. Worked for the development of sports and encouraged sports persons in the department.

Ms. N. Padmasri, Additional Director, NACEN, Hyderabad , is a graduate in M. A. (Political Science) from University of Hyderabad. She is a 1995 batch IRS Officer. She has worked as Assistant Commissioner at Belgaum and Deputy Commissioner at Gulbarga & Bangalore. She has also worked as



Joint Commissioner & Additional Commissioner at Hyderabad. She was Secretary & liaison Officer for REIC, Hyderabad. She was awarded for Excellence in Public Service by Rotary Club Bangalore .

Mr. Gopi Donthireddy, Deputy Director, NACEN, Hyderabad. He did his Bachelor of Engineering in Electrical Engineering from Osmania University, Hyderabad. He worked as Software Development Manager at Oracle Corporation, Hyderabad prior to joining the service. He joined the Indian Revenue Service (Customs and Central Excise) in the year 2011. He was awarded CBEC Chairman's Gold Medal for Best Officer Trainee. He worked as Assistant Commissioner, Nalgonda Division, Telangana and Assistant Commissioner, Audit, Hyderabad. In free time, he likes to code web/mobile apps, listen to music and jog.



Mr. C. Srinivas, Assistant Director, NACEN, Hyderabad. He graduated in Commerce. He joined the Department as Inspector of Central Excise in the year 1986. He was promoted as Superintendent in the year 1996 and as Assistant Commissioner in the year 2014.



ARRIVAL AT THE ACADEMY

19th December, 2016 will be your first day as an IRS (C&CE) officer in the Department. However, you should plan to reach NACEN, Faridabad positively by the evening of 18th December, 2016. Boarding at NACEN Complex is compulsory for Probationers during their training. The accommodation for the Officer Trainees is arranged in Alaknanda, Bhagirathi, Mandakini Hostels & Type IV quarters in the campus.

Officer Trainees are encouraged to go around the campus, familiarize themselves with the various facilities made available for them and also take initiative to interact with fellow Officer Trainees, who will be colleagues for years to come, in the service.

REACHING THE ACADEMY

From the IGI Airport at Delhi, the most convenient mode to reach NACEN is to take a cab through services like OLA or UBER. The typical fare would be between Rs.600 –Rs.700.

*Alternatively, one can reach NACEN through the Delhi Metro. The nearest station to NACEN is **Sector 28 Faridabad Metro station**.*

- ◆ *From Delhi IGI Airport, one needs to take the following route – IGI Airport to New Delhi (Airport Route) , New Delhi to Central Secretariat (Yellow Line) and then Central Secretariat to Sector 28 (Violet Line).*
- ◆ *From New Delhi Railway Station, one needs to take the following route - New Delhi Metro to Central Secretariat (Yellow Line) and then Central Secretariat to Sector 28 (Violet Line).*
- ◆ *From Old Delhi Railway Station, the route is - Chandni Chowk Metro to Central Secretariat (Yellow Line) and then Central Secretariat to Sector 28 (Violet Line).*

REGISTRATION

The registration/reporting formalities for all the Officer Trainees are scheduled at 10:00 am of 19th December 2016. You are expected to assemble at the Auditorium of NACEN at 10:00 am for this purpose. The Course Director (Officer Trainees) and Associate Course Director will address the Officer Trainees and guide them with regard to the registration process. You may clarify all your doubts during this session.

After the address from the Course Director the process of Registration shall begin.

All the Officer Trainees must be in the formal dress for the inaugural function. The date and time of which shall be announced on 19th Dec 2016.

Lady Officer Trainees: *Plain silk or cotton Saree of beige, cream, or white colour, with border without zari, and footwear comprising shoes or sandals.*

Gentlemen Officer Trainees: *Black or buttoned up coat (Bandh gala) with black or Light cream trousers (same as coat), Black socks and black shoes.*

The other tasks that will mark your first week in the Academy are-

Purchase of Books: *Officer Trainees are required to bring the relevant Manuals/Bare Acts to the respective classes. While the basic books such as the Bare Acts will be provided by NACEN, rest of the books and study materials will be made available for purchase at discounted rates.*

The illustrative list of books (not exhaustive) are-

- *Customs Act, 1962 (Bare Act)*
- *Customs Law Manual (2015-16), by R. K. Jain*
- *Central Excise Act, 1944 (Bare Act)*
- *Central Excise Manual (2015-16), by R.K. Jain*
- *Service Tax (Ch. V of Finance Act, 1994), Act 2015.*
- *Criminal Procedure Code, 1973 (Bare Act)*
- *Evidence Act, 1872 (Bare Act)*
- *Indian Penal Code, 1860 (Bare Act)*
- *CCS Conduct Rules*
- *Swamy's Handbook on Administration*
- *Rajbhasha Adhiniyam*

Purchase of Sports Kit/Tie: *All Officer Trainees are required to buy a kit which includes a two piece track suit, two T-Shirts and a tie (for only Gentlemen OTs) with IRS (C&CE)/ NACEN Logo. Please deposit the amount and give your measurements at the counter so that the sports kit can be supplied to you. The tie is supplied immediately. Approximate expense on this account works out to be around Rs 3500 for the Lady officers and Rs. 4000 for Gentlemen OTs. The OTs should also keep adequate amount for Purchase of Service Blazer and Uniform Sarees (for Lady OTs) at NACEN, approximately Rs.4000 for the Gentlemen OTs and Rs. 5500 for the Lady OTs.*

Photograph: All the Officer Trainees must get themselves photographed in their formal dress for the purpose of registration on the NACEN website. The digital photographs in formal dress will be uploaded on the website by System Administrator.

Opening of the Bank Account: A special bank counter will be set up in the Academy for the purpose to enable OTs to open their bank accounts. Salary/TA Advance of the OTs shall be credited to their bank accounts electronically.

Laptops: Proposals for providing Laptops to the OTs are under consideration, but it may take some time. Till such time, OTs may use their personal laptop, or the facility in the computer lab may be availed. A computer room is also functional in the Mandakini Hostel.

Mess advance of Rs. 8500/- and Mess Security (Refundable) of Rs 1000/- shall be deposited with NACEN officials. Please inform the mess-in-charge about your food preference and the date from which you shall take your meal. Deposit for Societies, viz. Rs. 5000 (one time, non-refundable) is to be made along with the Mess advance and a separate receipt will be issued for the same. Other deposits and payments are required to be made for Sports kits, Service Blazers and Uniform Saree, etc. for lady probationers etc.

Documents: The Officer Trainees have to register and fill all the forms online at www.nacen.gov.in/irs_login.php . All Officer Trainees have to bring triplicate copies of the dully filled up forms after filling them online. No forms shall be given at NACEN.

TRAINING PROGRAMME

BROAD TRAINING CALENDER

1. IN CAMPUS (19.12.2016- 01.12.2018)*

(a) Orientation Course	02 weeks
(b) Classroom Training	48 weeks
♦ Basic Indirect Tax Module (12)	
♦ Functional Module** (30)	
♦ Block Leave -Holi & Diwali (2)	
♦ Revision & Departmental Examination (4)	

2. OFF CAMPUS (04.12.2018- 21.04.2018)

(a) Field Attachment	20 weeks
(i) Department Attachment (15)	
(ii) Other than Departmental Attachment (05)	
• WII (02)	
• Coast Guard (01)	
• BSF/ITBP (01)	
• International Attachment (01)	
 (b) Independent Charge (OJT) (23.04.2018- 18.08.2018)	 17 weeks
 (c) Furbisher Course (21.08.2018-15.09.2018)	 04 weeks

The entire batch will undergo two weeks of Orientation Programme at NACEN, Faridabad. Thereafter, the batch will be divided into two groups for further training. One group will be retained at NACEN, Faridabad and the other group will be sent to MCRHRDI, Hyderabad for Basic Indirect Tax Module.

GURUMANTRA

PUNCTUALITY

We believe that punctuality is the basic cornerstone around which discipline revolves. It is expected that you would be at the venue of any scheduled event, academic or otherwise, five minutes ahead of time. This is our foremost expectation from you and we hope that you will not give us any occasion to remind you of it during the course. Respect for time, others' as well your own, is a basic requisite of being a good officer.

BEHAVIOUR

NACEN expects the highest standards of behaviour and decorum befitting an officer from each Officer Trainee - both inside and outside the Academy. We expect you to be courteous and well-mannered towards each other, with Academy staff and with the faculty. Officer Trainees must particularly ensure that their behaviour towards Officer Trainees of the opposite sex is beyond reproach.

PARTICIPATION

This is your course. What you get out of it depends a lot on what you put into it. The Course Team would like you to participate fully in all the activities that make the Course. When you participate in classroom discussions, we expect you to be polite and considerate to all others present. The amount of hard work you put in learning what is taught and the enthusiasm and interest you exhibit shall all be taken into consideration during your individual evaluation by the course team.

DISCIPLINE

As civil servants, a strict code of conduct and norms of behaviour bind each of us. We expect you to follow the code of conduct and these accepted norms in letter and spirit and set the highest standards for yourselves. Indiscipline, lack of punctuality, discourteous behavior, violation of course guidelines and inappropriate conduct will invite disciplinary measures.

ATTIRE

We expect you to be appropriately attired for every occasion, whether it be in the classroom, on the campus premises, at the mess or while traveling to other academies/ cities as the face of NACEN.

MATURITY CREATIVITY & ENDEAVOUR

Above all, we expect Officer Trainees to behave like mature individuals. A mature person does not indulge in deviant or self-destructive behavior. He neither resents authority nor does he become overbearing when he is himself in a position of power. In short, mature persons are balanced people who are an asset to any organization. Creativity is that spark which improves all human endeavour, and makes that critical difference between the great and merely good. We understand that you shall contribute creatively to all activities and raise the standard of the course with your thoughtful inputs and astute observations. Above all, an officer is expected to excel and constantly strive towards setting higher benchmarks.

SHISHTACHAR (ETIQUETTE)

Good manners and etiquette lend confidence and charm to an officer's personality. They help smoothen the sharp edges of authority and ease the course of personal relations. The principles underlying the decorum and behaviour suggested here are courtesy, politeness and consideration for others. The issues covered are important to an officer's life, both during probation and in the later stages of your career.

GENERAL CONDUCT

- *At no time or occasion should an Officer Trainee conduct herself/ himself in a manner not befitting an officer.*
- *Officer Trainees are expected to treat each other politely and with due regard to decency and courtesy. Consideration for the feelings of others should be a dominant concern.*
- *When dealing with subordinates special care should be taken to ensure politeness. This is especially true in your dealings with Mess staff, room bearers and non-teaching staff of the Academy. Behaviour with those below you in station/ rank defines a person's character. Officer-like behaviour should be maintained outside the Academy as well, in dealing with shopkeepers, et al and the general public.*

- *Residence in the Campus is compulsory; spouses, friends or relatives of the Officer Trainees will not be permitted to stay on Campus under any circumstances. Any violation of this will be considered as an act of gross indiscipline.*
- *Keeping or consuming alcoholic drinks in the Hostel rooms is strictly prohibited. Misconduct in an inebriated state will result in expulsion from the Course and action under Conduct Rules.*
- *Smoking is prohibited in the Campus.*
- *Officer Trainees are prohibited from maintaining private vehicles in the Academy.*
- *Officer Trainees should not play loud music in their rooms, gamble or speak loudly in lounges or the corridors.*
- *NACEN places great importance on intellectual integrity and ethical conduct. Any dereliction during examination, quizzes and written assignments will have serious implications.*

CONDUCT IN CLASS

Officer Trainees shall be assigned specific seats in lecture halls. Each of you is expected to take the assigned seat before the session commences, as explained above. Attendance would be taken according to the seating arrangement.

NACEN encourages freedom of thought and expression, encouraging diverse viewpoints. Alert and active participation in classroom discussions and lectures is expected and encouraged. Politeness while placing one's own view or even contradicting another's viewpoint is the hallmark of an officer. You are expected to listen to the views of others and expected to raise your hand to be called upon by the presiding officer, before making any points of your own. Officer Trainees are also free to meet faculty members after class to seek any further clarification.



ATTENDANCE AND DISCIPLINE

*There is **zero tolerance** for any indiscipline at the academy. Timely attendance and punctuality is required. The Officer Trainees are required to attend all classes and attachments as part of their training. In addition to the classes, Officer Trainees are also **compulsorily** required to attend Physical Training every day. There are many extra- curricular activities and events, lectures by prominent personalities in the Academy as part of the training schedule. The Officer Trainees are required to be present in all such scheduled programs well in time.*

It may be carefully noted that attendance of an OT is mandatory for all training events including PT, classes, tours, visits, field trips, cultural events etc. organized by the Academy from time to time.

There shall be regular attendance during all such scheduled programmes. If any Officer Trainee is found to be absent from the classes/session without prior sanction of leave/ station leave, suitable disciplinary proceedings shall be initiated, which may include dismissal from service. Officer Trainees shall sit in the classes as per roll numbers on the assigned seats or based on seats allotted subsequently.

Punctuality and attendance is given due weightage in the internal assessment of an Officer Trainee. Low score in internal assessment may lead to failing of the trainee in the examination and debarment from executive charges. The results of the departmental examinations would redefine the intra-service seniority within the batch.

There will be Aadhar-based biometric attendance in both morning and afternoon sessions. In addition, surprise attendance may also be taken during the sessions.

Up to half-day of Casual Leave shall be debited from the Casual Leave account of the Officer Trainee for each late attendance on his/her part for any classroom or other special sessions.

Discipline:

Officer Trainees are expected to be diligent and responsible officers of the Government of India. Thus any sort of indiscipline at the campus and breach of rules shall not be tolerated.

Recurring deficiency in punctuality of an Officer Trainee shall entail disciplinary action against the Officer Trainee, in addition to suo moto debiting of casual leave.

Willful absence from duty not covered by grant of leave will be treated as dies-non for all purposes viz. increment, leave and pension. Such absence will constitute interruption/ break in service resulting in forfeiture of past service for all purposes.

All cases of unauthorized absence from duty or in continuation of leave will render a Government servant liable for disciplinary action treating it as misconduct and may also lead to extension of probation, which could also consequently alter the date of confirmation of the Officer Trainee.

Note: The Government may discharge you from service at any time during the period of probation, if in the opinion of the Government your work or conduct during the period of probation is considered unsatisfactory, or shows that you are unlikely to become an efficient officer.

DISCIPLINARY ACTION

*Any Officer Trainee engaging in an act of indiscipline or misconduct will be dealt with severely. For misconduct and offences deemed to be of a serious nature by the Course Director, a **Memorandum** (Memo) will be issued to an Officer Trainee. The purpose of the Memo is to give an opportunity to the Officer Trainee to explain his/her case before disciplinary proceedings are formally started against him/her. Copies of the Memos issued will be placed in the personal file of the Officer Trainee to whom it is being issued along with his/her replies, if any. If the Officer Trainee fails to submit a reply within the stipulated time, it is presumed that the officer accepts the charges mentioned in the Memo and suitable Departmental action can be initiated against the officer.*

*Memoranda are official documents/evidence against the officers which can be relied upon by the Department in taking appropriate action against the officers. **The OTs are, therefore, advised to take the issue of 'Memo' very seriously as it may affect their career and their continuation in the service.** Some of the consequences of Memo are enlisted as follows-*

I. Warning: *If the Officer Trainee does not reply to the 'Memo' or if the explanation given in the 'memo' is not found to be satisfactory by the competent authority, the Officer Trainee can be issued a warning, admonition or reprimand which may be ordered to be placed in the personal file of the Officer Trainee.*

II. Disciplinary Proceedings: *If the Officer Trainee fails to improve despite repeated warnings, disciplinary proceedings may be initiated against him/her. The disciplinary proceedings may be minor penalties like Censure, withholding of promotions or withholding of future increment of pay or major penalties like reduction of pay, grade or service, compulsory retirement or removal/dismissal from service.*

III. Suspension: *The Officer Trainees are likely to be placed under suspension when disciplinary proceedings are contemplated or pending.*

IV. Adverse entry in APAR: *If the reporting officer (Course Director)/Reviewing Officer (ADG – OTs) are of the opinion that despite the warning etc, the officer concerned has not improved, he may make appropriate mention against relevant column (Punctuality, Discipline etc.) of the Annual Performance Appraisal Report (APAR). This will constitute an adverse entry against the officer.*

V. Promotion: *Adverse entry in the Annual Performance Appraisal Report (APAR) is likely to affect the promotional prospect of the officers since their next promotion as Deputy Commissioner becomes due on completion of 4 years of their joining the Service. Since the APAR of all four years shall be considered for the purpose of promotion and an officer cannot be promoted even if he has one adverse APAR in last 4/5 years, hence any adverse entry in APAR can delay the promotion of the officer by many years.*

DRESS CODE

All Officer Trainees are required to follow a proper dress code while at the Academy. Non observance of proper dress code shall be treated as an act of indiscipline and misconduct which may invite disciplinary proceeding against the officers.

The dress codes for the Officer Trainees are as follows:-

On Formal occasions-

For Lady OTs: Plain silk or cotton Saree of beige, cream, or white colour, with border and without zari, and footwear comprising shoes or sandals.

For Gentlemen OTs: Black buttoned up coat (Bandh Gala) with black trousers (same as coat) with black socks and black shoes.

In Classes

*All Officer Trainees are expected to be well groomed and neatly attired according to the weather. 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/sneakers/sports shoes shall be allowed during academic hours. Casual attire is not at all allowed.***

Every Monday is Uniform Day at NACEN. OTs are required to be dressed in official uniform for the full day compulsorily. If Monday is a holiday, then uniform is to be worn on the next working day (Tuesday).

Only formal leather shoes or sandals in the case of women 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.

On Sports Ground

For P.T./Yoga sessions, gentlemen Officer Trainees are required to wear NACEN T-shirts and shorts or track-suits with white canvas shoes/ sneakers and white socks. Lady Officer Trainees are required to wear white salwar and kameez, or track-suits, with white canvas shoes/sneakers and white socks. The tracksuit and T-shirt with NACEN logo would be available on payment basis. Officer Trainees are advised to bring a pair of good sports shoes for morning activities and evening sports, which will commence in the first week of training. In the indoor sports complex, all Officer Trainees are required to be decently attired. Footwear like sports or canvas shoes may be worn. However, slippers or chappals are not allowed.

In the Officers' Mess

All Officer Trainees must be dressed in formal attire. No slippers, shorts, nightgowns, Kurta-pyjama etc. are permitted anywhere in the Officers' Mess.

In Hostels

Officer Trainees can wear formal dresses, informal wear or sports gear in the Hostels particularly when they are in the common areas like Common Room/TV Room etc. However, they must not be seen in their slippers, shorts, revealing outfits in the Hostels. No one is permitted to consume alcohol/liquor in hostel. Further no one is permitted to go out of NACEN campus without permission of CD/ACD with valid reasons after 10pm. No private car can be kept in NACEN campus except with prior permission. All probationers are required to bring their own bed sheets, pillow-covers, and other necessary consumable items.

UNIFORM ETIQUETTE

*One should take pride in the fact that IRS (Custom and Central Excise Service) gives you the opportunity to serve the country in Uniform. The Officer Trainees are required to adorn the khaki uniform once a week in the Academy. **Every Monday has been designated as Uniform Day in the Academy.***

NACEN provides the facility of tailor for this purpose; the trainees also get equipment allowance and annual uniform allowance to fulfill this need. The initial expenditure on uniform comes out to be approx. Rs. 6000 which is to be borne by the trainee himself.

The uniform should be ready within 15 days of joining, however the trainees are barred from purchasing the fabric themselves so as to avoid multiple shades of khaki in the same batch, fabric of uniform shade will be sourced from market by the tailor as per the choice of Officer Trainees.

Service Blazer

A navy-blue service blazer, with a logo of the Department is compulsory for all Officer Trainees. Orders can be placed with the designated tailor. The blazer will need to be worn on all official functions and while calling on senior officers during your attachments.

P.T Uniform:

Blue track suit with NACEN logo on it. Blue and white t-shirts with NACEN logo on it.

Mess uniform:

All officers are required to enter the mess only in formal dresses and shoes. Casual dresses or slippers are strictly not allowed inside the mess.

MESS ETIQUETTE

Dining facilities are provided in the Officers' Mess. Membership of the Mess is compulsory. Mess charges are to be paid in time. Cooking in hostel rooms is strictly prohibited. Any suggestions/complaints are to be written down in the specified register available at the mess counter. All Officer Trainees are required to strictly follow the mess etiquette given below:-

Sign the mess register before dining and enter the number of guests with you. Inform the Mess Manager about the guest in advance so that he can prepare food for them. When you pick the empty plate to first help yourself, ensure that the 'INSIGNIA' is in the middle of the upper half of the plate and remains there throughout the course of the meal. Take pride in the Insignia, respect it.

The same rule holds good when using a cup or a glass. The cup/glass should be so held or placed that the INSIGNIA always faces away from you, positioned in the middle of the farther half of the cup/glass. When in a queue to help yourself, always make way for seniors, guests and ladies, including fellow lady Officer Trainees. Also, do not jump the queue. Even for a second/third helping, follow the queue, if there is one.

While dining on a table, preferably use both the fork and the spoon. Therefore, pick both the fork and the spoon before the first helping. The fork must be held in the left hand. The right hand could hold the spoon or the knife as is needed. Always keep the side plate to the left of the main plate and the glass/cup to its right. Do not lean on the table while dining. Keep a comfortable distance from the table and avoid resting your forearms on the table while dining.

Converse with fellow diners on your table in a moderate voice. Laughing aloud, clapping and shouting across tables are bad Mess manners and are to be strictly avoided. It disturbs others and shows one in poor light.

Do not dine with the same 'in-groups'. Avoid sticking to the same group every day; the Officers' Mess is a place to interact and socialize and build bonhomie. It is not a place to perpetuate groupings.

Excuse yourself both while joining a table and before leaving it. While you are leaving, remove your used plate and place it on the table designated for "Used Plates".

Avoid leaving a co-diner alone on your table. As far as possible, wait for him/her to finish.

Put your chairs back in place after you have finished your meal, with the back-rest of the chair in contact with the table-top.

You are expected to come to the Mess well turned out. Wearing a pair of Shoes (formal/sports) while entering the Mess is the minimum expected Mess decorum. This is an Officers' Mess; let us take pride in dining here.

Officer Trainees' Lounge is meant for socializing. Taking food/beverages inside the mess Lounge is strictly prohibited.

Be polite and courteous while interacting with the mess staff. They are there for your service.

Formal Lunches/Dinners are regular events at NACEN. During these events DG, ADGs, CD and other dignitaries/guests would be present. It is required of Officer Trainees to be present at Officers mess well before the dignitaries arrive.

OFFICER LIKE QUALITIES

As officers going to man highly responsible and significant positions in your career, you are expected to imbibe and develop the following Officer-Like-Qualities (OLQs).

1. **Effective Intelligence** – *More often than not, its ability to handle and solve practical problems that will count more than your academic knowledge.*
2. **Reasoning Ability** – *As an officer, you will be faced with challenging situations on a daily basis. You should have the ability to grasp a given situation and arrive at the conclusion by rational and logical thinking.*
3. **Power of Expression** – *you should have the ability to put across your ideas with ease and clarity to your superior officers and with a sense of control and conviction to your subordinates.*
4. **Self Confidence** – *as the head of an office/team, your confidence in yourself will go a long way to motivate your entire team*
5. **Determination** – *there will be occasional setbacks and challenges; you should put in sustained efforts to achieve objectives*
6. **Organizing Ability** – *a large part of your work will be organise the resources systematically, both human and material, to achieve the desired results.*

7. **Initiative** – *Be creative. Be responsible. Be someone who originates an action.*
8. **Courage** – *You should be able to appreciate and take purposive risks. Stand up for what is right even in the face of challenges.*
9. **Cooperation** – *There is no better way than to carry the team along. You are part of a system and your functioning should be harmonious and cooperative.*
10. **Sense of Responsibility** – *there should be a thorough understanding of what is expected from you.*
11. **Stamina** - *physical and mental endurance defines a successful officer. When the going gets tough, the tough gets going.*
12. **Group Influencing Ability** – *as a “leader”, you should be able to get willing efforts of others to achieve the objectives set.*
13. **Liveliness** – *be cheerful when faced with difficulties to bring about a cheerful atmosphere in the group*
14. **Social Adaptability** – *as an officer who can be posted in any part of the country, you should have the ability to adapt to different social and cultural settings*
15. **Speed of Decision** – *your work role would require you to take best decisions in the shortest possible time. A late decision is no decision*

EXAMINATION

Every OT is required to clear the departmental examination (consisting of written papers and viva-voce) during the period of Probation. The scheme of Departmental Examinations is under revision and shall be intimated to all shortly.

If an Officer Trainee does not pass all the papers of the Departmental Exams before the end of his/her probation period of two years, the probation would be extended till such time he/she successfully qualifies in all the papers. Thus, failure to successfully qualify in the departmental examinations could alter the date of confirmation of the Officer Trainee.

The Assessment shall consist of End term Written Examination (50%) and Internal Assessment (50%) to test the all-round proficiency of the OT, in academic and non-academic areas.

The Internal Assessment shall be based on both academic assessment (35%) and non-academic assessment (15%). Academic assessment as part of internal assessment shall consists of Class tests (10%), Physical Training including attendance in PT/Yoga (10%) Class Discipline (5%), Attachment reports (5%) and OJT Reports (5%). Non-academic assessment shall consist of Cultural activities (5%), Sports activities (5%) & Committee work (5%).

AWARDS

Your excellence and outstanding performance over the course of training is rewarded with various prestigious awards and medals. NACEN has been awarding the following Gold Medals to the Indian Revenue Services (Customs & Central excise) Group A probationers of each batch :

- **The Finance Minister's Gold Medal:** For best All-round Officer Trainee.
- **Chairman's Gold Medal:** For the Officer Trainee Scoring Highest Marks in the departmental examination.
- **Smt. Kaushalya Narayan Memorial Gold Medal:** For the Best Lady Officer Trainee (s).
- **Director General's Medal:** For the best Officer Trainee based on the assessment of Director General, NACEN.
- **Shri T. P. Singhal Memorial Medal:** Instituted in the year 2009, in the memory of Late Shri T. P. Singhal IRS of 1974 batch, who expired during his service period .
- **Shri. Gautam Bhattacharya Memorial Award :** Instituted in the year 2015, in the memory of late Shri. Gautam Bhattacharya IRS of 1985 batch, who expired during his service period. He was one of the pioneers of service tax law in India.

Eligibility & Criteria of selection:

The OTs must have passed the Departmental examination in full before the end of the training to be considered for any of the

<i>Award</i>	<i>Awardee</i>	<i>Eligibility</i>
<i>The Finance Minister's Gold Medal</i>	<i>For best All-round Officer Trainee.</i>	<i>The comprehensive criteria for selection of the awardee is given in the next page**</i>
<i>Chairman's Gold Medal</i>	<i>For the Officer Trainee Scoring Highest Marks in the departmental examination</i>	<i>Highest aggregate mark in written examination papers excluding Hindi paper.</i>
<i>Smt. Kaushalya Narayan Memorial Gold Medal</i>	<i>For the Best Lady Officer Trainee</i>	<i>The criteria is same as the award for the Finance Minister's Gold Medal (but no common winner). Further, the Lady OT should be within the top 25 OTs of the batch in the Examination marks.</i>
<i>Director General's Medal</i>	<i>For the Best Officer Trainee based on the assessment of Director General, NACEN.</i>	<i>Based on DGs' interactions and his assessment of overall conduct, contribution and performance.</i>
<i>Shri T.P. Singhal Memorial Medal</i>	<i>For the Officer Trainee who had displayed the best officer like qualities during probation</i>	<i>Based on overall conduct, performance and contribution to NACEN during training period.</i>
<i>Shri. Gautam Bhattacharya Memorial Award</i>	<i>For the Officer Trainee who excels in Service Tax and GST.</i>	<i>OT securing the highest aggregate mark in the Service Tax and GST papers.</i>

***The criteria for The Finance Ministers Gold medal is as below;*

Sno	Item of Assessment	Marks allocated
1	Overall Personality and temperament	60
2	Attendance and attentiveness in sessions	40
3	Proficiency in Extra-curricular Activities	30
4	Attachment in departmental formations	45
5	Attachment in other departments /institutes	25
6	Performance in departmental examination	100
7	Course Director's Assessment	40
8	Addl. Director General Assessment	60
9	Director General's Assessment	100
Total		500

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 pressing, grounds which will be considered by the Course Director on a case-to-case basis.

Provision for availment of one year Extra Ordinary Leave (EOL) is available for those who wish to appear for the Civil Services Examination in 2017. It is in their interest they may like to avail this option since no OT undergoing training at NACEN will be allowed to appear for the CSE-2017 exam.

*Officer Trainees absenting themselves from duty without sanctioned leave or those overstaying sanctioned leave would invite the risk of disciplinary action. No leave of any kind shall be granted during various field attachments including the 'On the Job' training module. The training is intensive. **The 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 would be considered. If the total leave availed exceeds 30 days, it would automatically call for extension of probation. It is thus in the interest of OTs that they settle matters requiring their personal presence before joining the academy.***

Procedure for Application of Leave

All leave applications must be addressed to the Course Director via email as well as in paper in the prescribed form. In case of Earned Leave (EL) requests, the leave application must be personally taken to Course Director for approval. The approval of the leave shall be communicated to the Officer Trainees via their e-mail address.

The Officer Trainees must indicate clearly on their application, the holidays/weekends to be prefixed and suffixed with their leave. They must also indicate, if they wish to leave the headquarters. In case, an Officer Trainee wishes to leave the headquarters during the leave, his/her address during the leave and the telephone/contact number must also be indicated in the application form on which he/she can be contacted.

No Officer Trainee shall proceed on leave, absent from class or attend other programmes or leave the headquarters unless he/she has been sanctioned leave/station leaving permission by the Course Director.

Any absence from training without prior sanction of leave shall be treated as willful absence from duty and disciplinary action including break-in-service proceedings shall be initiated against the officer.

In order to ensure timely sanction of leave, all Officer Trainees are advised to submit their leave application at least two weeks in advance. In case of emergency, the leave application must be personally taken to Course Director for approval.

Note:

It may be noted that commuted leave on medical ground is permitted to the officer equal to half of the balance half-pay leave based on the medical certificate issued by an Authorized Medical Attendant (AMA) of the Central Government or on the basis of a certificate issued by a Hospital/Medical Authority recognized under the Central Service (Medical Attendance) Rules 1944. The officers submitting fake medical certificate or doctors issuing the incorrect medical certificate may be proceeded against under the law.

SPORTS FACILITIES AT NACEN

The Academy has an indoor wooden floored squash court, a swimming pool, well equipped gym, billiards room, table tennis room, chess, carrom board facilities and, basket ball, volley ball, badminton and tennis courts. All the Officer Trainees are encouraged to engage in sports after office hours.

NACEN is equipped with a well maintained swimming pool which is operational from April to September. Swimming coach along with two life guards is present during the designated hours for swimming. Every Officer Trainee is encouraged to learn swimming as a part of their training.

NACEN has a Gymnasium provided with all modern fitness equipment. All Officer Trainees are expected to be properly attired in sportswear and sports shoes while entering the gym. Slippers/sandals and other frivolous attire is strictly prohibited inside the gym. Usage of gym is subject to the timings and modalities prescribed by the administration from time to time.

A yoga teacher and PT instructor are available on the campus from Monday to Friday. Yoga and PT both are compulsory for all the Officer Trainees. Non-attendance at PT and Yoga will lead to deduction of leave and disciplinary proceedings.

OTHER FACILITIES AT NACEN

Library: *The Academy has a well-stocked library which housed books catering to both academic and non-academic requirements and tastes. It also subscribes to nearly 30 different journals.*

Cyber lab: *Around 40 computers are available in the Cyber Lab.*

Music Room: *The Academy has a well equipped music room with basic instruments like guitar, drums etc. A music teacher is available to teach the Officer Trainees.*

Audio-Visual room: *There is an audio-visual room provided with audio and visual learning resources.*

Dance Classes: *Dance instructors train Officer Trainees in various dance forms through society activities.*

Computer Classes: *Computer classes are conducted in the Academy for Officer Trainees who require basic training in computers.*

Conference Room: *Newly furnished conference room of the Academy has inter alia video conferencing and projector facilities.*

SEZ: *Innovatively named **Special Entertainment Zone** it provides an opportunity to Officer Trainees to sit and socialize in an informal atmosphere.*

LIFE AT NACEN

Training period is usually the most memorable period of an officer's life. You should make all efforts that it indeed turns out to be one. NACEN on its part provides all facilities to ensure all round development and grooming of officers. The following paragraphs attempt to answer a few curiosities you may have about life at NACEN.

A day in an Officer Trainee's life normally begins with the morning PT and Yoga. While this may sound disheartening to the late-risers, they will soon realize that the importance of physical fitness cannot be over-emphasized. NACEN offers an excellent gymnasium facility to the probationers. Please make full utilization of this and inculcate healthy habit of exercise early in life. NACEN also has a wide inventory of sports equipment. You are encouraged to regularly indulge in sports activities in evening time. Many officers have excelled in sports they picked up at NACEN and have kept it up later in life. Please feel free to bring to the notice of Course Director/Admin. for any equipment you may require to add. NACEN also has a swimming pool inside its premises that normally operates from April to October.

Ours is a technical service which requires nuanced understanding of subtleties of the subject. The classroom training at NACEN is conducted by experts and field officers who belong to the been-there-done-that creed. Please try to gain maximum out of their experience while you are at NACEN. It is absolutely fine to ask those silly questions, which you may not get to ask once you get your postings.

Attachments is one aspect of our probation days that is unmatched by any other service. We get to travel to places all over India and beyond.

While learning is a must during your attachments, please ensure that you make every use of the opportunity to explore places and gain enriching travel experience.

One healthy tradition that has been kept alive by successive batches and is continually refined is that of keeping the campus alive by one activity or the other. There is an endless list of meaningful and entertaining engagements that have been taken up by Officer Trainees. Be it screening of movies, blood donation camp, shramdaan, children's day out, staging of dramas, celebration of festivals, organizing visits of colleagues from other sister services, etc- you name it and we have done that. You are strongly encouraged to keep up and enrich this tradition by your initiative.

Apart from activities inside the NACEN premises, Probationers (OTs) also get the chance to participate in events outside campus. Delhi Marathon, trips to Surajkund fair, Agra, Mathura, valley of flowers, participation in externally organized sports events such as shooting, etc -are all up on cards. While NACEN often takes initiative to arrange for probationers to attend such events, you are encouraged to come up with plans of your own and the administration will be pleased to offer all assistance possible at its disposal.

Your training is structured so that you not only learn tricks of your trade but shed your inhibitions and discover your talents. It is a laborious but very interesting and joyful exercise of personality development. Discipline and initiative should be the hallmark of your probation days. With your active cooperation, training at NACEN is bound to be a very pleasant, everlasting experience.











SOCIETIES AT NACEN

All Officer Trainees are expected to give options of four societies/ Committees/Clubs from the list below.

- *Mess committee*
- *Sports committee*
- *Cultural society - Music, Dramatics & Films*
- *Social service society*
- *Computer society - Library, House Journal & Website and e-Library*
- *Debating & Literary club*
- *Adventure Club*
- *Nature Lover's Club*
- *Special Entertainment Zone (SEZ) Society*
- *Swatchh NACEN Committee*















General Guidelines

1. *All the societies will consist of three office bearers (one President, one Secretary and one Treasurer) who will be elected by the Officer Trainees themselves. Mess Committee will have five office bearers (one President, one Secretary, two Joint Secretaries and one Treasurer)*
2. *One term of office is three months long after which fresh elections will be conducted.*
3. *Members who had held office for one term will not be eligible to contest elections again.*
4. *The Societies are mandatorily required to complete the above mentioned tasks.*
5. *The Societies shall meet at least once a fortnight and shall submit a monthly report to the Course Director by 7th of every month.*
6. *The office bearers shall record the minutes of each meeting and submit the same to the Course Director along with the monthly report.*
7. *The office bearers shall keep a proper account of the Society's funds and inventory of the equipment and ensure proper handing over to the new team.*
8. *In addition to the tasks mentioned above, new and innovative tasks can be organized at the initiative of the Societies. Also new tasks may be assigned to the Societies from time to time by the administration.*
9. *Activities of all Societies will be monitored and best performance would be awarded.*

Mess Committee

1. *The mess committee will decide the day-to-day menu of the officers' mess in consultation with the Officer Trainees.*
2. *Organize official dinners in consultation with the administration on special occasions.*
3. *Organize Regional Food Festivals on respective Regional days which are to be celebrated in concurrence with the cultural society.*
4. *Ensure that the fellow Officer Trainees are adhering to the dress code and mess etiquettes.*
5. *Ensure that proper hygiene is maintained in the mess and also keep a tab on the quality of food.*
6. *Will ensure that the mess manual is strictly adhered to by all officers.*
7. *67th batch mess committee had organized following special activities:*
 - *Onam celebration with traditional Kerala food*
 - *Rajasthani Food Day for Navratri .*
 - *Marathi Cuisine on Kojagiri Purnima*

Sports Committee

1. *The Sports committee is responsible for maintenance and upkeep of all sports facilities in the campus including Gymnasium.*
2. *Organize sports competitions on specific occasions in consultation with the course director.*
3. *Ensure that the dress code for gymnasium and other sports activities are followed.*
4. *Maintain and keep a proper inventory of the sports equipment bought by the Academy.*
5. *Some of the activities organized by 67th batch Sport committee, have been*
 - *Cricket tournament*
 - *Volleyball match between Probationers and Faculty*
 - *Participation in Inter-Services sports meet*
 - *Badminton , Table-tennis, Chess and Billiards competition*
 - *Facilitated the purchase of new gym equipment.*
 - *Participation in Airtel Delhi Half Marathon.*

Cultural society

1. *This Society is responsible for organizing cultural activities during occasions like Republic Day, Independence Day, Hindi Divas or such occasions.*
2. *Discover and encourage talents like singing, dancing, acting, poetry recitation and the like.*
3. *Organize Competitions followed by Regional food festival in concurrence with Mess Committee.*
4. *Conduct training sessions in music, dance, dramatics etc.*
5. *Encourage fellow Officer Trainees to utilize the music room.*
6. *Organize Regional Days (North Day, South Day, East Day, West Day, North-East Day)*
7. *Some of activities organized by 67th batch have been,*
 - *Inaugural culture function and New Year celebration*
 - *Holi celebrations, Kite flying & Rangoli competition.*
 - *Cultural evening for the 66th Batch during their refurbisher course*
 - *DJ nights*
 - *Haasiya Kavi Sammelan*
 - *A cultural was conducted where SOS village children were chief guests, along with a animated movie screening.*

Dramatics—

1. *Enactment and production of plays and skits in the Academy.*
2. *Organising acting workshops in association with skilled trainers from outside NACEN.*
3. *Dramatics Society of the 67th Batch was very vibrant showcasing splendid original and adapted plays and skits on various occasions such as Republic Day and other cultural functions*

Music—

1. *Procurement and maintenance of musical instruments*
2. *Organising lessons for Officer Trainees who want to learn some music instruments*
3. *Organising and conduct music sessions and programs.*
4. *Various folk dances were performed by the previous batches including lavani, bihu, gidda, Tamil folk dance, bangra, garbha.*

Film—

The Film society is expected to screen at least one movie per week. The name of the movies should be prominently displayed at least 2 days before its screening. Film society members should personally invite NACEN faculty for all such screenings. Augment audio/visual room in the library by adding to its existing collection. Short movies were made by 66th batch on the NACEN probation period.

Social Service Society

1. *This society is expected to organize social service activities like blood donation camps, trip to an orphanage/old age home.*
2. *Lectures by eminent personalities heading reputed NGOs to sensitize the Officer Trainees on social issues.*

Some of the activities organized by 67th batch have been,

- *Two Blood donation camps.*
- *Arranged dinner & cultural night for SOS school children.*
- *Constant interaction with SOS school children, including giving them academic guidance and attention*
- *Collection and donation Diwali gifts to mess workers., security staff and other contractual employees*
- *Visit to old age homes and organizing welfare events for them.*

Debating and Literary Society

1. *Debating Club is expected to organize debating competition, elocution, Group discussions, quizzes on various technical and non-technical topics in consultation with the Course Director.*
2. *The Public Speaking sessions (in which every OT has to speak by turn) will be coordinated by this society.*

Adventure Society

The Adventure Club focusses on “off-beat” activities such as

1. *Organizing adventure activities like rappelling and rafting.*
2. *Organizing trekking.*

Computer Society

1. *The Computer society is responsible for proper functioning of the UNEP Cyber lab.*
2. *Assisting the Systems Administrator in uploading the profiles, photographs of the Officer Trainees and articles contributed by Officer Trainees and Faculty.*
3. *Bring out a Batch Directory both in Hard and Soft Copy.*
4. *Help in upkeep of NACEN website and other e-governance activities.*
5. *Help in maintenance of networking and other equipment at the campus and in the hostels.*
6. *Circulating study material and presentations among probationers and archive the same.*
7. *Up gradation of internet lease line from 10Mbps to 100Mbps.*
8. *Laying of optic fiber line (3000 meter) from old server room to new server room .*

Library—

1. *To notify the arrival of new books and collect suggestions for new books to be bought. They are to manage the affairs of the library in consultation with the Librarian.*
2. *To oversee that the library is properly maintained including the equipment therein.*
3. *Organize book review sessions and try to invite literary societies.*

House Journal Society—

1. *The House Journal society is expected to collect articles from the Officer Trainees and faculty for the house journal and the official website.*
2. *Every Officer Trainee shall submit at least two book reviews (about 200 words) on any book of his/her choice. At least two reviews are to be submitted in each module.*
3. *Bringing out the NACEN House Journal.*
4. *To collect all the book reviews and the best book reviews decided in consultation with the course director would be published in the House Journal / Website.*

Website & E-Library—

1. *Assist the Course Director in the upkeep, maintenance and design of the NACEN website, and E-Library.*
2. *Assist fellow Officer Trainees in proper usage of the website module.*
3. *Update and upload database of the Officer Trainees.*

Swachh NACEN Committee

1. *To assist administration in keeping the NACEN campus clean and green.*
2. *To organize periodic cleanliness drive with voluntary 'Shramdan'.*
3. *Awareness campaigns and other initiatives.*

IMPORTANT TELEPHONE NUMBERS

S.No	Name & Designation	Contact No. (0129)
1	<i>Shri P.K.Dash, Director General</i>	2504638 (O) Extension & Intercom: 700
2	<i>Ms. Reena Arya, Addl. Director General</i>	2504633 (O) Extension & Intercom: 704
3	<i>Shri Chander Shekhar, Additional Director</i>	2504642 (O) Extension & Intercom: 728 Mobile: 9968098800
4	<i>Shri Sanjay Sharan, Additional Director</i>	2504639 (O) Extension & Intercom: 708 Mobile: 8447859469
5	<i>Ms. Sophia M. Joy, Additional Director</i>	2504614 (O) Extension & Intercom: 727 Mobile: 9599437006
6	<i>Shri Manoj Kumar, Joint Director</i>	2504637 (O) Extension & Intercom: 705 Mobile: 9582398822
7	<i>Ms. Minu Shukla Pathak, Deputy Director</i>	2504604 (O) Extension & Intercom: 709 Mobile: 9311647116
8	<i>Shri Anoop Kumar Verma, Deputy Director</i>	2504650 (O) Extension & Intercom: 712 Mobile: 8281277004
9	<i>Shri Rakesh Grover Assistant Director</i>	2504636 (O) Extension & Intercom: 711 Mobile: 9818606575
10	<i>Shri Arun Gera, Sr. P.S. to Director General</i>	2504638 (O) Extension & Intercom: 722 Mobile: 9811013641
11	<i>Shri Devendra Joshi, P.S. to Additional Director General</i>	2504636 (O) Extension & Intercom: 703 Mobile: 9211122496

NACEN (RTIs) - CONTACT INFORMATION

<p style="text-align: center;">Center of Excellence, 3rd Floor, Tower 3& 4 NBCC Plaza Pushp Vihar, Saket New Delhi 110 017. Email : coenacen@gmail.com Phone : 011-29563960</p>	<p style="text-align: center;">Regional Training Institute - North Zone (Delhi) A Wing, 3rd Floor, Pushpa Bhawan, Madangir Road New Delhi -110 062. Email : nacen@rocketmail.com Phone : 011-29051893 Fax : 011-29053531</p>
<p style="text-align: center;">Regional Training Institute - West Zone (Mumbai) Post Office Lane, Bhandup (East) Mumbai- 400 042. Email : nacenmumbai@gmail.com Phone : 022-25666770 Fax : 022-25666778</p>	<p style="text-align: center;">Regional Training Institute - East Zone (Kolkata) P. No. 27 CIT Scheme, VIII(M), Bidhan Nagar Road, Kolkata - 700067. Email : nacen_kol@yahoo.co.in Phone : 033-23567264 Fax : 033-23567263</p>
<p style="text-align: center;">Regional Training Institute - South Zone (Chennai) 3/86-E ATC Road, Ambattur Industrial Estate, (Near Ambit IT Park), Chennai - 600 058. Email : nacenchennai@yahoo.co.in Phone : 044-28294617 Fax : 044-28291552</p>	<p style="text-align: center;">Regional Training Institute (Kanpur) 4th Floor, UPSIDC Building, A-1/4,Lakhanpur, Kanpur - 208 024. Email : rtinacenenkanpur@yahoo.co.in Phone : 0512-2582985 Fax : 0512-2585033</p>
<p style="text-align: center;">Regional Training Institute (Patna) 668, Prasad Mansion Rajendra Path, Patna,- 800 001. Email : nacenpatna@yahoo.co.in Phone : 0612-2320721 Fax : 0612-2321505</p>	<p style="text-align: center;">Regional Training Institute (Vadodara) 2nd Floor, Cen. Ex. & Cus. Bldg Near Subhanpura Telephone Exchange, Subhanpura, Vadodara -390023. Email : nacenbrd23@yahoo.com Phone : 0265-2392339 Fax : 0265-23922140</p>
<p style="text-align: center;">Regional Training Institute (Hyderabad) Jaweed Maskan, 5-10-188/4/A, Hill Fort Road, Adarsh Nagar, Hyderabad - 500 004. Email : nacen_hyd1@yahoo.co.in Phone : 040-23244810 Fax : 040-23215929</p>	<p style="text-align: center;">Regional Training Institute (Bangalore) 2nd and 4th Floor, M/s. State Trading Corporation of India Ltd., No. 7/A, Nandini Layout, Bangalore - 560 096. Email : nacen.bangalore@nic.in Phone : 080-23494367 Fax : 080-23494365</p>

APPENDIX I - FARIDABAD

Faridabad is the largest city of Haryana state in northern India and is part of NCR. It lies at 28°25 N Latitude and 77°18 E Longitude. The district shares its boundaries with the National Capital and State of Delhi to its north, Gurgaon district to the west and Uttar Pradesh to its east and south. Faridabad enjoys a prime location both geographically and politically. The river Yamuna separates the District Boundary on eastern side with Uttar Pradesh. Delhi-Agra National Highway No.2 (Shershah Suri Marg) passes through the centre of the district. The city has many railway stations on the Delhi-Mathura double track broad-gauge line of the North Central Railway. The railway stations of Old Faridabad and New Industrial Township (NIT) are the major ones.

Faridabad is also one of the major industrial hubs of Haryana. It generates 60% of the revenue of the state. 50% of the income tax collected in Haryana is from Faridabad and Gurgaon. Faridabad is famous for henna production from the agricultural sector while tractors, motorcycles, switch gears, refrigerators, shoes and tyres are the famous industrial products of the city.

The climate of Faridabad district can be classified as tropical steppe, semi-arid and hot, which is mainly characterized by the extreme dryness of the air except during monsoon months. During three months of south west monsoon from last week of June to September, the moist air penetrate into the district and causes high humidity. The period from October to December constitutes post monsoon season. The cold weather season prevails from January to the beginning of March and followed by the hot weather or summer season, which prevails up to the last week of June. For Faridabad in January the daily average maximum temperatures is 21°C with the average minimum 8°C, while in June the average maximum is 38°C with a minimum of 28°C. Heavy woollens and adequate warm clothings are therefore necessary in winters.

Tourism: Visitor's attraction

- *Badkhal Lake*
- *Surajkund Tourist Complex and the Crafts fair*
- *Raja Nahar Singh Palace*
- *Shirdi Sai Baba Temple Society*
- *St. Mary's Orthodox Church*
- *Aravali Golf Course*
- *Nahar Singh Cricket Stadium*

Shopping Options:

There are many shopping malls near the Academy such as— Crown Interiorz Mall, SRS Mall, Parsvanath City Mall and Pristine Mall.

All these malls also have cinemas and good restaurants.

The Sector 29 HUDA market is just 200 mts from the Academy and can cater to all daily and stationery needs.

Banking Options:

The branches of all big public and private sector banks are located within 1 km distance from the Academy. The banks and ATMs are located either in the Sector 29 HUDA market or the Sector 30 HUDA market (near Police Lines).

There is an ATM located inside the campus near the second gate.

Medical Options:

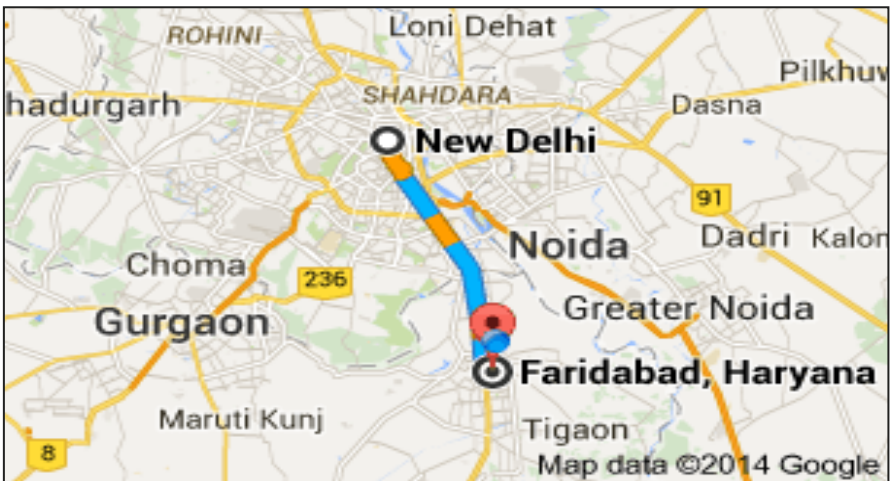
Asian Institute of Medical Sciences, Fortis and Sarvodaya Hospital are the nearest big hospitals. They are covered under CGHS scheme.

Three Pharmacies are located in the Sector 29 HUDA market .

REFERENCE MAP: FARIDABAD



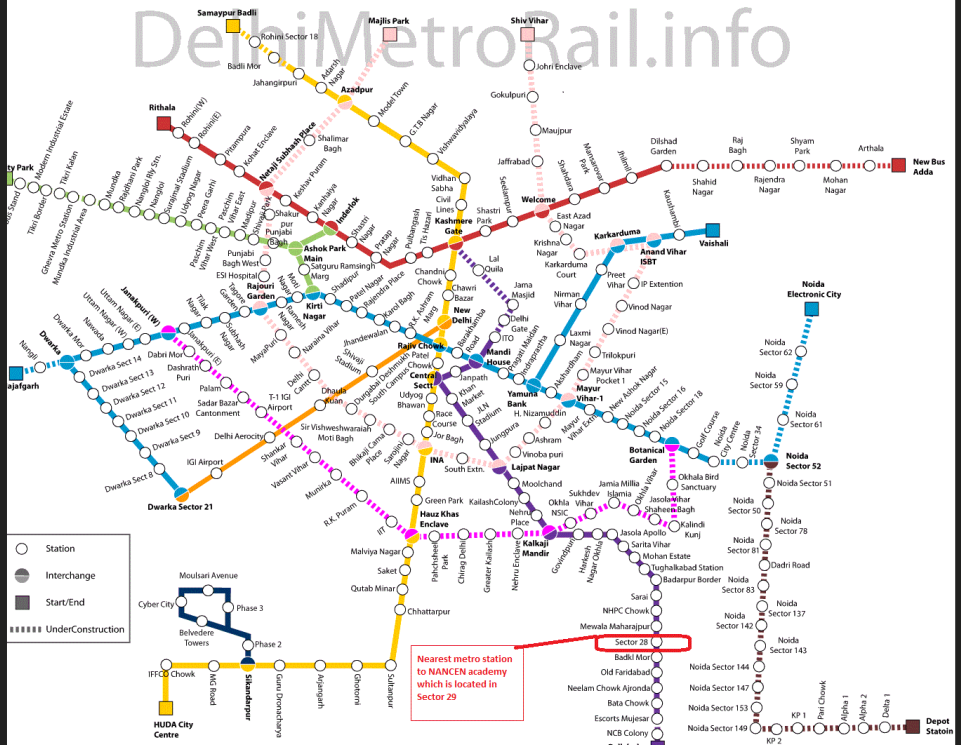
**Distance between IGI Airport and Faridabad
35.8 Kms**



**Distance between New Delhi Railway Station (NDLS)
and
Faridabad
29.4 Kms**

APPENDIX II - DELHI NCR METRO MAP

DelhiMetroRail.info



STOP PRESS - DO'S AND DONT'S: A READY RECKONER

1. *Be punctual, courteous and properly attired.*
2. *It is mandatory to wear your uniform for the full day from 9.30am-6pm every Monday and on other occasions/days as instructed by your Course Director.*
3. *Use of mobile phones/ tablets/ any reading material not prescribed in the syllabus are strictly prohibited inside classrooms and are liable to be confiscated till end of term.*
4. *Unauthorized use of laptops in class room will attract same action as above.*
5. *Unauthorized absence will invite disciplinary action.*
6. *Prior written permission of the Course Director shall be obtained before any kind of leave. Further, during training, any kind of leave is not ordinarily permissible.*
7. *Dress code is to be strictly observed in the classroom, during PT/yoga, on the campus in general and in the Officers' Mess.*
8. *The campus is a non-smoking, alcohol-free zone, consumption of which is strictly prohibited inside campus. Please maintain its sanctity.*
9. *No damage of any kind to government property would be tolerated. For any damage done, the amount to replace/ repair would be deducted from the officer's salary.*
10. *Lapel cards would be distributed amongst officer trainees and you are expected to wear them during class hours at all times.*
11. *Mess timings must be strictly followed. No meals would be served at the mess after the timings are over.*
12. *Families are not authorized to stay in the campus under any circumstances (Inclusive of Infants, Spouses, Elderly Parents, Ayyas, etc). No pets are allowed to be kept by the Officer Trainees in the campus.*

Hear from your Seniors !!

Let's hear the journey of two of your seniors from the 67th Batch of IRS(C&CE). Below are excerpts from their write-ups in the Facebook page "I am an IRS Officer".

(You can subscribe to the Page on FB to get similar testimonials from serving young and senior officers of the service)

Name: *Bhanupriya Meena*

67th Batch IRS(C&CE)

Hailing from : Karauli, Rajasthan

Education: B.A (Economics)



"I got selected by UPSC in my first attempt at 21 and joined Indian Ordnance Factory Service in 2012. That service though was not preferred by me broadened my intellectual horizons. I worked there for 3 years where I dealt with trade unions, labour and other personnel management issues, conducted massive recruitment exams. I was the only lady officer in my batch and also at my posting location and understood the challenges a working woman faces in male dominated economic spaces.

I was simultaneously preparing for another attempt at Civil Services Exam and got selected for IRS(C&CE) in 2015. I was very content with the service I got. From what I could understand from the profile of the service and experience of some seniors and friends, I realised that it had the potential to keep me intellectually engaged with its variety and challenges. And decided to go for the foundation course at Mussoorie without thinking of another attempt.

Going to FC removed all my remaining doubts about the service as we got to interact with the CBEC Chairman, Shri Najeeb Shah where he highlighted the dynamism of the service, need for transforming

the image of the service by honest and upright conduct simultaneously preparing ourselves for the GST regime.

December 28th,2015, I joined NACEN and started a journey most diverse and captivating. From learning the indirect taxation laws to learning how fire an MP-5 gun or a Glock Pistol, from classroom training to field attachments in various parts of the country, from nitty-gritty of the customs law to the actual action at the DRI attachment, the training gave me all. There was learning, travelling, action, fun and most importantly the everlasting bonds of friendship that I formed with my batchmates.

After working for 3 years in another govt. organisation I realised no service, no salary and no company can keep you happy and motivated but you, yourself. GST is just here, other service is better than C&CE etc etc. doesn't get me worked up because I believe where there is will, there is 'work'. And the work is as good as person doing it."

Name: Amit Nayak

67th Batch IRS(C&CE)

Hailing from : Mangaluru,
Karnataka

Education: B.E, MBA



"My story is that of a 29 year old, married Indian youth who would have to quit his jobs to make it to the higher

bureaucracy. Although late, I consider myself lucky to have realised that if I had to make the largest possible impact to the largest possible population in the shortest possible time, I had to work at a relatively senior position in the Government. One can make it into the service with very little time and a lot of responsibilities if one is self-motivated.

It has been over a year with the service and I am almost through with my training. The past one year has been nothing short of an exhilarating experience. In this time, I have travelled almost all parts of the country, learnt how to fire an automatic weapon, intercept criminals on land and seas, deal with Industry bigwigs, understand how government departments function and most of all, how to live like an officer in the Government of India

The biggest advantage of my service, I feel, is the ability to pursue life goals and grow professionally at the same time. It inspires me that many of junior and senior officers have reached great heights in things that interest them. From Olympians to singers to hobby pilots to mountaineers. We have done it all.

I hope to spend the remaining of my productive life, serving the nation. I also plan to build my own set of speakers in the next one year. I also plan to help set up an NGO for abandoned pets in the medium term.

Most importantly, I plan to live a life well lived, with my head held high, and my moral compass sitting straight.”

The 67th Batch of IRS(C &CE) extend a warm welcome to all the Officer Trainees of the 68th Batch. We wish you a very enjoyable time during training and a great career ahead in this wonderful service. Probation is the best part of your





National Academy of Customs, Excise & Narcotics, Faridabad