

# NACIN

National Academy of Customs, Indirect Taxes and  
Narcotics, Faridabad



## JOINING INSTRUCTIONS

FOR

71<sup>st</sup> BATCH OF IRS (C&CE)



**Joining Instructions for Professional Induction Course, 2019:**

1. The Professional Induction Course for the 71<sup>st</sup> Batch of IRS (C&CE) will commence on Monday, 16<sup>th</sup> December, 2019. The Officer Trainees who belong to the 71<sup>st</sup> Batch of IRS (C&CE) are required to report at the National Academy of Customs, Indirect Taxes and Narcotics (NACIN), Faridabad by the evening of 15<sup>th</sup> December, 2019 (Sunday). Further, the Officer Trainees belonging to the 70<sup>th</sup> batch of IRS (C&CE), who were on EoL, are also required to report at NACIN, Faridabad by evening of 15<sup>th</sup> December, 2019.
2. Officer Trainees reporting after 16.12.2019 (1000 hrs) will not be allowed to join except in cases where prior written permission has been granted.
3. Officer Trainees are advised to mail their travel plans and expected date and time of arrival to NACIN Faridabad at [nacengangotri@gmail.com](mailto:nacengangotri@gmail.com).
4. The Joining formalities are scheduled for 16<sup>th</sup> December, 2019 from 1000 Hrs at NACIN. All Officer Trainees are advised to download three sets of joining form, IPR form and Bio-data, fill them up and submit the same on 16<sup>th</sup> December, 2019 (**Annexure "I"**).
5. Officer Trainees are required to bring with them the following documents (along with three self- certified copies):
  - a. Letter of appointment to join and report at NACIN sent by the CBIC, Department of Revenue, Government of India in original.
  - b. Relieving Order and Last Pay Certificate **for those joining after Foundation Course at LBSNAA, Mussoorie or MCRHRD, Hyderabad** in original. Relieving order and LPC will also be required from those Officer Trainees, who are joining directly in NACIN from other Govt. Services and PSUs.
  - c. Original certificates of educational qualifications, original caste certificate (if applicable), and proof of permanent address/ home town for verification.
  - d. Photo identity card, PAN Card and Aadhar Card will be needed for different purposes. If these documents are not ready, Officer Trainees are advised to apply for the same. Original Aadhar Card will be required for entry in service-book and for various other purposes. Therefore, Officer Trainees should ensure that they bring original copy of Aadhar Card to the Academy at the time of joining. Income

proof of parents, in case parents are claimed as dependent family members of the Officer Trainee for Central Government Health Scheme (CGHS), are to be brought.

- e. 2 postcard size and 20 passport size (colour, front faced) photographs with Officer Trainee's name written in Capital on reverse of each photograph. You may bring extra copies for other personal needs viz., opening a bank account, obtaining a new mobile connection etc.
  - f. Four individual photographs (3x5 cm in size) of each dependent family members would also be required for Central Government Health Scheme (CGHS), if applicable.
  - g. Original documents, tickets, etc. in support of the reimbursement claims or settlement of advances availed (if applicable).
6. Officer Trainees may receive their first salary only in the first week of February 2019. Hence, Officer Trainees may bring sufficient money with them to cover their personal expenses and an additional amount of Rs.40,000/- to pay for various deposits/ advances like Mess Advance, Security Deposits for Societies/Clubs, Voluntary contribution to Welfare Fund as well as to purchase Track Suits, Sarees, Sneakers, T-shirts, Shorts, etc.
7. Officer Trainees will have to make the following deposits/payments at the time of joining:

1	Mess Advance	Rs. 8500/-
2	Security Deposit	Rs 1000/- (Refundable)
3	Books	Rs 2000/-
4	NACIN Sports Kit/Tie	On actual basis (approx. Rs 4000/-)
5	Society Charges	Rs 5000/-
6	Service Saree	Rs. 1500/- (only for lady OT's)
7	Uniform + Service blazer	Rs. 10,000/-

Payments for Mess advance (Rs.8500/-), Security deposit (Rs.1000/-) and Society charges (Rs.5000/-), total Rs.14,500/- should be made in advance electronically to the following bank account:

Bank Name : Andhra Bank, Sector-17, Faridabad  
Account Name : M/s Mess Maintenance Fund  
IFSC Code : ANDB0001015  
MICR Code : 110011018

Officer Trainees are directed to deposit the aforesaid amount electronically in the above mentioned Bank account, bring evidence of the transaction and produce the same at the time of joining. No Cash will be accepted in any condition.

8. The batch will undergo a two-week Orientation Programme at NACIN, Faridabad from 16<sup>th</sup> to 27<sup>th</sup> December, 2019, followed by Professional Training.
9. Every Officer Trainee is required to furnish, immediately on joining IRS (C&CE), statement of movable & immovable property in the prescribed format (**Annexure “II” & “III”**). Officer Trainees are directed to download these forms, collect necessary documents and submit duly filled up forms on 16<sup>th</sup> December, 2019 to the designated officers of Academy, immediately at the time of joining.
10. Officer Trainees are expected to be well groomed, neatly attired and not present an unkempt or untidy appearance at any time. They are advised to bring the following items along with them:
  - a. Gentlemen officer trainees are required to bring black bandgala suit and black formal shoes and in the case of lady officer trainees, formal dress/Saree is prescribed (off-white saree with dark border).
  - b. Officer Trainees (both lady and gentlemen) are required to purchase prescribed T-shirts and Track-Suits etc. for morning physical activities and evening sports activities. Officer Trainees shall bring sufficient money with them for this purpose. **Participation in morning physical activity and evening sport is compulsory.**
  - c. OTs may bring traditional/regional/ethnic clothes to be used in cultural programmes, festivities etc.
11. Residence within the Academy Campus is compulsory. All Officer Trainees will be allotted rooms in advance and no subsequent request for change in allotment shall be entertained. The rooms are provided with basic furniture, pillow and mattresses. However, Bed Sheets, Towels, Pillow Covers, Blankets, Quilts etc. should be brought by the Officer Trainees as per their requirements. **It is advised that at least 4 pairs of bed sheets and heavy woolen quilt/blanket must be brought by the Officer Trainees.** Each Officer Trainee will be issued a standard inventory of items, which he/she shall properly hand over on vacating the hostel. No accommodation for spouse or family members will be

provided at the Academy. Spouse and family members are NOT allowed to stay in the residential quarters of the Officer Trainees. For this reason, Officer Trainees are advised not to bring any escort/companion with them when they report for joining.

12. The training at NACIN is intensive and derives its synergy from regular and continuous interaction of Officer Trainees with faculty members, visiting senior officers, guest faculty and eminent dignitaries. It may be noted that attendance is compulsory for all training events, tours, visits, attachments etc. organized during the course of training. The basic training has been divided into various modules and 90% attendance is compulsory in each & every module. Attendance less than 90% will not only debar Officer Trainees from writing departmental examination but also invite disciplinary/administrative action such as extension of probation or termination from the service. Therefore, sanction of leave is strictly regulated. Leave shall only be sanctioned in exceptional circumstances and not as a matter of routine. Accordingly, Officer Trainees are required to plan their personal obligations before joining. An Officer Trainee who leaves the Academy for whatever reason without prior written approval of station leave from the Course Director, shall be liable for disciplinary/penal action as per the rules.
13. Officer Trainees are not permitted to keep their personal vehicles in the Academy.
14. In terms of letter F. No. A-12025/04/2017-Ad.II (Pt.) dated 15.01.2018 of the Ministry of Finance:
  - i) The Officer Trainees will not be permitted to appear for Civil Services Examination (Preliminary and Mains) while undergoing the induction training at the academy. Those officer trainees who wish to appear for CSE are required to apply for Extra Ordinary Leave (EOL) immediately after joining. **No officer trainee will be allowed to apply or appear for CSE or any other State Civil Services Examination during the course of Induction Training.**
  - ii) The Officer Trainees will furnish an undertaking that, during the period of Induction Training at the National Academy of Customs, Indirect Taxes and Narcotics (NACIN), Faridabad and any of the Zonal training Institutes of NACIN, they will not appear in Civil Services Examination or any other examination for appointment to the Central or State Services.
15. In view of above,
  - i) All those Officer Trainees who wish to appear for any Examination,

conducted by UPSC/State PSC during proposed training duration, are mandatorily required to apply for Extra Ordinary Leave immediately after joining.

- ii) Each Officer Trainee has to submit an undertaking (**Annexure “IV”**) at the time of joining NACIN for induction training.
- iii) Officer Trainees who desire to appear for any examination conducted by UPSC/State PSC, 2019 are requested to indicate the same at the earliest to the Course Director by e-mail at [cdnacin70@gmail.com](mailto:cdnacin70@gmail.com). Such Officer Trainees shall be relieved immediately once their joining formalities are over, in all likelihood on 16<sup>th</sup> December, 2019 itself. Such Officer Trainees can thereafter join NACIN in December 2020 and such availing of Extra Ordinary Leave will not affect their overall seniority.
- iv) Officer Trainees who clear CSE (Mains) 2019 will be permitted to appear for interview/personality test. Such leave shall, however, be restricted to the days of Personality Test/Interview and medical examination.

16. Possession/consumption of alcoholic drinks and banned drugs is strictly prohibited. Defaulting Officer Trainees will invite disciplinary action under the relevant rules.

17. A copy of this Joining Instructions and other relevant documents are also available at [www.nacen.gov.in](http://www.nacen.gov.in). In case of any difficulty, Officer Trainees may contact the NACIN Team at details given in **Annexure “V”**.

18. This issues with the approval of Additional Director General (OT), NACIN, Faridabad.

To

The Deputy Secretary (Ad. II),  
Government of India,  
Ministry of Finance,  
Department of Revenue,  
Central Board of Indirect Taxes and Customs,  
New Delhi.

Subject: Appointment of Probationers in the Indian Revenue Service (Customs & Central Excise) on the basis of result of Civil Services Examination, 2018.

Sir,

Please refer to your letter \_\_\_\_\_  
dated \_\_\_\_\_ offering me appointment as Probationer in  
Indian Revenue Service (Customs & Central Excise) on the basis of result of Civil  
Services Examination, 2018.

2. I accept the offer of appointment on the terms and conditions mentioned in your letter quoted above.
3. I hereby declare that I have appeared/not appeared in the Civil Services (Main) Examination, 2019.
4. I intend/do not intend to appear in the Civil Services Examination, 2020.

Yours faithfully,

Signature \_\_\_\_\_

Name \_\_\_\_\_

(In full, in capital letters)

Address \_\_\_\_\_

Dated: \_\_\_\_\_

Copy forwarded for information to the Director General, National Academy of Customs, Indirect Taxes & Narcotics, Faridabad.

TO BE FILLED IN TRIPLICATE  
PLEASE ATTACH 3 PHOTOGRAPHS

**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS**

**FARIDABAD**

**PERSONAL MEMORANDA OF PROBATIONERS IN INDIAN REVENUE SERVICE  
(CUSTOMS & CENTRAL EXCISE)**

1.	Name	(First Name)	(Middle Name)	(Last Name)
	(in block letters)			
2	Father's /Husband's Name and occupation.			
3	Date of Birth (DD/MM/YYYY)			
4	Height (cm)			
5	Visible Identification Mark			
6	Blood Group			
7	Marital Status			
8	Whether you belong to SC / ST/ OBC			
9	Home District			
10	Home State			
11	Religion /Community			
12	Mother Tongue			
13	Year of Civil Services Exam & Rank			
14	Medium of Civil Services Exam			
15	Have you attended Foundation Course? If yes, date of joining FC.			



16	Have you appeared in Civil Services Exam 2019?	
17	Do you plan to appear in Civil Services Exam 2020?	
18	Food habits (Veg / Non-veg)	

19. ACADEMIC & TECHNICAL QUALIFICATIONS:

SI	Examination Passed	Year	Division	University	Subjects	Distinction, if any
1.	2.	3.	4.	5.	6.	7.
(i)						
(ii)						
(iii)						
(iv)						

20. Permanent Home Address: -

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21.	Other Achievements:-	
22.	Languages Known (Other than English):-	
	(i) To Speak :	
	(ii) To Read :	
	(iii) To Write :	
23.	Particulars of employment, if any, between completion of college course and entry in IRS(C&CE)	

24.	Details of Proficiency in sports: (i) Outdoor : (ii) Indoor :	
25.	Details of Proficiency in handling Fire arms :	
26.	Names of States in India visited so far:	
27.	Names of countries visited so far:	
28.	Details of any other personal achievement, you wish to mention :	
29.	Local Residential Address, if any : (Telephone No:)	
30.	Name and address of relative / Guardian to be contacted in case of emergency (in Delhi or else where) with Telephone no. if any.	

Signature : \_\_\_\_\_

Dated : \_\_\_\_\_

E-Mail: \_\_\_\_\_

Aadhaar Number: \_\_\_\_\_

Mobile No: \_\_\_\_\_

**FORM G.F.R. (SEE RULE 78)**

**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS, FARIDABAD**

Certified that I have in the forenoon / afternoon of this date respectively made over / received charge of the Office of Probationer, Indian Revenue Service (Customs & Central Excise) in pursuance of Ministry of Finance, Department of Revenue letter \_\_\_\_\_ dated \_\_\_\_\_.

Assuming Officer \_\_\_\_\_

Signature \_\_\_\_\_

Name in Block letters \_\_\_\_\_

Designation **Probationer, Indian Revenue Service (Customs and Central Excise)**

Relinquishing Officer \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Station:

Date:

**Copy forwarded for information to:**

1. Deputy Secretary, Ministry of Finance, Deptt. Rev. (Ad.II Section).
2. Chief Controller of Accounts, CBIC, AGCR, New Delhi.
3. Bill Section (in duplicate)

**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS,  
FARIDABAD**

FORM OF OATH / AFFIRMATION

I, \_\_\_\_\_, do swear / solemnly affirm that I will be faithful and bear true allegiance to India and the Constitution of India as by the law established. That I will uphold the sovereignty and integrity of India and that I will carry out the duties of office loyally, honestly and with impartiality.

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

(In capital letters)

DESIGNATION: PROBATIONER

PLACE: FARIDABAD

DATED :

**DECLARATION OF HOME TOWN**

I, Shri /Ms. \_\_\_\_\_ hereby declare that my permanent Home Address is as under:-

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have immovable property at the above address. My Family permanently resides at the above address.

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

(In capital letters)

DESIGNATION : PROBATIONER

PLACE: FARIDABAD

DATED:

**SPECIMEN SIGNATURE OF**

SHRI /Ms. \_\_\_\_\_ Probationer in Indian  
Revenue Service (Customs & Central Excise) UPSC Exam, 2018.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**FORM .3**

**[See Rule 54 (12)]**

**Details of Family**

Name of the Government Servant: \_\_\_\_\_

Designation: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Date of appointment: \_\_\_\_\_

Details of the members of my family as on \_\_\_\_\_

Sl. No.	Name of the members of 'family'	Date of Birth	Relationship with the officer	Initials of the Head of Office	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					
6.					
7.					

I hereby undertake to keep the above particulars up- do- date by notifying to the Head of office any addition or alteration.

Place .....

***Signature of Government Servant***

Dated the .....

- Family for this purposes means family as defined in Clause (b) of sub-rule (14) of Rule 54 of the C.C.S. (Pension) Rules, 1972.

Note :-Wife and husband shall include respectively judicially separated wife and husband.

D E C L A R A T I O N

1. Shri / Shrimati / Kumari \_\_\_\_\_  
declare as under :-

(i) That I am unmarried / widower / a widow.\*

(ii) That I am married and have only one spouse living.\*

(iii) That I have entered into or contracted a marriage with a person having a spouse living.\*

(iv) That I have entered in to or contracted a marriage with another person during the life time of my spouse. Application for grant of the exemption is enclosed.\*

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment I shall be liable to be dismissed from service.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

SERVICE \_\_\_\_\_

NAME IN FULL \_\_\_\_\_

DESIGNATION \_\_\_\_\_

NOTE: - \* Please delete clause (s) not applicable.



**FORM NO.8**

**NOMINATION FOR BENEFITS UNDER THE CENTRAL GOVERNMENT  
EMPLOYEES' GROUP INSURANCE SCHEME, 1980**

(When the Government servant has a family and wishes to nominate  
one member or more than one member thereof)

I \_\_\_\_\_ hereby nominate the person(s) mentioned below, who is/are member(s) of my family, and confer on him/them the right to receive to the extent specified below any amount that may be sanctioned by the Central Government under the Central Government Employees' Group Insurance Scheme, 1980, in the event of my death while in service or which having become payable on my attaining the age of superannuation may remain unpaid at my death

Name and address of nominee/nominees	Relationship with Government servant	Age	Share of amount to be paid	Contingencies on the happenings of which the nomination shall become invalid	Name, address and relationship of the person if any to whom the right of the nominee shall pass in the event of predeceasing the Government
1	2	3	4	5	6

N.B.:- The Government servant should draw lines across the blank space below his last entry to prevent insertion of any names after he has signed.

Dated this      day of 20\_\_\_\_\_ at

Signature of two witnesses:

- 1.
- 2.

Signature of Government servant

\* This column should be filled in so as to cover the whole amount that may be payable under the Insurance Scheme.

FORM: 2

See Rule 53(1)  
Nomination for Retirement Gratuity/Death Gratuity.

When the Government servant has a family and wishes to nominate one person or more than one person or more than one person.

I .....having no family, hereby nominate the person/persons mentioned below and confer on him/them the right to receive, to the extent specified below, any gratuity the payment of which may be authorized by the Central Govt. in the even of my death while in service and the right to receive on my death, to the extent specified below, may remain unpaid at my death:

Original Nominee (s)

1. Name and Address of nominee/nominees	
2. Relationship with the Government servant	
3. Age.	
4. Amount of share of gratuity payable to each	
<b>Alternate Nominee (s)</b>	
5. Name, address, relationship and age of the person or persons, if any, to whom the right conferred on the nominee predeceasing the Government servant or the nominee dying after the death of the Govt. servant before receiving payment of gratuity	
6. Amount or share of gratuity payable to each	

This nomination supersedes the nomination made by me earlier on.....which stands cancelled.

NOTE:-(1) The Government servant should draw lines across blank space below the last entry to prevent the insertion of any name after he has signed.

(II) Strike out which is not applicable.

Dated this .....day of 2019 at .....

Witness to signature:

1. ....
2. ....

Signature of Government Servant  
(To be filled by the Head of Office)

Nomination by .....

Designation .....

Office .....

Signature of Head of Office

Date .....

Designation.....

**STATEMENT OF MOVABLE PROPERTY ON FIRST APPOINTMENT FOR THE YEAR \_\_\_\_\_**

1. Name of Officer (in full) and service to which the officer belongs : \_\_\_\_\_

2. Present Post Held: \_\_\_\_\_ 3. Present Pay : \_\_\_\_\_

<b>Name and details of Movable Property</b>	<b>* Present Value</b>	<b>If not in own name of the Govt. Servant, state in whose name held and his/her relationship to the Govt. Servant</b>	<b>How acquired whether by purchase, inheritance, gift or otherwise, with date of acquisition and name with details of persons from who acquired.</b>	<b>Remarks</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note : The declaration form is required to be filled in and submitted, giving particulars of all movable property held by him either in his own or in the name of any member of his family or in the name of any other persons.

\* In cases where it is not possible to access the value accurately the approximate value in relation to present conditions may be indicated.

## STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT FOR THE YEAR \_\_\_\_\_

1. Name of Officer (in full) and service to which the officer belongs : \_\_\_\_\_  
 2. Present Post Held: \_\_\_\_\_ 3. Present Pay : \_\_\_\_\_

Name of District Sub-Division Taluk and Village in which property is situated	Name and details of property		* Present Value	If not in own name, state in whose name held and his/her relationship to the Govt. Servant	How acquired whether by purchase, lease **, mortgage, inheritance gift or otherwise, with date of acquisition and name with details of persons from whom acquired	Annual income from the Property	Remarks
	Housing and building	Lands					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note : The declaration form is required to be filled in and submitted by every member of Class I and Class II Service under rule 18(3) of Central Civil Service (Conduct) Rules, 1965, on first appointment to the service and thereafter at an interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other persons.

\* In cases where it is not possible to assess the value accurately, the approximate value in relation to present condition of the property may be indicated.

\*\* Inapplicable clause to be struck out.

**UNDERTAKING**

I do hereby undertake that during the period of induction training at NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS, (NACIN), Faridabad, and any of the Zonal training Institutes of NACIN, I will not appear in either the Civil Services Examination or any other examination for appointment to the Central or State Service by open competitive examination.

At any time in future, if it is revealed that there has been a breach of above undertaking, I shall be liable for disciplinary action to be taken against me by the department.

\_\_\_\_\_  
(Signature)

Mr/Ms:- \_\_\_\_\_

S/o/ D/o:- \_\_\_\_\_

Batch:- \_\_\_\_\_

RR:- \_\_\_\_\_

Date: \_\_\_\_\_

Place:- \_\_\_\_\_

**ANNEXURE "V"**  
**Contacts and other details**

Address	National Academy of Customs, Indirect Taxes and Narcotics (NACIN), Opp. Jalvayu Vihar, NACIN Complex, Sector-29, Faridabad - 121008, Haryana (INDIA).
Nearest Metro Station	Sector-28, Violet Line (1 km from NACIN)
E-mail	<a href="mailto:cdnacin71@gmail.com">cdnacin71@gmail.com</a>
Telephone	+91 129 2504651
Website	<a href="http://www.nacin.gov.in">www.nacin.gov.in</a>
Pr. Director General	Mr. Devendra Singh Tel: +91 129 2504638 Email: dg.nacen-cbec@nic.in
Pr. Additional Director General	Sh. Anil Kumar Gupta Tel: +91 129 2504637 Mob: +919417035959 Email: anilnil_65@hotmail.com
Additional Director General (OT)	Sh. N. K. Upadhyay Tel: +91 129 2500005 Mob: +91 9871287909 Email: nkupadhyay65@gmail.com
Additional Director General	Sh. Yogpal Singh Tel: +91 129 2500084 Mob: +91 9868866677 Email: yogpal.singh@nic.in
Additional Director General (Admin)	Sh. Arun Kumar Tel: +91 129 2504633 Mob: +91 9971519966 Email: arunkr1967@yahoo.in
Additional Director (Course Director)	Ms. Sophia Martin Joy Tel.: +91 129 2504614 Mob: +91 9599437006 Email: cdnacin71@gmail.com
Joint Director (Administration)	Ms. Rachna Tanwar Tel: +91 129 2504604
Joint Director (Hostel Warden)	Ms. Rachna Tanwar Tel: +91 129 2504604 Mob: +91 9985888811 Email: nacinhostel69@gmail.com
Deputy Director (Associate Course Director)	Ms. Poonam Bhatt Mob: +91 7011629770 Email: ddnacinfbd@gmail.com

ANNEXURE - I  
 ROUTE MAP FROM BADARPUR BORDER TO NACEN

