



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

**INDIAN REVENUE SERVICE  
(CUSTOMS AND CENTRAL EXCISE)**



**HANDBOOK FOR PROBATIONERS**

**70<sup>th</sup> PROFESSIONAL COURSE  
(2018-2020)**

**National Academy of Customs, Indirect Taxes and Narcotics (NACIN)  
Sector 29, Faridabad,  
Haryana-121008**

## Officer Trainees of the 68<sup>th</sup> Batch



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## MESSAGE FROM DIRECTOR GENERAL



### Message from the Director General

I am extremely happy to welcome you to this prestigious service. Your years of hard work and perseverance have come to reality and now you have an opportunity to serve the nation in a fruitful manner. NACIN will be providing you the training necessary for a smooth entry into the service as a full fledged Officer. Here is an opportunity for all of you to make a positive difference in the lives of all fellow citizens. Wishing you all the very best for a bright and successful career and a great life ahead.

Sd/-

(Archana Pandey Tiwari)

Director General

National Academy of Customs, Indirect Taxes and Narcotics



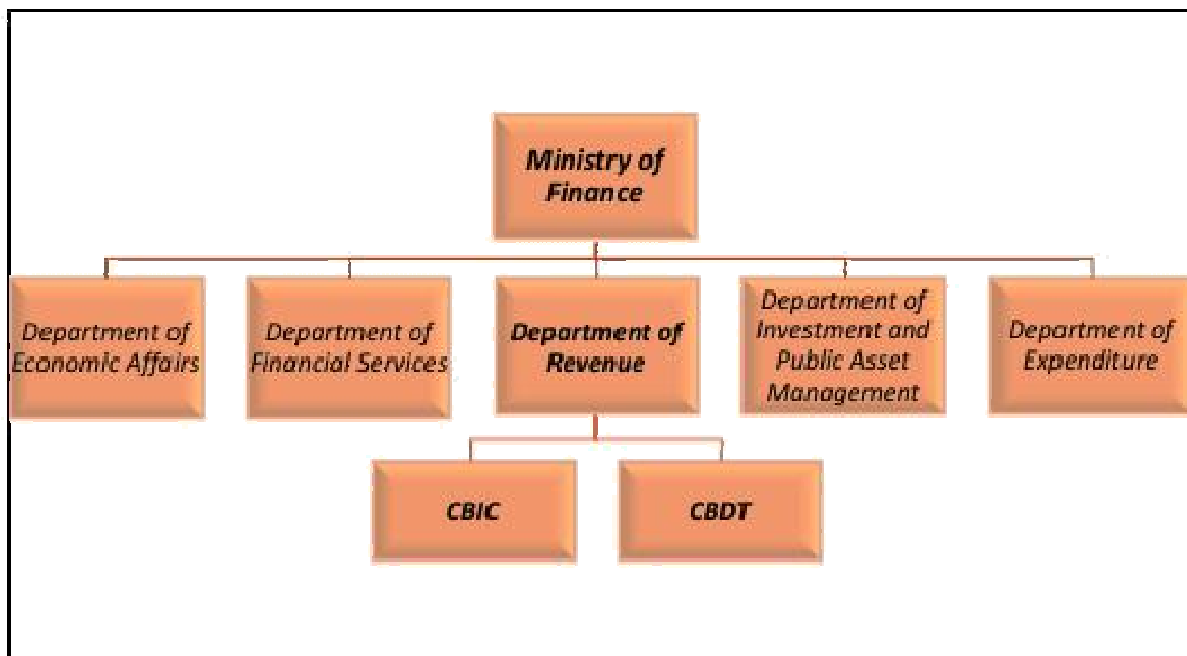
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## ABOUT THE DEPARTMENT

*The Department of Revenue functions under the Ministry of Finance, Government of India. It ensures the administration of direct and indirect taxes, fiscal law 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 Indirect Taxes and Customs (CBIC). 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.*



Be the change that you wish to see in the world

*Mahatma Gandhi*

## **CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS (CBIC)**

*The Central Board of Indirect Taxes and Customs (CBIC) 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 duty, Goods and Services Tax (GST), prevention of smuggling and administration of matters related to Customs & GST formations. The Board is the administrative authority for its subordinate organisations and directorates.*

*The Board discharges the various tasks assigned to it, with the help of its field organisations namely, the Zones of Customs & GST, Commissionerates of Customs & GST, 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, assessee-friendly and which maximises 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 rationalise the workload.*

*The “Vision” of CBIC is to be a modern and professional indirect tax administration, safeguarding India’s economic frontiers adopting stakeholders centric approach based on trust and 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*

*Opportunities don't happen. You create them*

*Chris Grosser*

*Facilitating trade and industry by streamlining and simplifying Customs and GST 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 Indirect Taxes and Customs (CBIC), constituted under the Central Board of Revenue Act, 1963 consists of a Chairman and six Members.*

*Currently, the composition is -*

<i>Sh. S Ramesh</i>	<i>Chairman</i>
<i>Sh. Raj Kumar Barthwal</i>	<i>Member (Admin)</i>
<i>Sh. Pranab Kumar Das</i>	<i>Member (Customs)</i>
<i>Sh. Mahender Singh</i>	<i>Member (GST)</i>
<i>Sh. John Joseph</i>	<i>Member (Budget)</i>
<i>Sh. Susanta Kumar Panda</i>	<i>Member (IT)</i>
<i>Smt. Ameeta Suri</i>	<i>Member (Central Excise, Service Tax &amp; Legal)</i>

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

*Mahatma Gandhi*

## 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 in charge of GST 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 a Divisional officer administering indirect tax, or as DRI/DGGI 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 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 & DGGI.*

***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 prevent 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, INDIRECT TAXES & NARCOTICS (NACIN)

*The National Academy of Customs, Indirect Taxes and Narcotics is the apex training institute under the CBIC for capacity building in the field of indirect taxation. NACIN is mandated with the responsibility of building professional and managerial capacities of officials at all levels of the Customs, GST and Narcotics Departments. Apart from training direct recruit Indian Revenue Service Officers, NACIN undertakes In-Service Training Programmes for the serving officers of the department, border control and enforcement agencies and officers from other government agencies as well. It 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.*

*NACIN has been accredited as a regional training centre for the World Customs Organisation (WCO) for Asia – Pacific region and a collaboration centre for United Nations Environment Programme (UNEP). Under UNEP, NACIN has also 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 NACIN for conducting their training programmes in the South Asian region. NACIN 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, Middle East and Africa. As a Regional Training Centre of the World Customs Organisation for Asia-Pacific region, NACIN has been involved in the training as well as in the organising of seminars for Customs officers from countries in SAARC, Asia-Pacific, Africa, Middle east and erstwhile USSR region. India Customs experts have also been engaged in consultancy projects commissioned by various international agencies in different countries.*

*Life isn't about finding yourself. Life is about creating yourself*

*Bernard Shaw*



*The Academy started functioning from a small building in Daryaganj in the 1950s as a Central Training School. 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 to 1996). In 1996, the Academy shifted to its present campus situated at Sector 29, Faridabad having about 21.47 acres of land. NACIN 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. NACIN celebrates its Founding Day on 1<sup>st</sup> October. The Training Institute was born on the same date in 1955.*

*NACIN is headed by a Director General, who is assisted by two Additional Directors General - ADG (Administration) and ADG (Officer-Trainee). There are sixteen Zonal Training Institutes\* (ZTIs) of NACIN spread across India and one Center of Excellence, Delhi, each headed by an Additional Director General.*

\*NACIN ZTIs: Chandigarh, Delhi, Jaipur, Bhopal, Vadodara, Mumbai, Hyderabad, Bengaluru, Kochi, Chennai, Vizag, Bhubaneswar, Kolkata, Shillong, Patna and Kanpur.

*Reality is easy. Its deception that's the hard work*

## VISION OF NACIN

*NACIN envisions the following guiding principles in its quest to attain excellence in its capacity building endeavour. The vision that NACIN 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.*



*And, when you want something, the entire universe conspires in helping you to achieve it*

*Paulo Coelho*

**YOUR MENTORS****NACIN**

*Director General:*            *Ms. Archana Pandey Tiwari*

*Pr. ADG (Admn.):*            *Ms. Reena Arya*

*ADG (OTs):*                *Mr. Vimal Kumar Srivastava*

*Course Director:*        *Ms. Sophia Martin Joy*

*Talent hits a target no one else can hit. Genius hits a target no one else can see*

*Arthur Schopenhauer*

## ARRIVAL AT THE ACADEMY

*17th December, 2018 will be your first day as an IRS (C&CE) officer in the Department. However, you should plan to reach NACIN, Faridabad positively by the evening of 16th December, 2018. Boarding at NACIN Complex is compulsory for Probationers during their training. The accommodation for the Officer Trainees is arranged in Alaknanda, Bhagirathi and Mandakini Hostels 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 Delhi, the most convenient mode to reach NACIN 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 NACIN through the Delhi Metro. The nearest station to NACIN 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)..*

*Success does not consist in never making mistakes but in never making the same one a second time*

## REGISTRATION

*The registration/reporting formalities for all the Officer Trainees are scheduled at 10:00 am on 17th December 2018. You are expected to assemble at the Auditorium of NACIN at 10:00 am for this purpose. The Course Director (Officer Trainees) and Associate Course Directors 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 17<sup>th</sup> Dec 2018.*

### ***Lady Officer Trainees:***

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

***Gentlemen Officer Trainees:*** *Black or buttoned up coat (Bandhgala) with black trousers, 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 therelevant Manuals/Bare Acts to the respective classes. While the basic books such as the Bare Acts will be provided by NACIN, rest of the books and study materials will be made available for purchase at discounted rates..*

*Happiness is when what you think, what you say, and what you do are in harmony*

*Mahatma Gandhi*

*The illustrative list of books (not exhaustive) is:*

*Customs Act, 1962 (Bare Act)*

*Customs Law Manual, by R. K. Jain*

*Central Excise Act, 1944 (Bare Act)*

*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 Adhinyam*

***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)/ NACIN 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 expenses on this account works out to be around Rs 4000 for the Lady Officers and Rs. 4500 for Gentlemen OTs. The OTs should also keep adequate amount for Purchase of Service Blazer and Uniform Sarees (for Lady OTs) at NACIN, approximately Rs.5000 for the Gentlemen OTs and Rs. 6500 for the Lady OTs.*

***Photograph:***

*All the Officer Trainees must get themselves photographed in their formal dress for the purpose of registration on the NACIN 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:***

*OTs are advised to bring their personal laptop. 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 NACIN 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 Sportskits, Service Blazers and Uniform Saree (for lady probationers) etc.*

*Successful people do what unsuccessful people are not willing to do-*

**TRAINING PROGRAMME**  
**TENTATIVE TRAINING CALENDAR**

<b>SL. NO.</b>	<b>PERIOD</b>	<b>TRAINING ACTIVITY</b>	<b>VENUE</b>	<b>NO. OF WEEKS</b>
1.	17.12.2018 28.12.2018	Orientation Course	NACIN	02
2.	31.12.2018 18.01.2019	Customs basic law	NACIN	03
3.	21.01.2019 01.02.2019	Customs assessment module	NACIN	02
4.	04.02.2019 08.02.2019	<b>Customs Attachment</b>	FIELD	01
5.	11.02.2019 01.03.2019	Law module by NLSIU	NACIN	03
6.	03.03.2019 15.03.2019	Central Excise Basic Law	NACIN	02
7.	18.03.2019 22.03.2019	<b>Block Leave (HOLI)</b>		01
8.	25.03.2019 05.04.2019	Service Tax Basic Law	NACIN	02
9.	08.04.2019 12.04.2019	<b>Training on Cyber Forensic at NPA</b>	NPA	01
10.	15.04.2019 03.05.2019	GST Basic Law	NACIN	03
11.	06.05.2019 10.05.2019	<b>WII Attachment</b>	WII, DEHRADUN	01
12.	13.05.2019 17.05.2019	GST assessment module	NACIN	01
13.	20.05.2019 24.05.2019	<b>GST Attachment</b>	FIELD	01
14.	27.05.2019 07.06.2019	Audit and Accountancy (Accountancy)	NACIN	02
15.	10.06.2019 12.06.2016		NACIN	03 days
16.	13.06.2019 14.06.2019	Departmental Audit	NACIN	02 days
17.	17.06.2019 21.06.2019	<b>Audit Attachment</b> (with indoor classes on first day)	FIELD	01
18.	24.06.2019 27.06.2019	Export Module	NACIN	04 days
19.	28.06.2019	International Trade	NACIN	01 day
20.	01.07.2019 02.07.2019	International Trade	NACIN	02 days

*Never Look down on someone unless you are helping them*



21.	03.07.2019 05.07.2019	Public Policy	NACIN	03 days
22.	08.07.2019 12.07.2019	<b>Exam Preparation and Revision</b>	NACIN	01
23.	15.07.2019 19.07.2019	Departmental Exam	NACIN	01
24.	22.07.2019 26.07.2019	Enforcement Module Classroom training	NACIN	01
25.	29.07.2019 02.08.2019	<b>Attachment DRI</b>	DRI	01
26.	05.08.2018 09.08.2018	<b>LCS attachment</b>	LCS	01
27.	12.08.2018 16.08.2018	<b>Attachment DGGI</b>	DGGI	01
28.	19.08.2019 23.08.2019	Practical exercises & Presentation (Enforcement)	NACIN	01
29.	26.08.2019 30.08.2019	DSR Module- Classroom training	NACIN	01
30.	02.09.2019 06.09.2019	<b>CESTAT Attachment</b>	CESTAT	01
31.	09.09.2019 13.09.2019	Practical exercises (DSR)	NACIN	01
32.	16.09.2019 27.09.2019	<b>Training in arms at CRPF</b>	CRPF	02
33.	30.09.2019 04.10.2019	Hindi Module	NACIN	01
34.	07.10.2019 11.10.2019	Admin Module	NACIN	01
35.	14.10.2019 16.10.2019	Vigilance Module	NACIN	03 days
36.	17.10.2019 18.10.2019	Income Tax	NACIN	02 days
37.	21.10.2019 25.10.2019	Narcotics Module	NACIN	01
38.	28.10.2019 01.11.2019	<b>Block Leave Diwali</b>	NACIN	01
39.	04.11.2019 08.11.2019	Miscellaneous Module	NACIN	01
40.	11.11.2019 15.11.2019	<b>Coast Guard Attachment</b>	Coast Guard	01
41.	18.11.2019 22.11.2019	Data Analytics and EDI	NACIN	01
42.	25.11.2019 29.11.2018	<b>Exam Preparation and Revision</b>	NACIN	01
43.	02.12.2019 07.12.2019	Departmental Exam	NACIN, Faridabad	01

## 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 travelling 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.

*Secret of being happy is accepting where you are in life and making the most out of it everyday*

## 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 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:*** *Spouse, 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.*

*Its often the last key in the bunch that opens the lock*

*Keeping or consuming alcoholic drinks inside NACIN Complex 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.*

*One hour of sports in the evening is mandatory for all Probationers. This is in addition to the mandatory PT in the mornings. Probationers are also expected to successfully learn motor driving and swimming during their stay in NACIN, for which necessary arrangements will be made.*

*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. NACIN places great importance on intellectual integrity and ethical conduct. Any dereliction during examination, quizzes and written assignments will have serious implications.*

*It doesn't matter how many resources you have unless you know how to use them*

## 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. NACIN 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.*



*Worrying doesn't make empty tomorrow of its troubles, it empties today of its strength*

## ATTENDANCE AND DISCIPLINE

*There is **zerotolerance** 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 weight age in the internal assessment of an Officer Trainee. Low score in internal assessment may lead to failing of the trainee in the examination and extension of probation.*

*The starting point of all achievement is desire*

*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 be viewed seriously. 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. Wilful 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 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 probation.*

***Note: The Government may discharge an officer trainee from service at anytime during the period of probation, if in the opinion of the Government his/her work or conduct during the period of probation is considered unsatisfactory, or shows that he/she is unlikely to become an efficient officer.***



## DISCIPLINARY ACTION

*Any act of indiscipline or misconduct will be dealt with severely under the Central Civil Services (Conduct) Rules.*

*For misconduct or offence, deemed to be of a serious nature by the Course Director, a **Memorandum** (Memo) will be issued to the 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. Copy of the Memo will be placed in the personal file of the Officer Trainee to whom it is 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 he/she 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 issue of a ‘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*

*Success is the sum of small efforts, repeated day in and day out*



*Censure, withholding of promotions or withholding of future increment of pay or major penalties like reduction of pay, 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 (Associate Course Director)/Reviewing Officer (Course Director) 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 officer trainee since the next promotion as Deputy Commissioner becomes due on completion of 4 years of 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.*

*For every minute you are angry you lose sixty seconds of happiness*

*Ralph Waldo Emerson*

## 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 dark 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 NACIN. 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.*

*Things work out best for those who make the best of how things work out*

*John Wooden*

### ***On Sports Ground***

*For P.T./Yoga sessions, gentlemen Officer Trainees are required to wear NACIN T-shirts and shorts or track-suits with white canvas shoes/ sneakers and white socks. The tracksuit and T-shirt with NACIN 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 from 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 NACIN campus without permission of CD/ACD with valid reasons after 10pm. No private car can be kept in NACIN 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.***

*NACIN provides the facility of tailor for this purpose; the trainees also get equipment allowance and annual uniform allowance to fulfil 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.*

*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 official functions and while calling on senior officers during attachments.*

*P.T Uniform:*

*Designated track suit with NACIN logo on it. Blue and white T-shirts with NACIN 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.*

*We are all motivated by a keen desire for praise, and the better a man is, the more he is inspired to glory*

- ✓ *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 at your service.*
- ✓ *Formal Lunches/Dinners are regular events at NACIN. During these events DG, ADG, 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.*

*Trying and doing are two different things.*

*When you try, you hope. When you do, you succeed.*

## OFFICER LIKE QUALITIES

*As officers are going to man highly responsible and significant positions in the 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; should put in sustained efforts to achieve objectives.*

**6. Organizing Ability:** *A large part of your work will be to 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 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 – your work role would require you to take.*

*15. **Speed of Decision:** 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. There will be 2 departmental exams, one in June-July and another in November. The scheme of Departmental Examinations shall be intimated in due course. 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. NACIN 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 the 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, NACIN.*

***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 awards.*

<i>Award</i>	<i>Awardee</i>	<i>Eligibility</i>
<b><i>The Finance Minister's Gold Medal</i></b>	<i>For best All-round Officer Trainee.</i>	<i>The comprehensive criteria for selection of the awardee is given in the next page**</i>
<b><i>Chairman's Gold Medal</i></b>	<i>For the Officer Trainee Scoring Highest Marks in the d e p a r t m e n t a l examination</i>	<i>Highest aggregate mark in written examination papers excluding Hindi paper.</i>
<b><i>Smt. Kaushalya Narayan Memorial Gold Medal</i></b>	<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>
<b><i>Director General's Medal</i></b>	<i>For the Best Officer Trainee based on the assessment of Director General, NACIN.</i>	<i>Based on DGs' interactions and his assessment of overall conduct, contribution and performance.</i>
<b><i>Shri T.P. Singhal Memorial Medal</i></b>	<i>For the Officer Trainee who had displayed the best officer like qualities during probation</i>	<i>Based on overall conduct, p e r f o r m a n c e a n d contribution to NACIN during training period.</i>
<b><i>Shri. Gautam Bhattacharya Memorial Award</i></b>	<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:*

<b>S.no</b>	<b>Item of Assessment</b>	<b>Marks Allocated</b>
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

*Live as if you were to die tomorrow. Learn as if you were to live forever*

*Mahatma Gandhi*

## LEAVE

*The training at NACIN 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 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 2019. It is in their interest they may like to avail this option since no OT undergoing training at NACIN will be allowed to appear for the CSE-2019 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.*

*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. 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 wilful 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 NACIN

*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. NACIN is equipped with a well maintained swimming pool which is operational from April to October. Swimming coach along with two life guards is available during the designated hours for swimming. Every Officer Trainee is encouraged to learn swimming as a part of their training. NACIN 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 are 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. PT is compulsory for all the Officer Trainees.*

*Impatience never commanded success*

*Edwin H. Chapin*

## OTHER FACILITIES AT NACIN

**Library:** *The Academy has a well-stocked library which houses 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.*

*Careful thinking and hard work will solve nearly all your problems. Try and see for yourself*



## LIFE AT NACIN

*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. NACIN 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 NACIN.*

*A day in an Officer Trainee's life normally begins with the morning PT. While this may sound disheartening to the late-risers, they will soon realize that the importance of physical fitness cannot be over-emphasized. NACIN offers an excellent gymnasium facility to the probationers. Please make full utilization of this and inculcate healthy habit of exercise early in life.*

*NACIN 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 NACIN 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. NACIN 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 NACIN 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 NACIN. 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.*

*If at first you don't succeed, try, try again. Then quit. There's no use being a damn fool about it*

*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, 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 NACIN premises,*

*Probationers (OTs) also get the chance to participate in events outside campus. Mumbai Customs Marathon, trips to Surajkund fair, Agra, Mathura, valley of flowers, trek to the Great Himalayan National Park, participation in externally organized sports events such as shooting, etc - are all up on cards. While NACIN 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 NACIN is bound to be a very pleasant, everlasting experience.*

*If you can imagine it, you can achieve it; if you can dream it, you can become it*

**SOCIETIES AT NACIN**

*All Officer Trainees are expected to give options of four societies/Committees/ Clubs listed below:*

*Mess Committee*

*Sports Committee*

*Cultural Committee – Music, Dramatics & Films*

*Social Service Society*

*IT Committee*

*House Journal Society*

*Debating & Literary Club*

*Adventure Club*

*Nature Lover's Club*

*Special Entertainment Zone (SEZ) Society*

*Swachh NACIN 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 abovementioned 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.*

### *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.*

### *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 Sport Committee previously are:*

*Cricket tournament*

*Volleyball match between Probationers and Faculty*

*Participation in Inter-Services sports meet*

*Badminton, Table-tennis, swimming competitions*

*Facilitated the purchase of new sports equipment*

*Mega Sports Carnival including Kabaddi and Kho*

*Kho Participation in Mumbai Customs Half Marathon*

### *Cultural Committee*

- 1. This Society is responsible for organizing cultural activities during occasions like Republic Day, Independence Day, Hindi Divasor 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)*

### **Dramatics**

1. *Enactment and production of plays and skits in the Academy.*
2. *Organising acting workshops in association with skilled trainers from outside NACIN.*
3. *Dramatics Societies of previous Batches were very vibrant showcasing splendid original and adapted plays/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 conducting music sessions and programs.*
4. *Various folk dances were performed by the previous batches including lavani, bihu, gidda, Tamil folk dance, bangra and garbha.*

### **Film**

1. *The Film society is expected to screen at least one movie per week.*
2. *The name of the movies should be prominently displayed at least 2 days before its screening.*
3. *Film society members should personally invite NACIN faculty for all such screenings.*



### ***Social Service Society***

1. *This society is expected to organize social service activities like blood donation camps, trip to an orphanage/old age home, etc.*
2. *Lectures by eminent personalities heading reputed NGOs to sensitize the Officer Trainees on social issues.*
3. *Some of the activities organized by previous batches have been,*
  - *Blood donation camps.*
  - *Arranged dinner & cultural night for SOS school children and other similar organisations.*
  - *Constant interaction with SOS school children, including giving them academic guidance and attention.*
  - *Collection and donation of 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 focuses on “off-beat” activities such as*

*Organizing trekking.*

*Organizing adventure activities like rappelling and rafting.*

### ***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 networking and other equipment at the campus and in the hostels.*
- 6. Circulating study material and presentations among probationers and archive the same.*

### ***Library Committee***

- 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 NACIN House Journal – Kardhwani.*
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 NACIN 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 NACIN Committee***

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

**IMPORTANT TELEPHONE NUMBERS**

<i>SS.No</i>	<i>Name &amp; Designation</i>	<i>Contact No. (0129)</i>
1	<i>Ms. Archana Pandey Tiwari Director General</i>	<i>2504638(O) Extension &amp; Intercom: 700</i>
2	<i>Ms. Reena Arya Pr. Addl. Director General</i>	<i>2504633(O) Extension &amp; Intercom: 704</i>
3	<i>Shri Vimal Kumar Srivastava Addl. Director General</i>	<i>2500005(O) Extension &amp; Intercom: 731</i>
4	<i>Shri Harish Kumar Addl. Director</i>	<i>2504642(O) Extension &amp; Intercom: 200</i>
5	<i>Ms. Sophia Martin Joy Addl. Director</i>	<i>2504614(O) Extension &amp; Intercom: 727</i>
6	<i>Shri Manoj Kumar Addl. Director</i>	<i>9220531195 (M) Extension &amp; Intercom: 705</i>
7	<i>Shri Rajesh Kumar Joint Director</i>	<i>2504639(O) Extension &amp; Intercom: 708</i>
8	<i>Ms. Minu Shukla Pathak Deputy Director</i>	<i>2504604(O) Extension &amp; Intercom: 709</i>
9	<i>Shri. Anoop Kumar Verma Deputy Director</i>	<i>2504650(O) Extension &amp; Intercom: 712</i>
10	<i>Ms. Poonam Bhatt Deputy Director</i>	<i>7011629770(O) Extension &amp; Intercom: 728</i>
11	<i>Shri Vinit Kumar Deputy Director</i>	<i>7840088116(O)</i>
12	<i>Shri Rakesh Grover Assistant Director</i>	<i>2504636(O) Extension &amp; Intercom: 710</i>
13	<i>Shri Pradip Kumar Assistant Director</i>	<i>2504651(O) Extension &amp; Intercom: 707</i>
14	<i>Shri Manoj Lakra Assistant Director</i>	<i>2504649(O) Extension &amp; Intercom: 734</i>
15	<i>Shri Ajay Kumar Arora Assistant Director</i>	<i>9818158114(O) Extension &amp; Intercom: 474</i>

## 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 Interior 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 and ATMs are located within 1 km distance from the Academy – 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**







## STOP PRESS - DO'S AND DONT'S: 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.*

*Just know, when you truly want success, you'll never give up on it. No matter how bad the situation may get*

### ***HEAR FROM YOUR SENIORS!!***

*Various clubs and societies are active on the campus adding some colour and adventure in the lives of the OTs. Cultural Society, Adventure Club, Photography Club and Social Service Committee are among the few that keep the OTs engaged throughout the year in events and initiatives. The Mess Committee runs the Officers Mess and, periodically organizes food festivals to satiate the culinary fancies of the trainees. The Sports Committee maintains the sporting infrastructure and has the responsibility of keeping the Academy's sporting tradition alive by organizing various sports events and the NACIN Sports Carnival which features Cricket, Badminton, TT, Swimming, Kabaddi and Volleyball among other events. Very often, the trainees come together to celebrate national and regional festivals in great style.*

*At NACIN, the trainees are taken through a journey that weds theory and practice. The Academy brings together the very best in Civil Services training and capacity building in tax administration. What makes the NACIN culture unique is the independence given to the OTs in the way they want to shape their academy life. In short, life at NACIN is exhilarating, exciting and fulfilling. The Officer Trainees leave with a deep sense of accomplishment, self-actualization and memories to last a lifetime.*

*Maturity is when you start understanding small things and not when you start speaking Try not to become a man of success, but rather try to become a man of value*

*Albert Einstein*

