



## **National Academy of Customs, Excise & Narcotics**

**Year Book 2016-17**

*It is the supreme art of the teacher to awaken joy in creative expression and knowledge."*

**– Albert Einstein**



# **National Academy of Customs, Excise & Narcotics**

## **Year Book 2016-17**





## From the Desk of **Director General**

It is with great pride and pleasure that I place before you this Annual Report of the National Academy of Customs, Excise & Narcotics (NACEN) for the year 2016-17. This is NACEN's First Annual Report and catalogues NACEN's impressive performance in a wide range of capacity building activities during the year.

2. NACEN is the apex training institute of India to impart professional training to the officers working in the areas of Indirect Taxes (customs, central excise, service tax, GST) and Narcotics. NACEN is also the accredited regional capacity building center for many prestigious international organizations such as WCO, UNODC, UNEP and ADB catering to training needs of the officers of various other countries, particularly in the Asia-Pacific region.

3. NACEN team rose to meet the daunting mandate of nation-wide trainings and outreach programmes in run up to GST rollout. Embracing the spirit of cooperative federalism, we at NACEN not only trained nearly 52000 officers of States and Centre in record time, we also have created a lot of GST training resources such as FAQs, Flyers, various training PPTs and the weekly GST update and PPTs. Besides training the Tax Officials of the Centre & the States, NACEN also held awareness workshops for officers of Central Government Ministries/Departments & PSUs.

4. Professional Training of IRS (C&CE) Officer Trainees is the flagship programme of NACEN. Transformation of the IRS(C&CE) Probationers' Training pedagogy from purely legal concept based class rooms to activity based functional modules has been our biggest achievement in 2016-17 and is a great source of satisfaction for the entire NACEN Team. I wish to express my gratitude to all the officers and staff of NACEN for their contributions and making this journey a memorable one.

**(P K Dash)**  
Director General



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## EVOLUTION

In the year 1955, the then Central Board of Revenue decided to set up a Central Training School with a view to improving general efficiency of the Central Excise Service. The Central Training School started functioning from 01.10.1955 and over the years, it evolved into 'Directorate of Training' with the mandate to impart induction training to newly recruited IRS (C&CE) officers. In the year 1989, the name was changed to National Academy of Customs, Excise and Narcotics (NACEN) and recently with the advent of Goods & Services Tax (GST), it has been renamed as National Academy of Customs, Indirect Taxes and Narcotics (NACIN).

## ORGANISATION

The National Academy of Customs, Excise and Narcotics (NACEN) is the apex institution of the Government of India for capacity building in the field of indirect taxation. Specifically, the training activities fall in the areas of Indirect Taxes (Customs, Central Excise, Goods & Services Tax), and Narcotics Control administration. The Headquarters of NACEN is located at Faridabad, Haryana in the National Capital Region. The Academy falls under the administrative control of the Central Board of Excise and Customs (CBEC), Department of Revenue, Ministry of Finance, New Delhi.

NACEN is headed by a Principal Director General, who is an officer of the Indian Revenue Service (Customs & Central Excise) at the rank of Special Secretary to the Government of India. The Pr. Director General is assisted by a team of Principal Additional Directors General, Additional Directors General, Additional Directors, Deputy Directors and Assistant Directors.

NACEN's flagship programme is training of fresh IRS (C&CE) officers. Over the last two decades, NACEN along with its Regional Training Institutes

has been conducting professional training programme for officer-trainees of IRS (C&CE). The year long programme starts in the month of December each year, after completion three-month long Foundation Course of the officer-trainees at the Lal Bahadur Shastri National Academy of Administration. Officer-trainees are trained in the administration of Customs, Central Excise, Service Tax and Goods & Services Tax (GST) through a combination of class room sessions and visits to field formations across the length and breadth of the country. In addition, short visits are organized to other important agencies and institutions such as Wildlife Institute of India and SVP National Police Academy.

The Academy also conducts Mid-Career Training Programs for senior officers of the Indian Revenue Service (Customs & Central Excise) at critical transition stages of their career progression.

In addition to the main campus in Faridabad, NACEN also operates from 12 other locations, known as Regional Training Institutes (RTIs) located at Bengaluru, Bhopal, Chennai, Cochin, Delhi, Hyderabad, Kanpur, Kolkata, Mumbai, Patna, Shillong and Vadodara . In most of these locations, NACEN conducts induction training for Group B (both Gazetted and Non-Gazetted) and Group C officers posted in adjacent Commissionerates. In addition to these RTIs, NACEN also has a 'Centre of Excellence' at New Delhi for undertaking research and taking measures to improve CBECs functioning and public delivery besides identifying future challenges and training gaps. Each RTI & CoE are headed by a Principal Additional Director General/Additional Director General assisted by Additional/Joint Director, Deputy/Asst. Directors and other support staff. Details of Sanctioned Staff are at Appendix-I.

In-service training programs are organised in the field of Customs, Goods & Services Tax (GST),

Drug laws, Green Customs, Cyber Security, Anti-money laundering, Weapons of Mass Destruction, Fake Indian Currency Notes, Ozone Depleting Substances, Intellectual Property Rights, among other subjects.

NACEN has played a key role in capacity building in the area of GST, enabling the field officers to develop requisite skills for keeping pace with the current international developments and the changing tax administration scenario in the country.

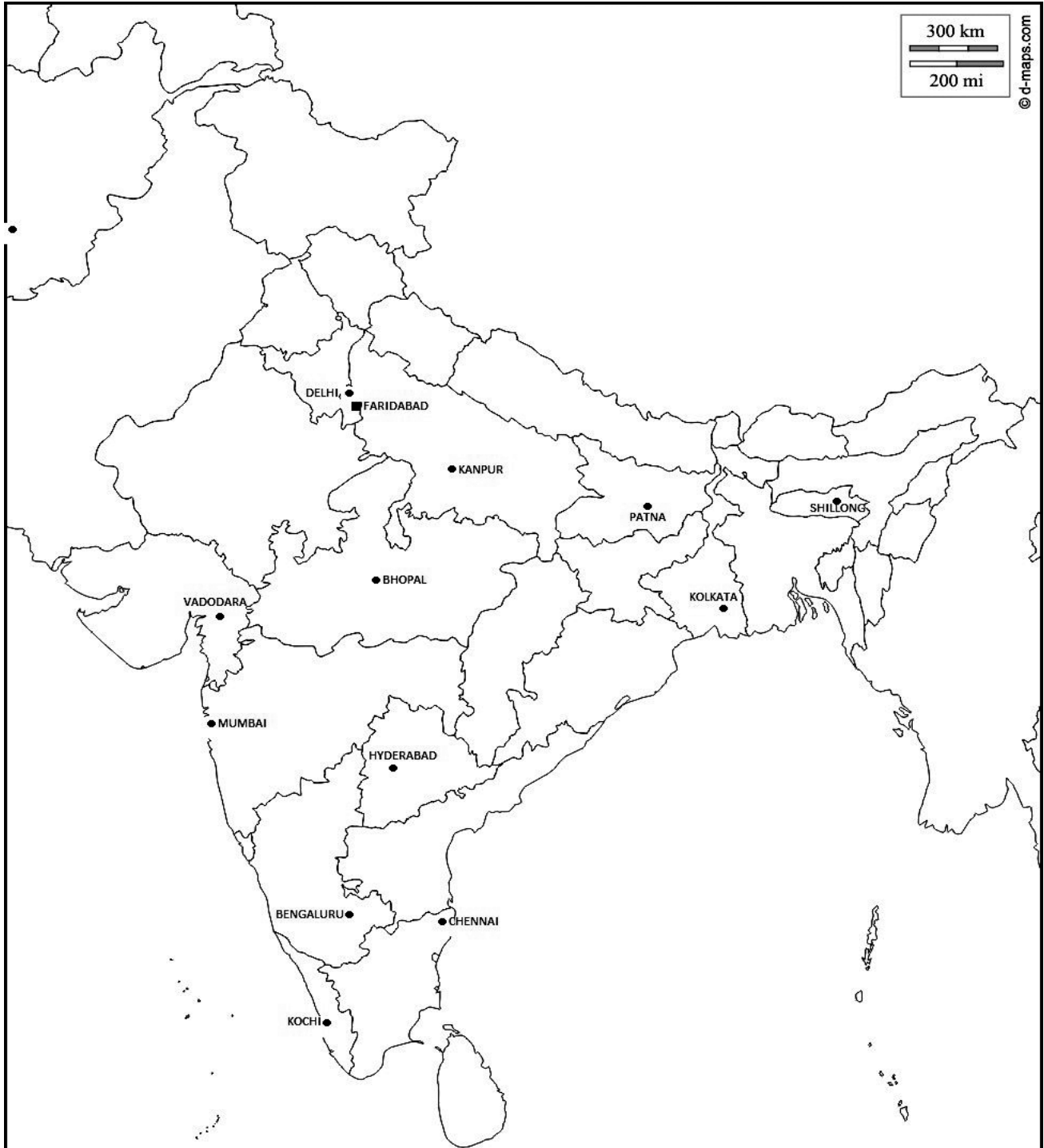
In the GST era, NACEN is the only Academy of its kind in India that provides regular training to not only the officers and staff of CBEC, but also to GST officers/ officials of 29 States and 7 Union Territories. NACEN has also been mandated to provide GST training to representatives of trade bodies and trade professionals. Thus, it will be catering to the training needs of around 70000

persons every year. Accordingly, the Academy is being strengthened by creating four new ZTIs (headed by Additional Director General) at Chandigarh, Jaipur, Viskhapatnam and Bhubaneswar and two Regional Training Institutes (headed by Additional/Joint Commissioners) at Raipur and Ranchi.

NACEN is the World Customs Organization's Regional Training Centre for Asia Pacific Region. Also, as a recognized centre for capacity building, NACEN conducts programs in the field of environment protection in collaboration with the United Nations Environment Program. NACEN also collaborated for capacity building on drug law enforcement with the United Nations Office on Drugs and Crime. The Government of India has entrusted NACEN with the responsibility of knowledge exchange, experience sharing with various countries of the world.

## NATIONAL ACADEMY OF CUSTOMS, EXCISE AND NARCOTICS

### *Geographic Locations of NACEN & its RTIs in GST Regime*



1. Headquarters (Faridabad)
2. 12 Regional Training Institutes (RTI's) – Bengaluru, Bhopal, Chennai, Cochin, Delhi, Hyderabad, Kanpur, Kolkata, Mumbai, Patna, Shillong and Vadodara.

## DIFFERENT TRAINING CELLS AT NACEN FARIDABAD

### 1. Officer Trainees (OT) Cell

Officer Trainees Cell looks after the training requirements and needs of the newly recruited IRS officers.

### 2. In Service Training (IST) Cell

In Service Training (IST) Cell of NACEN, Faridabad organizes in-service advance & specialized trainings/courses/workshops on different topics of importance for Group 'A', 'B' & 'C' Officers of Customs and Central Excise Department/GST.

### 3. Mid-Career Training Program (MCTP) Cell

Its mandate is to provide mid-career training to IRS (C&CE) officers at different phases of

their career. It is a kind of refresher courses for officers to strengthen their administrative skills by exposure to modern managerial and administrative techniques taught by national and international management institutes of repute and international standing.

### 4. International Co-operation and Training (ICT) Cell

International Co-operation and Training Cell is engaged in capacity building of foreign as well as Indian participants in accordance to various MoU's or on the request of the Ministry of External Affairs. The course is designed and executed according to requirements expressed in such MoUs/requests.

## OFFICER TRAINEES (OT) CELL

The IRS (Customs & Central Excise) probationers undergo a 12-month induction training, which comprises of a combination of classroom training divided into basic indirect tax law modules and functional modules in the areas of Customs, Central Excise, Service Tax, Goods and Services Tax, Narcotics and other allied areas. Other training modules include those of law, international trade, public finance and accountancy, administration, and training in leadership and public policy from a foreign university. From the year 2017, the IRS (Customs & Central Excise) training has been revamped to focus more on participative approach in place of theoretical classroom training in order to make the trainees functionally competent with the skills required to discharge their duties. On completion of 12 months' training in the academy, the officers are posted in the field formations for some time as sub-ordinate officers, before assuming the independent charge of Assistant Commissioner.

The training curriculum of the officer-trainees is designed and reviewed regularly after taking feedback and inputs from various stake holders like trade & industry and the senior officers of the department to make the training more relevant with the changing needs of the time.

Further, a Memorandum has been signed with the National Law School of India University, Bengaluru to design and deliver Law module for the officer-trainees. A diploma will be awarded by the University on completion of the module.

For the purpose of exposing the new officers to international best practices in the field of Customs and Indirect taxation, visits are organized to international universities and institutions. For instance, the 67th batch of OTs visited Sciences

PO, Paris and WCO, Brussels and Rotterdam Port in the year 2017.

With the 68th batch of IRS (C&CE) officer trainees, the training curriculum and design has been completely revamped. The new training pattern is more participative in approach having more focus on live case studies, hands on exercises, project work and presentations by the officer trainees rather than theoretical classroom training. The purpose of new training is to impart the required skill sets to discharge the responsibilities of field formations in more effective manner.

The new training approach has been divided into two different parts i.e. Indirect Tax Module and Functional Modules. The Indirect Tax Module will cover basic law and procedures of all indirect tax laws (Customs, Excise & GST and other allied Acts). The different functional modules are:

1. Assessment
  - a. Classification
  - b. Valuation
  - c. Payment
  - d. Returns
  - e. Examination etc.
2. Audit & Accountancy
3. Enforcement
  - a. Intelligence, Handling of informer
  - b. Search Seizure Arrest
  - c. Forensic & Docs Scrutiny
  - d. Interrogation
  - e. Investigation report/ SCN drafting
  - f. Prosecution
4. Dispute Resolution
  - a. Legal framework

- b. Principle of Natural Justice
- c. Adjudication
- d. Review/Revision
- e. Commissioner(A) and Appeal in HC /SC
- 5. Export
  - a. Drawback
  - b. Refund/Rebate
  - c. Export Promotion Schemes
- 6. Business/ Commercial Law
- 7. Administration & Vigilance
- 8. Narcotics
- 9. Hindi
- 10. Arms Training
- 11. Soft Skills
- 12. Misc. (Intl. Conventions, WCO, WTO etc.)

### BRIEF PROFILE OF IRS (C&CE) OFFICER-TRAINEES – LAST 3 YEARS

Total IRS (C&CE) OTs for the 66th Batch	180
Total IRS (C&CE) OTs for the 67th Batch	147
Total IRS (C&CE) OTs for the 68th Batch	176

GENDER PROFILE			
	66TH BATCH	67TH BATCH	68TH BATCH
Female	34	32	27
Male	146	115	149
<b>Total</b>	<b>180</b>	<b>147</b>	<b>176</b>

EDUCATIONAL PROFILE				
S.No.	Educational Qualification	66th Batch	67th Batch	68th Batch
No. of Officer Trainees				
1	B.E./B.TECH/ M.E./M.TECH	96	69	85
2	M.B.B.S./B.A.M.S./B.D.S./M.S/M.D	28	16	26
3	M.B.A./PGDM/PGDRM/BBA	13	16	20
4	M.A./M.C.A	15	11	16
5	B.A./ B.Ed	5	12	8
6	LL.B./LL.M.	5	5	6
7	B. Pharma/M. Pharma	2	-	-
8	M.SC.	8	9	4
9	M.D.S /MVSC/BVSC	-	2	3
10	M.PHIL.	-	-	3
11	B.SC.	5	5	1
12	B.COM.	-	1	1

13	M.COM.	2	-	2
14	PH.D.	-	-	1
15	C.A	1	1	1
	<b>TOTAL</b>	<b>180</b>	<b>147</b>	<b>176</b>

<b>STATE-WISE PROFILE</b>				
<b>S.No.</b>	<b>State</b>	<b>66th Batch</b>	<b>67th Batch</b>	<b>68th Batch</b>
<b>No. of Officer Trainees</b>				
1	RAJASTHAN	20	14	27
2	BIHAR	13	17	17
3	MAHARASHTRA	15	15	18
4	TAMIL NADU	13	15	15
5	ANDHRA PRADESH	11	3	16
6	UTTAR PRADESH	22	15	10
7	DELHI	13	3	10
8	KARNATAKA	5	8	7
9	PUNJAB	9	8	7
10	TELANGANA	1	6	8
11	HARYANA	11	12	7
12	JHARKHAND	4	3	5
13	KERALA	8	6	5
14	WEST BENGAL	2	-	5
15	MADHYA PRADESH	9	4	4
16	CHANDIGARH	1	-	3
17	ODISHA	-	-	2
18	UTTARAKHAND	7	3	3
19	GUJARAT	5	2	2
20	JAMMU & KASHMIR	6	3	2
21	TRIPURA	-	-	1
22	CHATTISGARH	-	3	1
23	ASSAM	-	2	1
24	PONDICHERRY	-	2	-
25	NAGALAND	-	2	-
26	MANIPUR	-	1	-
27	MEGHALAYA	3	-	-
28	MIZORAM	2	-	-
	<b>TOTAL</b>	<b>180</b>	<b>147</b>	<b>176</b>

## VARIOUS MEDALS AWARDED TO OFFICER-TRAINEES

In order to motivate Officer-Trainees, NACEN under the aegis of CBEC started the scheme of awarding Gold/ Silver Medals in the year 1977.

Salient features of the scheme are as under:

S.No.	Medal	Scheme
1	Finance Minister's Gold Medal	To the best Probationer in the Batch scoring highest marks in assessment.
2	Chairman's Gold Medal	To the Probationer securing highest mark in Departmental Exam.
3	Smt. Kaushalya Narayanan Memorial Gold Medal	To the best lady Probationer.
4	Director General's Gold Medal (w.e.f 2007)	To the Probationer based on DG's assessment
5	Sh. T. P. Singh Memorial Gold Medal (w.e.f 2009)	To the Probationer based on his /her contribution to NACEN besides performing well during the Probation.
6	Sh. Gautam Bhattacharya Gold Medal (w.e.f 2016)	To the Probationer securing highest marks in Service Tax.

For award of the Finance Minister's Gold Medal, the following criteria are laid down:

Sl. No.	Item of Assessment	Assessment to be done by	Marks Allocated
1.	Overall Personality & Temperament	Course Director & ADG (Probs.)	60 Marks
2.	Attendance and Attentiveness in Sessions	Course Director & ADG (Probs.)	40 Marks
3.	Proficiency in Extra-curricular Activities	Course Director & ADG (Probs.)	30 Marks
4.	Attachments in Departmental Formations	Course Director & ADG (Probs.)	45 Marks
5.	Attachments in other Departments/Institutes	Course Director & ADG (Probs.)	25 Marks
6.	Performance in Departmental Examination	On the basis of Marks secured in Deptl. Examinations.	100 Marks
7.	Course Director's Assessment	Course Director	40 Marks
8.	Addl. Director General (Probs.)'s Assessment	Addl. Director General (Probs.)	60 Marks
9.	Director General's Assessment	Director General, NACEN	100 Marks
	<b>TOTAL</b>	<b>500 Marks</b>	



The Chairman's Gold Medal is awarded to the Probationer who has passed the Departmental Examination, in full, in the first attempt and has secured the highest marks. Marks secured in Paper X i.e. Hindi are not taken into account.

For selection of lady Probationers for award of

Smt. Kaushalya Narayanan Memorial Gold Medal (i.e. Best Lady Probationer), the criteria are same as for award of the Finance Minister's Gold Medal, apart from the fact that the lady Probationer selected for award of this Medal should figure among the best 10 (ten) Probationers in the Batch.

#### List of Medal Awardees in the Year 2012

S.No	Medal	Awardees
1.	Finance Minister Gold Medal	Ms. Spurthi Reddy
2.	Chairman's Gold Medal	Sh. N. Mohammed Ali
3.	Smt. Kaushalya Narayan Memorial Gold Medal	Ms. Spurthi Reddy
4.	Director General Gold Medal	Ms.. Anupama
5.	T.P. Singh Gold Medal	Sh. Gaurav Mittal

#### List of Medal Awardees in the Year 2013

S.No	Medal	Awardees
1.	Finance Minister Gold Medal	Sh. Maninder Kumar
2.	Chairman's Gold Medal	Sh. Maninder Kumar
3.	Smt. Kaushalya Narayan Memorial Gold Medal	Ms. Goldi Sharma
4.	Director General Gold Medal	Ms. Poonam Bhatt
5.	T.P. Singh Gold Medal	Sh. Mazid Khan

## 66TH BATCH OF IRS (C&CE ) OFFICER TRAINEES

The 66th batch of IRS (C&CE) had joined the at NACEN on 22nd December, 2014. They underwent 18 month training programme at NACEN involving various modules. The batch was posted to field on 9th May, 2016. After 3 months of field experience, the batch came back to NACEN for furbisher course starting on 16th

August, 2016 culminating in the Passing Out Parade (PoP) on 9th September, 2016.

The trainees who showed exemplary performance were awarded with various medals listed below.



A special award for excellence in Service Tax was created in memory of **Late Shri. Gautam Bhattacharya** of the 1985 batch of IRS (C&CE). The first Gold medal went to Ms. Rajni Sharma.

List of Medal Awardees in the Year 2014		
S.No	Medal	Awardees
1.	Finance Minister Gold Medal	Ms. Shruti Mehrotra
2.	Chairman's Gold Medal	Sh. Indana Ashok Kumar
3.	Smt. Kaushalya Narayan Memorial Gold Medal	Ms. Mini Choudhary
4.	Director General Gold Medal	Sh. Kaushik T.G.
5.	T.P. Singh Gold Medal	Sh. Nikhil Kr. Singh
6.	Gautam Bhattacharya Gold Medal	Ms. Rajni Sharma









भारत सरकार  
उत्पाद शुल्क एवं नार्कोटिक्स अकादमी  
कॉम्प्लेक्स, सेक्टर-29, फरीदाबाद-121008  
Government of India  
ACADEMY OF CUSTOMS, EXCISE & NARCOTICS  
Complex, Sector-29, Faridabad - 121008





## 66TH BATCH OF IRS (C&CE ) OFFICER TRAINEES

The officer trainees of the 67th Batch joined NACEN for their training on 28th December, 2015. After completion of one year of classroom training at NACEN, the batch proceeded for On-the-Job training to the field formations and other agencies of the government such as Wildlife Institute of India, BSF and ITBP.

As part of their International Attachment, the batch went to Europe for exposure to international norms and practices. The module consisted of a three day training on Public Policy at Sciences Po, Paris, a one day session at World Customs Organization, Brussels and a visit to the Rotterdam Port, Netherlands.

### Glimpses from International Attachment of 67th Batch









## 68TH BATCH OF IRS (C&CE ) OFFICER TRAINEES

The 68th Batch of officer trainees joined NACEN for their training on 19th December, 2016. Hon'ble Finance Minister of India, Shri. Arun Jaitley formally inaugurated the professional training of the batch.

After the orientation programme for all the trainees, the batch was divided into two groups. One of the groups continued in Faridabad while the other went to Hyderabad for their training.

### Professional Training of the 68th Batch







## OFFICER TRAINEES OF THE 68TH BATCH OF IRS (C&CE)

Abhijeet Patel	<b>Kanika Dua</b>	Ram Krishnan R	<b>V. Radhika</b>	Sruti Vijayakumar	Dhan Singh
Abhilash Mishra	Kheta Ram Choudhary	Raushan Kumar	Arpitha S	Abhishek Jain	Ashif A
Abhinav Ujjainia	Kishor Bhattad	Reshma R Kurup	Kapil Prajapati	Debotosh Chatterjee	Pramod Nayak
Abhiroop Aryan	Kriti Tiwari	Sachin Ahlawat	Dhumal Sridhar Tanaji	Harikrishna	Kanika Sharma
Abhishek Kumar Bansal	Kumar Sunny Raj	Sachin Kamath Alake	Ranjan R Shenoy	Radhe Krishna	Gosu Ramesh
Abhishek Narayan Sinha	Kunal Kumar	Safdar Ali	Joldpke Rahul Devidas	Suman Sourav Mohanty	Vadnam Nikhil
Achin Garg	Mahendra Kumar	Sagar Bagmar	Adyansh Dabas	Patnaikuni Dileep Kumar	Dilipan N
Aditya Bajpai	Maheshwar Maji	Sandeep Kumar Payal	Smriti Mishra	Gurtesh Matharu	Palaparthi Jean Jesudass
Aman Mittal	Manish Deo Mishra	Sayan Debbarma	Chavan Mahesh Dagadusaheb	Maddikunta Siddhartha	Sjnhk Vara Prasada Varma
Aman Singla	Manish Gupta	Shailendra Singh Indoliya	Vivek Anand	M. Krishna Koundinya	Avinash Kiran Rongali
Amit Samdariya	Mayank Sharma	Shailesh Kumar Singh	Balasubramanyan R. Menon	Sumit Kumar	Kanchangire Onkareshwar B
Amrita Jain	Meena Tejram Shrimanlal	Shantanu Agarwal	Shreyansh Mohan	Praveen Kumar	Kiran Bala
Anand Poonia	Nandini K R	Sharma Suryaprakash Gulabchand	Nishanti T	Kapil Gade	Prakash B
Anju Arun Kumar	Narendra Aseri	Shibi Singh Gaharwar	Dhannana Kalyan Chakarvarthy	K M Guru Rajesh	Vijesh Kumar T G
Arvind Kumar Meena	Navdeep Kahlia	Shivi Sangwan	Subhash Chandra	Gowrisankar D	Shivam Dattatray Dhamanikar
Ashok Ratan	Neetisha Verma	Shrishti Prasad	Arnika Yadav	Padmaraj E	Pravin Gavaskar G
Atul Kumar Tirkey	Nilay Bunkar	Shubh Agarwal	Kuldeep Shivaji Kumbhar	Ratan B	Rathod Krunal Chimanbhai

Bipin Kumar	Niraj Kumar Jha	Shweta Chauhan	Bhavsar Tarul Dilip	Ishendra Kashyap	Naveen Kumar D E
Chandan Prakash Pandey	Nishant Saurabh	Siddhartha Kumar Baraily	P. Raviteja	Bhosale Sandip Dinkar	Sheeti Kantha Das
Chandandeep Kaur	Nishtha Sharma	Sidharth Goyal	Chitte Yogesh Sugdeo	Ankit	Vijendra Kumar Meena
Daanish Inder Singh Gill	Nithinkrishna Shenoy Padavu	Tanya Bains	Mankar Mayur Ramesh	Priyosh	K Ramdass
Dal Chand	Nitika Dubey	Thorat Abhijit Laxman	Ghanisht Yasu	Madhulatha	Thorat Amogh Sanjeev
Devashya Jyoti Jyotirmoy	Parul Temani	Varun Soni	Khushboo Ratre	Supria Chandran	Meshram Gaurav Madhukar
Devendra Meena	Patil Sameer Shivajirao	Vikash Varma	Kalligotta Nagaraju	Madhukar Kumar	Varun Kumar
Dilmil Singh Soach	Pawan Kumar	Vikram Singh	Ayush Katheria	Saravanan P K	Sridhar Das
Dipin Goel	Prabha Mahor	Vikramaditya Meena	Salame Ankush Sambhu	Siddiqui Mohd. Aamir Mohd. Iqbal	Ajay Rumal Kharde
Gautam Thapliyal	Pradeep Kumar	Vivek Kumar	S Vandana Raj	Bandaru Balu Mahendra	Pankaj Meena
Geetu Badoliya	Prateeti Goyal	Yangchen Bhutia	Kodali Gokul	Kumari Puja Rani	Shalini Sushmitha K
Ghanshyam Jeph	Rahul Kumar	Yashvir Yadav	G L Narasimham	Jayakanth CV	Shri Kant Mantri
Hardeep Singh	Rahul Saraf	Sruthi JS	Minhaj Uddin Nizami	Kanaga Subramanian G	Sonawane Sandip Vitthal
Jaiprakash Bhamu	Rajesh Kumar Meena	S.Sathish Kumar	Kandi Praveen	Devanathan R	K. SHARMILA
Kanchi Gupta	Rakesh Kumar Tiwari	Zainab Sayeed	Niharika Gupta	Kumar Chintha	AKANKSHA SHARMA

## IN SERVICE TRAINING (IST) CELL

In Service Training (IST) Cell of NACEN Faridabad, organizes in-service trainings/courses/workshops on different topics of importance to Group 'A' Officers (Commissioners, Additional/Joint Commissioners, Deputy/Assistant Commissioners) of Customs and Central Excise Department. The duration of workshops/courses/trainings is generally one to three days. The field formations are informed in advance of the training course and also through website of the NACEN. Further, new & topical subject such as Cyber Security, Digital Evidence, IPR, Green Customs etc. are also now incorporated to enable field officers to develop skills and build capacity to keep pace with the current developments

and the changing tax administration scenario in the country. Important regular courses include the following subjects: Drug Law Enforcement, Establishment & Administration, Vigilance Matters, Risk Management, Anti-Money Laundering/Counterfeiting Law (AML-CFL Provisions), SEVOTTAM, Special Economic Zones, IT Skills for Investigation in Customs, Central Excise & Service Tax, Right to Information, Preparation of Annual Expenditure Budget, Interpretation of Statutes, drafting of SCN, Weapons of Mass Destruction, Recovery of Dues, On Site Post Clearance Audit (OSPCA), TRIPs & IPRs, Investigation into Service Tax/Central Excise Cases.

**Details of Year-wise in-service trainings organized**

Year	No. of Trainings	No. of Officers Trained	Man-Days
2012-13	14	312	374
2013-14	16	236	334
2014-15	12	369	369
2015-16	30	1130	1591
2016-17	28	1020	2497

Long term engagements with Academic Institutions for capacity building in specialized areas: Progress of the initiatives undertaken by NACEN:

- a) MoU with National Law School of India University, Bangalore: NACEN has signed an MoU with National Law School University of India (NLSIU) for instituting and Endowment Chair in NLSIU with an endowment of Rs. 6 crore. The areas of research identified by the Chair for the current year 2017 are as given below:
  - (i) Comparative study of dispute resolution mechanisms (indirect taxes) of different countries and the feasibility of their adoption in Indian scenario.
  - (ii) A comprehensive analysis of the conviction rates of the Narcotics Drugs and Psychotropic Substances cases made by revenue officials and study of orders (up to the Apex Court) in this regard.



- (iii) A study of international practices of taxation of E-commerce in services and their relevance in the Indian context.
  - (iv) Improving the quality of Quasi-Judicial Orders passed by Adjudicating Authorities and Appellate Commissioners.
  - (v) Customs Valuation and Transfer Pricing to aid officers working in the Special Valuation Branch in major Custom Houses.
  - (vi) Conduct of seminar programme on GST for final year law student of NLSIU.
- b) MOU with IIM, Bangalore for organizing Course "Financial Intelligence & Investigations:

The modern globalized economy and new technologies of financial transactions have created new vistas in the area of financial crime and fraud, rooted in cross border transactions. The recent trends of Customs duty evasion and illegal export cases indicate that the perpetrators of such frauds have moved from traditional methods to using the financial institutions by creating a web of front companies. Criminal elements, including those involved in illicit Narcotics trafficking, have also started using banking channels for remitting their money to and from India. Not only do such transactions inflict heavy damage on the economy but the ill-gotten money could also be laundered posing a serious threat to the national security. In order to face these challenges, a need was felt for imparting specialized training for cutting edge level officers in such modern financial technologies/ instruments, accounting methods, international monetary exchanges, internet based currency, transfer pricing etc. so as to enable them to identify and investigate such transactions in a more meaningful manner. NACEN, Faridabad has entered into a MOU with IIM, Bangalore for conducting courses on 'Financial Intelligence and investigations' for

officers of CBEC. It is a 10 days fully residential course to be completed in two continuous weeks, at IIMB campus (Bangalore). Till 31.03.2017, 60 officers (2 groups of 30) have been trained.

### **Specialized trainings (2016-17):**

- (a) Workshop at National Judicial Academy, Bhopal: In coordination with the National Judicial Academy, Bhopal a three day workshop for departmental officers engaged in adjudication proceedings was organized by NACEN. It was moderated by eminent persons of judiciary and was attended by 27 officers of the rank of Assistant Commissioner and above.
- (b) Workshop on Social Media: A two-day workshop on 'Social Media' for the officers working in the media cells of various zones was organized at NACEN to sensitize them on various dimensions of their work and also to formulate Action Plan for GST Media Response. Apart from faculties from CBEC, eminent officers from PIB and Social Media also participated in this event. The workshop was moderated by Shri Manish Mohan Govil, Competition Commission of India.
- (c) Workshop on Payment and Accounting Protocol: A one day workshop on Payment and Accounting Protocol was organized by NACEN for officers from CBEC and State/UT VAT Administration. Topics such as Payment Protocols, Banking arrangements, Accounting Protocols, Apportionment and Settlement Protocols, Reconciliation processing were covered. The workshop was moderated by Ms. Archana Nigam, ICAS, Pr. Chief Controller of Accounts (Retd) and Shri Manoj Shethi, Chief Controller of Accounts. It was attended by 78 officers from CBEC and State/UT VAT Administrations.
- (d) Workshop for Commissioner (Appeals): NACEN, in coordination with the Directorate of Legal Affairs organized a course for

Commissioner(Appeals).The course covered topics relevant for the Commissioners (Appeals) such as indirect tax laws, legal personality, nature and types of penalties & limits of natural justice etc. The workshop was moderated by Shri. R. K. Singh Member (Retd.), CESTAT, Shri B. K. Singh CDR (Retd.), CESTAT and other eminent officers from CBEC. It was attended by 27 Commissioners (Appeals).

- (e) Workshop on Combating illicit wildlife trade - multiagency approach, was conducted at Multidisciplinary School of Economic Intelligence/NACEN Complex, Mumbai. The workshop was attended by officers from Department of Police, Forest, WCCB, Customs, Excise, DRI, Enforcement Directorate, SSB, ITBP, BSF, NACEN, CMFRI, Coast Guard etc. from various States.

## GST TRAINING

NACEN Faridabad was mandated by the Government to impart GST Training to officials of Central and State/UT Governments with a view to prepare them in the areas of GST. A multilayered training plan was drawn to carry out this task for about 60,000 officers (30000 from CBEC and 30000 from States/UTs Administration). This training was conducted at four levels.

### **Level- I (Source Trainers)**

The Level-I was an orientation meeting of 'Source Trainers' organized on 2nd July 2016 at the Centre of Excellence, Saket, New Delhi. This was attended by 17 'Source Trainers' of Central / State Governments and the Chief Executive Officer, GSTN. The meeting was also addressed by Additional Secretary (Revenue).

### **Level -II (training of Master Trainers by the source trainers)**

The Level -II of the Training envisaged training

of 'Master Trainers' in five Batches in five weeks starting respectively from 11th July, 18th July, 25th July, 1st August and 8th August, 2016. The first two batches were held in Faridabad, followed by one each in Mumbai, Bangalore and Kolkata. A total of 310 Master Trainers were trained for further imparting GST training in Level-III & Level-IV.

Level-III (Training of Trainers by Master trainers and Source trainers) A total of 2060 trainers were trained in level III by the Regional Training Institutes of NACEN in co-ordination with the jurisdictional Central Excise and Service Tax Commissionerates and the State VAT Administration. They were trained for imparting training to field officers.

### **Level - IV (Field officers)**

A total of 49219 field officers were trained by Master Trainers and Trainers.



*(GST workshop for Master Trainers)*

Trainings for Level-I to Level-IV				
Sr. No.	Levels	No. of officers trained	No. of officers required to trained	%
1	Level – I	25	25	100%
2	Level – II	310	300	103%
3	Level- III	2,060	1,600	129%
4	Level – IV	49, 219	50,334	98%
<b>5</b>	<b>Total</b>	<b>51,614*</b>	<b>52,259</b>	<b>99%</b>

(\*Rest was not available to be trained for various reasons.)







***(Orientation Programme for Source Trainers on 2nd July, 2016 at Centre of Excellence, New Delhi)***

These trainings were organized in co-ordination with the RTIs, Central Excise and Service Tax Commissionerates and the State/UT VAT Administrations. The progress of these trainings was regularly monitored by NACEN, Faridabad. Due care was taken to ensure that no State/UTs is left behind.

## **GST AWARENESS CAMPAIGN: (GAC)**

As directed by Revenue Secretary during the Review meeting on 09 March 2017, NACEN has launched GST Awareness Campaign in collaboration with Chief Commissioners (CCs) & Commissioners of Central Taxes (CCTs) in a structured 'Town hall Format' for half a day, in association with local Trade bodies. For this, a standardized PPT with training material was circulated to all CCs & CCTs. DG (Systems) developed a 'GST Awareness Campaign Portal' (GAC) for online reports and upcoming events on the same.

### **GST Training Accreditation & Approved Training Partner Programme:**

With a view to provide Trade and Industry 'Quality Training at reasonable cost' NACEN launched the GST Training Accreditation & Approved Training Partner Programme. MOU has been entered by NACEN with 20 Organisations/Institutions who have been approved as 'Approved Training Partners' (ATPs) for imparting training to members of trade/industry and other stakeholders.

### **Refresher Training on GST**

Refresher Training on GST has been initiated by NACEN to update the officers of both Central & States on the subsequent developments and changes including GST Act & Rules. NACEN has been training Master Trainers who are utilized by the CCs & CCTs to impart Refresher Training in the field formations. NACEN has prepared a standardized two-day module and PPTs for the participants.

### **Second Edition of FAQ on GST:**

FAQ book on GST was prepared by NACEN, and released by FM on 21st Sept 2016. It is available on CBEC website in English, Hindi and Regional languages. Its second edition updated up to 31st March 2017 has also been released and uploaded on website. Revised FAQ in Hindi having lucidity and expressions in common parlance has also been brought out.

**GST Visuals:** Four GST visuals on topics such as Benefits of GST, e-Commerce in GST, Registration in GST and Refunds in GST have been uploaded on the CBEC website and are freely available to all. More such visuals are being created and will be uploaded in future.

### **Trainings on GST to officials of other Ministries and PSUs**

NACEN, its Centre of Excellence and the RTIs, have also been imparting training to officers of other Ministries and PSUs.

## MID CAREER TRAINING PROGRAMME (MCTP) CELL

The Mid Career Training Programme (MCTP) was introduced in the year 2013 for officers at various stages of career progression, in 3 phases- Phase III (7-9 years), Phase IV (14-19 years) and Phase V (24-28 years). Nearly 220 officers are trained every year.

Technical inputs for MCTP are provided by NACEN and managerial expertise by premier institutes of

repute in India. For learning international best practices, the participants are sent to premier institutions abroad, which include

- o London School of Economics
- o Cambridge University
- o Nyenrode University, Amsterdam
- o LKY University, Singapore
- o Maxwell School, Syracuse University, USA.

**Year-wise training details of MCTP conducted since 2013 are tabulated hereunder:**

Number of Officers Trained				
PHASE	YEAR			
	2013-14	2014-15	2015-16	2016-17
III	76	80	80	120
IV	76	80	80	70
V	59	60	55	60
<b>Grand Total</b>	<b>211</b>	<b>220</b>	<b>215</b>	<b>250</b>





## INTERNATIONAL CO-OPERATION AND TRAINING (ICT) CELL

NACEN is a premier academy not only for the officers and other stakeholders of India, but also for participants from other countries and governments. NACEN has been recognized and accredited by various international bodies such as UNEP, WCO and UNODC as an important institution of capacity building, in particular

in the Asia-Pacific region. NACEN has signed a number of MoUs with these international bodies. Some of those are highlighted as under:

- (a) World Customs Organization (WCO): NACEN has been accredited as Regional Training Center of WCO in Asia/Pacific Region in the field of capacity building since 2004.



As a part of this, NACEN has conducted 26 trainings since 2004 and helped train 314 officers since 2013. Details of the workshops conducted in 2016-17 are as follows:

Workshop	Date
WCO sub regional Workshop on Transit Corridors for South Asia region	26-28 Apr 2016
WCO regional workshop on "Counterfeiting and Piracy for Asia-Pacific Region"	16-20 May 2016

National Expert Mission/Workshop on Customs Valuation under the WCO-ADB Multi-year Assistance for SASEC Countries	6-9 June 2016
WCO Regional workshop on "Compliance and Enforcement Package" for Asia-Pacific Region	20-24 June 2016
WCO Regional Workshop on Intelligence-Led Risk Management Asia-Pacific Region	21-25 Nov 2016
WCO Asia/Pacific Regional Workshop on Digital Customs and E-commerce	12-16 Dec 2016



*(WCO-ADB multiyear assistance workshop for SASEC countries)*

(b) United Nation Office on Drugs and Crime (UNODC): An MOU was signed with UNODC in 2010 for Drug Law Enforcement. As an integral part of this initiative, Computer Based Training (CBT) has been introduced

and conducted at NACEN, Faridabad and eight of its Regional Training Institutes (RTI's) located in India: Delhi, Kanpur, Patna, Kolkata, Mumbai, Hyderabad, Bangalore and Chennai.



*(UNODC workshop on pharmaceutical trafficking for drug regulatory/enforcement personnel of India)*





***(CBT Training on Strengthening Drug Law enforcement capacities)***

NACEN also inaugurated a CBT Lab for UNODC e-learning modules on 30th April, 2015. Two trainings have been conducted at NACEN headquarters in 2016-17.

<b>Workshop</b>	<b>Date</b>
National Training for Law enforcement Officers of India on Pharmaceutical Drugs	14 -15 July, 2016
Computer Based Training on " Strengthening Drug Law Enforcement Capacities"	09 Dec, 2016

(c) MOU was signed under United Nation Environment Programme (UNEP) in August, 2003 to prepare a strategy document for

delivering trainings through a regional approach. It also envisaged preparation of relevant training materials for "train the customs-trainers-workshops" in certain selected countries. Four workshops on relevant environmental issues were conducted under this MoU.

On 3rd October, 2016 NACEN entered into an MoU with Ozone Cell, Ministry of Environment, Forests and Climate Change under the aegis of UNEP to conduct workshops to combat illegal trade in HCFC's. Under this MoU, NACEN was tasked to prepare training material for the workshops, and conduct 4 train the trainers workshop and 10 workshops for supervisory officers of customs, DRI, NIA and BSF. Overall, NACEN is required to train 400 officers.



***(Train the Trainers workshop to combat illegal trade in HCFCs at Faridabad)***

It was decided to conduct workshops under “Train the trainers” and for supervisory officers at various RTI’s of NACEN so as to cover pan India locations and offices. An enforcement study with DRI was also initiated so as to gather legal and practical expertise in this area. NACEN distributed 25 ODS Identifiers machines to various offices situated at strategic locations in the country. One “Train the Trainer” workshop was conducted in FY 2016-17. The remaining workshops would be organized by Dec 2017.

- (d) MOU signed with Russians Customs academy in 2006 for mutual exchange of faculty and students for the purpose of training, re-training and sharing of experience. Since then regular exchange programs on annual basis have been conducted.
- (e) Other Workshops under Bilateral arrangements: NACEN organizes training programmes for officers of other countries such as Bhutan, Nepal, Sri Lanka, Maldives, Mongolia and Palestine under the ITEC program of MEA in the field of Customs and Narcotics. Since 2003-04 NACEN has conducted a total 67 trainings in which

nearly 800 officers have been trained. A workshop for Maritime Vessel Search was organized at Mumbai port in Feb 2017 with the support from Australian Border Force.







*(Maritime Vessel Search workshop with support from Australian Border Force at Mumbai)*

Workshop	Date
International Rail Interdiction Training (IRIT) by US CBP at Amritsar	6-10 June, 2016
Customized Training Programme for Palestine Customs and Tax Police Officials	25 July-5 Aug, 2016
International Dual-Use Investigation course (conducted at NACEN Mumbai)	12-16 Sept, 2016
Customized Training Programme for Nepal Customs Officers (conducted at NACEN Mumbai)	7-11 Nov, 2016
Specialized Training Programme for Narcotics Officers of Bangladesh	5- 9 Dec, 2016
Customized Training Programme for Customs Officers of Nepal	9-13 Jan, 2017
Customized Training Programme for Bangladesh Customs Officers	13-17 Feb, 2017
Customized Training Programme for Customs Officers of Nepal	20-24 Mar, 2017







*(Workshop of Bangladesh Officers)*



*(Workshop for Mongolian Customs Officers)*

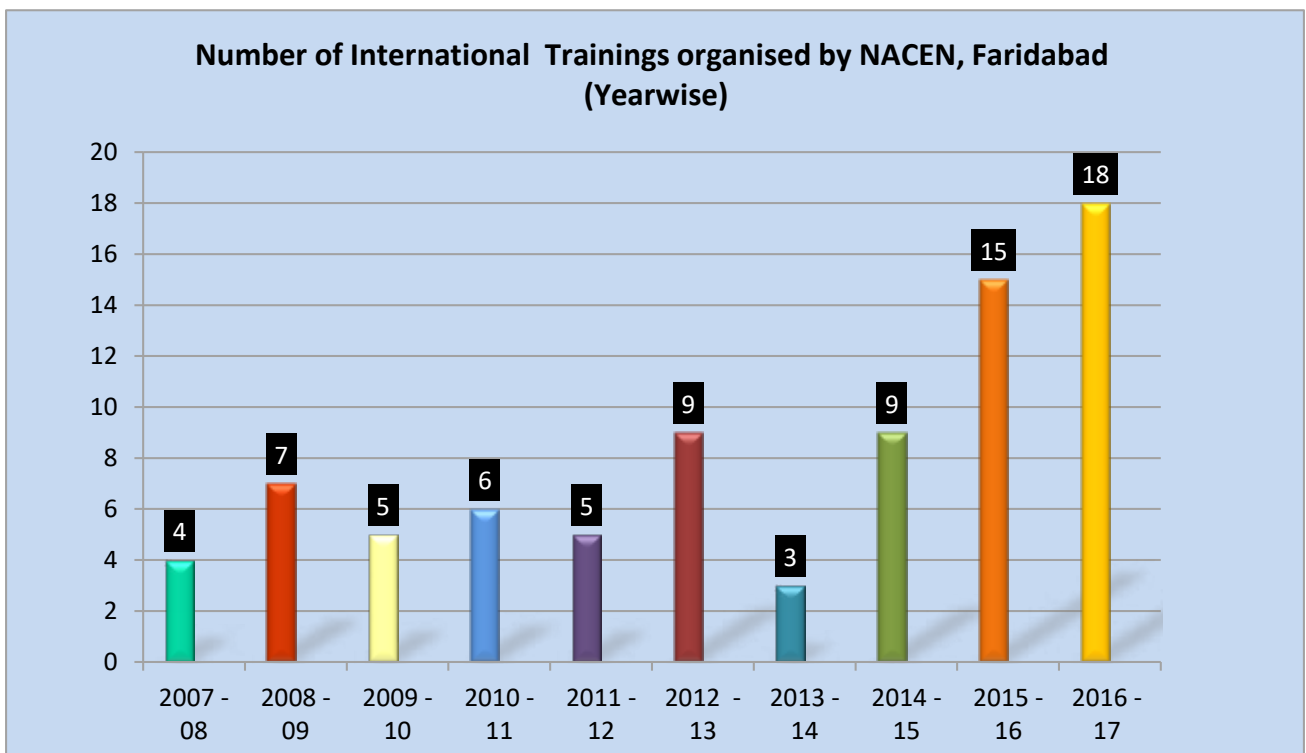




*(Workshop for Nepal Customs Officers)*

(f) An Mol with SASEC countries was initiated with the assistance of ADB to make NACEN a resource center for SASEC and a leading capacity building

institution in the region for “Co-operation in Customs Capacity Building”.



Participating Countries: Sri Lanka, USA, Japan, Nepal, Bhutan, Mauritius, Maldives, Bangladesh, Russia, Indonesia, Hong Kong, Mongolia, Pakistan, Thailand, Vietnam, Papua New Guinea, Palestine, Afghanistan, Iran, Australia, Cambodia, China, Fiji, Laos, Malaysia, Myanmar, Phillipines, Samoa, Singapore, Various African Countries

## FACILITIES AT NACEN

The Academy at Faridabad is equipped with all facilities required by a training institute of its standing. These include hostels for officer trainees, guest house for visiting faculty, lecture rooms, conference halls, auditorium, amphitheatre,

library, officers mess, computer labs, swimming pool, gymnasium, sports facilities, post office, ATM and residential quarters for academy faculty and staff.



**LIBRARY**



**CLASSROOM**



**AUDITORIUM**



**OFFICER'S MESS**

### Learning tools

- Audio-Visual System in Auditorium and All Lecture Halls
- Drug Law Enforcement Lab
  - Recently established in cooperation with UNODC
- 40 officers can be trained at a time
- EDI Lab – consists of 29 computers where EDI training is imparted to Officer-trainees.
- IT Lab
- Mandakini Hostel Computer Lab

## REGIONAL TRAINING INSTITUTES (RTIS) OF NACEN

To cater to the needs of different formations in different parts of the country, 12 Regional Training Institutes (RTIs) of NACEN have been established at different locations, as below:

1. Bengaluru
2. Bhopal
3. Chennai
4. Cochin
5. Delhi
6. Hyderabad
7. Kanpur
8. Kolkata
9. Mumbai
10. Patna
11. Shillong
12. Vadodara

## RTI BENGALURU

NACEN, Bengaluru was set up in 2003. NACEN RTI, Bengaluru has shifted to its own premises situated at No 40, HMT Factory main road, next to HMT School, Jalahalli, Bengaluru-560 013, on 15th September 2016 and the new NACEN campus has been constructed by NBCC at a cost of Rs. 29.19 Crore.

Post cadre restructuring (November, 2014 onwards) NACEN, Bengaluru has imparted training to the officers and staff in the jurisdiction of Customs, Central Excise & Service Tax Commissionerates / GST Commissionerates and Directorates in Karnataka. The total cadre strength of officers of all grades in the jurisdiction of NACEN Bengaluru is 5594 approximately.

### Trainings conducted at NACEN Bengaluru in last three years

Year	No of Courses	Number of trainees				others	Trainee Days
		Total	Group "A"	Group "B"	Group "C"		
2014-15	79	2592	350	1798	93	351	10037
2015-16	92	2373	332	1810	155	76	7803
2016-17	90	4641	578	3404	471	188	24003

NACEN, Bengaluru was mandated with Level-IV Training of all the CBEC Officers of Karnataka before 31.12.2016. This was taken up on a war footing and training of 739 State VAT Officers and 1824 Central Excise Officers was completed by 30.12.2016, well before the target date.

Apart from the aforesaid GST Trainings, various other GST Programmes were also conducted for Officers and Staff of various departments and Trade and over 5000 personnel were trained.





(Laying of the foundation stone)



(Arms Training of Inspectors)

## RTI BHOPAL

NACEN, RTI, Bhopal was set up by notification dated 16/09/2014 and it started functioning from 15/10/2014. Since its inception NACEN, ZTI, Bhopal has been continuously active and is conducting various training programmes which are as under:

- Induction training course of eight weeks for the newly recruited Inspectors of Central Excise and Service Tax is being successfully conducted, wherein, the new Inspectors are given full spectrum training in Customs, Excise and Service tax.
- Various GST training programmes were conducted in MP & CG, wherein, officials of State Commercial Tax Department as well as Central Government were imparted training. Further, refresher course in respect of GST has been held. Total 32 GST related trainings were held in which approximately 2018 officers were trained from State and Central Government.
- Training on Audit and Tally Account was given to the departmental officers to help them understand financial documents properly.
- Trainings on Drafting of SCN & Adjudication Order were also conducted.
- Training in Anti- evasion, Legal and Review was also conducted for Departmental officers.



*(GST Training)*



As a special contribution to capacity building & human resource development of the department, NACEN, ZTI, Bhopal has conducted:

- A basic training program for knowledge of English for drafting letters and note sheets for the staff promoted from lower grades to the rank of Inspector.
- A course on Hindi as a working language.
- A training on CCS Conduct rules, RTI, ACES, Refund, Rebate.
- A course on Accounts-Scrutiny of bills, all types of claims and Administrative works.
- Training course for officers dealing with Right to Information (RTI).
- Various workshops on Stress Management, Meditation and Soft Skills.
- Trainings on Customs and Custom related schemes and procedures for field skills.
- Induction trainings for newly recruited Inspectors in Customs, Excise & Service Tax were done along with police attachment with M.P. Police.



*(Yoga in Induction Course for Inspectors)*



*(Induction course for Inspectors of Central Excise in RTI, Bhopal)*

## RTI CHENNAI

Making a modest beginning in the early 70s, The Regional Training Institute, Chennai (RTI) started functioning in a rented premise of a few 100 square meters, at No.29, Barnaby Road, Kilpauk, Chennai and was headed by a Deputy Director. In the year 1980, the Regional Centre of Customs Staff College for the Probationers of Indian Customs & Central Excise Services (Group 'A') was started in Chennai and it was located at Custom House, Chennai. From April 1990 onwards, both the Regional Centre of Customs Staff College and the then Regional Training Institute were brought under Southern Regional Centre of National Academy of Customs, Excise and Narcotics (NACEN), headed by an Additional Director General. NACEN, Chennai was situated at a rented premises at the 4th and 5th floors of Sire Mansion, No.621, Anna Salai, Chennai-6. Owing to severe space constraints and a host of other difficulties like lack of parking facility, inadequate

water supply and improper maintenance, efforts to find a suitable place for the academy commenced in the year 2011 which resulted in the shifting of NACEN to Plot No.3/86 E, Ambattur Industrial Estate, ATC Road, Chennai-58 in the year 2012. Presently, the National Academy of Customs, Excise and Narcotics is housed in three floors of this building. NACEN (RTI), Chennai has purchased 3.26 acres of land from M/s. Tamil Nadu Housing Board at Nolambur Phase-I, Chennai. A comprehensive proposal for construction of an integrated NACEN complex consisting of Training Block, Administrative cum Auditorium, Hostel, Simulation Areas, underground Electronic Firing Range etc., is under preparation in consultation with M/s. NBCC who was already selected as Project Management Consultant, which will be sent to DGHRD shortly for obtaining approval of the competent authority.



*(Training of the 52nd batch IRS Probationers at NACEN, Chennai)*



## RTI COCHIN

NACEN, Cochin was inaugurated on 15 December 2014 with aim to cater to the needs of the nearby

formations and zone's requirements.



(Inauguration of RTI Cochin on 15.12.2014)



## GST LEVEL-IV TRAINING

VENUE: HOTEL YUVARANI RESIDENCY, ERNAKULAM

From 16.01.2017 to 18.01.2017



**Sitting L to R:** K.G. Sreekumar, Shalini. R, Bobby Aloysius, Shajana Khuralshi. M.S, S. Subramaniam, Sebastian Joseph, K. Vijayan Menon, M. Mathew Jolly (ADG, NACEN), Dr.K.N. Raghavan(Commissioner, Customs), U. Mahesh Kumar, Nanni Nambodiri, K.P. Sivasdas, C.N. Ravindran, R. Saal, P.P. Panicker, E. Vikas, M. Suresh.

**Standing 1st Row**

L to R: Vinodini. S. Menon, Anita Singh, Sam Albert, K.M. Sudhakaran, Sathes Kumar, Sivan Pillai. T.S, Mohanan. M.V, M. Shairaj, H. Ramamoorthy, Vijayan Pillai, K.K. Ramachandran, Naveen. K. Menon, K. Balachandran, Thariath. T.P, P.G. Laloo, Balju Daniel, A. Naushad, Ranjit Santakumar, C.K. Divakaran, Davis. T. Mannath, Riyaz Ahmed.

**Standing 2nd Row**

L to R: Yazer Arafath, Praful Bhandari, P.M. Nirmal, Hameed. K.K, Miraj. K.K, Sumit Nehra, Mohammed Fiaal. E, Bijish Ben. A, Moideen Naina, G. Ajith Krishnan, Saillal. K.R, K. Babu, R. Jayschandran, G. Anil Kumar, M.S. Suresh.

## RTI DELHI

NACEN started as a training school for all officers of the Department from a small building at Daryaganj, Old Delhi in 1969 and later shifted to Hauz Khas in South Delhi. Subsequently the training facility shifted to its own premises located at Pushp Bhawan where it operated till 1996. Till the year 1996, the training of Group B, C and ministerial officers was done by the R.T.I. cell which was a part of the NACEN itself. From 1996, when the training facilities for Group A officers shifted to the new campus in Faridabad, RTI started functioning as a separate training institute from the office at Pushp Bhawan meant exclusively for the training of Group B, C and ministerial officers from offices located in the North Zone comprising of the states of J&K, Punjab, Haryana, Rajasthan, Himachal Pradesh and Delhi. With the introduction of GST and the consequent restructuring of the Department, RTI Delhi has now become Zonal Training Institute covering the jurisdiction of Delhi and Haryana with separate Zonal training institutes for Rajasthan and Punjab, Himachal Pradesh and J&K.

*\* With effect from 14/06/2017, the RTI has shifted from Pushp Bhawan to NBCC Plaza building in Pushp Vihar, Sector- 5, Saket, New Delhi, where the Centre of Excellence under NACEN has been operating. It is a fully air-conditioned building with state-of-the-art classrooms. It has 1 lecture hall, one computer lab, 2 conference rooms, library and cafeteria.*

The RTI, Delhi is headed by a Pr. Additional Director General, assisted by one Additional Director, 2 Assistant Directors and other subordinate staff.

The mandate of RTI, Delhi is to impart training on law and procedures in Customs, Central Excise, Narcotics and GST besides soft- skills, administrative & vigilance matters etc. to group

B and ministerial officers/staff from offices located in Delhi and Haryana. Further, after the implementation of GST, this institute is also tasked with the responsibility of conducting training courses on GST for state government officers and PSU's and the trade located in Delhi and Haryana.

## INFRASTRUCTURE

### Classroom

The RTI, Delhi has a fully air conditioned, newly renovated state of the art lecture hall equipped with overhead projectors, uninterrupted power supply and Internet Lan/Wan connection. Video conferencing facility has also been installed. The lecture hall has seating capacity of more than 50 officers. It also has an aesthetically designed computer lab, equipped with 30 computers with high speed Internet connection and LAN/WAN. The computer lab is utilized for conducting hands-on training programmes on Computer Assisted Audit programme (CAAP), Automation of Central Excise and Service Tax (ACES), CBT module on Drug Law enforcement and Computer courses, hands on training on GST modules and customs modules.

The institute also has a newly renovated library which is aesthetically designed and houses a collection of nearly 1000 books.

## RTI HOSTEL

The RTI, Delhi has its own hostel located at Vatika Apartments, Maya Puri, New Delhi. The hostel is situated approximately 25 km from the RTI. The hostel has a capacity of housing 25 participants. This building earlier housed the IRS probationers prior to shifting of training facilities of Group A officers to Faridabad.

### Training Modules

The RTI, Delhi regularly conducts training modules for the officers through various courses such as induction course for newly recruited and newly promoted inspectors; subject-specific trainings on Customs, Central Excise, GST etc. for Superintendents and Inspectors as well as induction course for tax assistants. Further, GST workshops are being conducted for state government officers, PSU's, Trade bodies located in Delhi and Haryana.

Most of the GST workshops are now held on location in the premises of the PSU/trade bodies so as to bring training literally to the doorstep of the trainees which increases participation and has a much wider reach. On-location training courses are also being held at the ICD's, Custom Houses, IGI Airport etc. for subject specific courses. NACEN took the lead in imparting training to officers and staff for capacity building in the wake of GST implementation. Currently, RTI, Delhi is actively involved in providing GST Refresher training to the officers of Customs and Indirect Tax.



*(GST Training at the RTI, Delhi)*



## RTI HYDERABAD

### INTRODUCTION

Zonal Training Institute, NACEN, Hyderabad was proposed vide letter F. No. 395/119/99-FTT dated 13.11.2001. ZTI, Hyderabad was set up in November, 2002. Presently, the RTI is functioning in the 1st Floor, Krishna Block of Dr. Marri Channa Reddy Human Resources Development Institute, Road no. 25, Jubilee Hills, Hyderabad since 01.04.2015

### JURISDICTION

This Institute is a center of excellence for Human Resource Development, enhancement of knowledge, skills and competencies of officers working in Andhra Pradesh and Telangana states covering the Commissionerates of Hyderabad-I, II, III, IV, Audit, Service Tax, Hyderabad Customs, Guntur, Tirupathi, Visakhapatnam, Kakinada, Nellore, Visakhapatnam Audit, Vijayawada Customs Preventive and the Custom House, Visakhapatnam besides the Directorates located in the above States.



## OBJECTIVES

- To enhance skills, knowledge & understanding of law, procedures & practices relating to Central Excise, Customs, Service Tax and Narcotics
- Comprehensive Induction training to new recruits
- Capacity building training to the promoted officers
- Organizing interactive seminar / workshops on Specialized Areas
- Conduct soft skills courses like stress management, time management and communication skills, to usher a paradigm shift in work culture
- Conduct Mid-career training programmes for officers
- Conduct general courses to benefit the retiring officers
- Strengthening the training faculty by attracting the best talent by training the trainers
- Prepare comprehensive study material for enhancing course content
- Upgrade the training infrastructure
- Innovation in training.

Trainings courses conducted during last three years						
Year	No. of Courses conducted	No. of Participants (Departmental officers)	Category of Officers			Others
			A	B	C	
2014 - 15	43	1036	108	858	70	05
2015 - 16	77	1944	1088	816	40	457
2016 - 17	59	3034	251	2770	13	2251



(67th Batch IRS probationers in NACEN, Hyderabad)

Professional Trainings conducted for IRS Officer Trainees so far at NACEN, Hyderabad			
Sl. No	Batch	Strength	Dates
1	66th (Grp-1)	96	Jan 2015 – Jun 2015
2	66th (Grp-2)	117	Jun 2015 – Dec 2015
3	67th (Grp-1)	96	Jan 2016 – Jun 2016
4	67th (Grp-2)	77	Jun 2016 – Dec 2016
5	68th (Grp-1)	100	Jan 2017 – Jun 2017

### Training Programme on Goods and Services Tax (GST) Level-IV

During the year 2016, in addition to the regular training programmes for in-service departmental

Officers and IRS Officer Trainees, trainings were conducted on GST to the officers of CBEC and VAT working in the state of Telangana and Andhra Pradesh.

State	CBEC			VAT		
	Total number of Officials	Number of Officials Trained	%age	Total number of Officials	Number of Officials Trained	%age
AP	940	940	100	1107	1107	100
TS	1144	1144	100	779	779	100

## TRAINING INNOVATIONS

### Development of Flow charts

The officers of RTI, Hyderabad developed flowcharts on Customs, Central Excise and Service Tax showing the flow of work / statutory provisions, for use of Officers.

The flowcharts are very useful in understanding the area of work along with the relevant legal provisions. The flowcharts can be used on computers, laptops, tabs and smart phones. The flowcharts in pdf format are readable by touching the screen on the smart phone.

The flowcharts have an index covering various areas of operations in Central Excise, Customs and Service Tax and hyperlinks are provided

to facilitate immediate access to the relevant Sections, Rules and other Statutory Provisions.

This innovation is well received by the users i.e all the IRS (C & CE) Probationers and other officers of the department.

### Development of e-learning modules

As a part of RFD, RTI, Hyderabad developed four e-learning modules namely:

- How to make Show Cause Notice;
- Computer Assisted Audit Programme. (CAAP)
- Import, Export documentation required for clearance of goods; and
- Recovery of Arrears.





*(Bhoomi Poojan for construction of New NACEN Complex at Palasamudram on 11.04.2015)*

## RTI KANPUR

NACEN, RTI, Kanpur started its functioning from the office of the Commissioner, Central Excise, Kanpur in December 2002. The Academy organized its first course in February 2003. The existing premises, located at 4th floor, UPSIDC Complex, Lakhanpur, Kanpur, was hired on 19.01.2004. Hostel operates from a rented place- H.No. 334 Jyoti Dam, Lakhanpur, which is conveniently located near the Academy. Number of participants in various courses organized by the Academy has increased due to availability of hostel nearby.

### **E-books for training of the Departmental Officers:**

To deal with the challenges in capacity building, NACEN, RTI, Kanpur has started preparing e-books on various topics of Customs, Central Excise, Finance Act and other topics such as English-Hindi Official Dictionary, Sevottam etc. E-books aim to reach every departmental officer by providing ready-to-use updated training material in easy-to-understand format. So far, 69 E-Books have been prepared and uploaded on NACEN Kanpur website on topics such as IPR, Enforcement of IPR, Import of Human Embryo, Import of Pneumatic Tyres etc.

In order to make e-books freely available, NACEN, Kanpur has created a website [www.NACENkanpur.gov.in](http://www.NACENkanpur.gov.in). To begin with, e-books have been prepared on frequently used topics. They offer following advantages:

- Provide relevant legal Information at one place
- Easy Updation
- Low Cost Project
- Easily downloadable on mobile devices

Later on, e-exercise books and e-statutes have

also been added. User's response and feedback have been very positive and encouraging.

### **Using technology for conducting the "Central Excise Departmental Examination of Inspectors for Confirmation" on All India Basis:**

With an objective to use technology in day-to-day work and make the process efficient and effective, the NACEN, RTI, Kanpur devised an electronic way to replace the various processes such as:

- (i) Calling of requisitions from all the Commissionerates/ Directorates.
- (ii) Processing of requisitions received through on-line process.
- (iii) Uploading / downloading of question papers
- (iv) Uploading of Mark-sheet.

All the above mentioned processes are now being done electronically on platform [www.NACENkanpur.gov.in](http://www.NACENkanpur.gov.in). Even the examination papers are made available to the designated nodal officers through electronic means and can be downloaded by these designated nodal officers in their offices 40 minutes before the scheduled time of examination. Through this process, not only considerable amount of money has been saved, but the authenticity, transparency and confidentiality of process has also been ensured.

<b>NACEN, RTI, Kanpur organizes and imparts following Training courses</b>	
<b>Sl. No.</b>	<b>Training Programme</b>
1	Export Promotion including SEZ
2	Land Customs Station
3	Customs Valuation & Baggage Clearance
4	Anti-Smuggling - Intelligence, Investigation & Prosecution
5	On Site Post Clearance Audit in CUSTOMS (OSPCA)
6	Money Laundering
7	Detection of Fake Currency
8	Duties of Range Officer
9	Tax Arrear Recovery
10	Legal, Tribunal, Review, Revision and Refund
11	Drafting of Show Cause Notice (Classroom / E-learning)
12	Intelligence, Investigation & Prosecution in Central Excise
13	Service Tax
14	Goods & Service Tax (GST)
15	Financial Accounting
16	Auditing in Central Excise & Service Tax (EA-2000)
17	Induction Course for Central Excise Officers
18	Mid-Career Training Programme (MCTP) for A.O./Inspectors/E.A./T.A./Steno
19	Hindi-Official Language
20	Vigilance Matters
21	Right to Information Act,2005
22	Course for Retiring Officers
23	Official Dealing between the Administration and MPs / MLAs
24	CBT on Drug Laws Enforcement (UNODC)
25	Basic Computer Training (MS-Word, MS-Excel & Internet)
26	Computer Assisted Audit Programme (CAAP)
27	Automation in Central Excise & Service Tax (ACES)
28	SEVOTTAM
29	Motivation, Productivity, Time & Stress Management (Soft Skills)
30	Gender Sensitization
31	Intellectual Property Right (IPR) including Anti-Counterfeiting (E-learning)
32	Administration of Prosecution & Penalty in Central Excise & Service Tax
33	Budgetary Changes in Excise, Customs & Service Tax





***(Induction course for Inspector of Central Excise in the month of July-August, 2016)***



***(Certificate Distribution on 16TH Batch of Induction Course for Inspectors From 4th July 2016 to 12th August 2016)***

**Infrastructure at NACEN RTI Kanpur:**

- (i) Lecture Hall equipped with Sitting arrangement for 30 Participants, Projector, Laptop, wifi, video conferencing, sound system and CCTV.
- (ii) GSTN Computer Lab equipped with 31 AIOs, Projector, Laptop, wifi, and sound system.
- (iii) Computer Lab equipped with 30 Desktop Computers Projector, Laptop, wifi, and sound system.
- (iv) Library with social, inspirational and departmental books.
- (v) Refreshment/ Recreation Hall equipped with TV, Newspapers and Magazine

## RTI KOLKATA

### INTRODUCTION

The concept and need of having an organized training unit, particularly for the officers of the subordinate executive cadre was felt in Kolkata way back in the 1950s, when the Collector of Central Excise instituted a small training unit under charge of a Superintendent of Central Excise to impart Induction Course Training to the Inspectors of Central Excise. This unit started working from the hutment in the 5th floor of the Custom House.

A full-fledged Regional Training Institute was started in 1970. This RTI occupied the entire 1st floor of a building belonging to the Indian Institute of Social Welfare and Business Management in the vicinity of the Calcutta University and the Presidency College at College Street. The head of the local RTI then used to be an officer of the level of Deputy Collector and was designated as the Principal of the Academy.

When activities of the RTI grew wider, the space available was found inadequate to meet the requirements of the RTI. In 1990s, the RTI was shifted to Bamboo Villa at 169, A. J. C. Bose Road, Kolkata in a building owned by Income Tax Department and in which several other Government Offices including some Central Excise Commissionerates were also located. Some administrative work, however, continued to be carried out from the previous address for some time.

In the 1980s, two plots of land at Plot No. 27 (January 1981) & 29 (December 1982), CIT Scheme VIII (M), Bidhannagar Road (Ultadanga), Kolkata-700067 measuring 4769.12 sq. mt. & 2529.45 sq. mt. for Rs. 1067457/- & Rs. 567229/- respectively were purchased on lease from the

Calcutta Improvement Trust for construction of the RTI's own Administrative Building as well as a Hostel to accommodate the trainees.

The Administrative Building owned solely by this RTI was constructed by the CPWD and the entire establishment of the RTI's Administrative and Academic wing was shifted to this building in the year of 1997. It was, however, formally inaugurated by Shri G.S. Maingi, the then Director General of NACEN, Faridabad on 20.05.1999. Similarly, the hostel building which is a small distance away from the Administrative Building was constructed by CPWD and readied for occupation in 2006. The hostel was formally inaugurated by Smt. Sunipa Basu, the then Chief Commissioner of Central Excise, Kolkata on 22.07.2006. It may be mentioned here that prior to 2006 some limited accommodation was available with the NACEN by way of hostel accommodation in the Golf Green Departmental Quarters. This arrangement was discontinued after the NACEN had its own hostel operational in April 2006. In July 2006, this NACEN became a proud possessor of an eighty six (86) bedded new hostel of its own.

### INFRASTRUCTURE AND FACILITIES

The Administrative Building of NACEN, Kolkata consists of ground plus five floors. It has 3 regular classrooms, one computer classroom, one Seminar Hall and one Conference Hall. Library situated on the fourth floor is equipped with a number of systematically maintained old collections as well as recent publications on Customs, Excise, Service Tax and related matters. Library can also be used as reading room by 50 persons at a time.

A Multi Gym is functioning at ground floor.

Indoor games facility is available on fifth floor with a snooker table, carom and table tennis board. Attached to this there is a Yoga room for 25 trainees. This NACEN can also boast of an Archive, which provides some insight into the past activities of the Customs and Central Excise Department including some modus operandi deployed by the evaders.

There is an incomplete auditorium structure built along with the main building. This auditorium reportedly could accommodate 378 strong audiences, if completed. Its construction is

incomplete due to lack of funds.

There is one Basketball cum Tennis Court situated within the campus.

NACEN, Kolkata has the following training tools/equipment to facilitate training process:

- (1) LCD Projector (2) Overhead Projector (3) Slide Projector (4) Public Address System (5) TV (6) VCR (7) Computer (8) Digital document visualiser (9) Video camera (10) Digital camera (11) Still camera (12) photocopiers (13) Digital fax (14) scanner (15) Laptop etc.

## **SPECIAL COURSE/ SEMINAR/ WORKSHOP ORGANIZED BY THIS ACADEMY YEAR 2016-17**

Workshops on Service Tax Law and Procedure with a special focus on Goods and Service Tax: In compliance of CBEC's direction to reach out State VAT administration of West Bengal, NACEN, Kolkata has organized two one-day's workshops on April 02, 2016. These sessions were attended by 39 (thirty-nine) officers in the grade of Commercial Tax Officer to senior Joint Commissioner of Commercial Taxes.

Training on Goods and Service Tax: In view of expected GST roll out in near future, NACEN Kolkata has conducted two days training session on Goods and Service Tax on April 6 and 7, 2016 which was attended by 47 (forty-seven) departmental officers in the grade

of Superintendent and Inspector and 12 officers from local VAT authority in the grade of Inspector of Commercial Taxes, Commercial Tax Officer, Assistant Commissioner, Joint Commissioner and Senior Joint Commissioner of Commercial taxes, West Bengal.



**Training Course on "Goods and Service Tax" at NACEN, Kolkata, 20th & 21st July 2016**



**Training on Forensic Science and Cyber Crime:**

A three days program on Forensic Science and Cyber Crime was organized from January 30, 2017 to February 02, 2017 at NACEN Kolkata to introduce the modern technique of crime and the tool to investigate it. This training was attended by 42 officers from Group A and Group B Cadre. Resource persons were provided by Central Forensic Scientific Laboratory, Kolkata and Kolkata Police.

**Formal Training for Tour Operators on Baggage Rule:**

As per the direction of the Chairman, Central Board of Customs and Excise, to facilitate the outbound tourist a one day formal training on Tour Operators on Baggage Rule was organized by NACEN Kolkata on March 10, 2017. This was attended by 14 tour operators enlisted with ITDC.

**Seminar on Green Customs:** A one day Seminar on Green Customs for Group A and Group B officers' was organized at Board Room, Kendriya Utpad Shulk Bhawan, Kolkata – 700 109 on March 16, 2017. This training was attended by 5 Group A Officers and 18 Group B Officers. Sh. Banibrata Bhattacharya, Pr. Commissioner was the resource person for this Seminar.

**Training on Prevention, Detection, Investigation and Trial of Customs Related Cases:**

A special training of five days was successfully organized by NACEN Kolkata from March 27, 2017 to March 31, 2017 for departmental officers as well as the officers from Indian Army. This training was attended by 42 officers from Group A and Group B Services from CBEC and Indian Army. It was inaugurated by Sh. Prashant Kumar, Vice – Chairman, Settlement Commission, Kolkata. Hon'ble Justice Soumitra Pal, Sh. Aditya Gupta, Additional Director General of Police, Uttar Pradesh, Sh. A. K. Bapuli, Director, Forensic, Jharkhand, Col. Sh. P. P. Barik, Indian Army and Sh. S. K. Sinha, ADG, NACEN, RTI, Kolkata have acted as Resource person. Mock search was conducted at Kolkata Port and Airport in association with the officers from Commissionerate of Customs (Airport and Administration) and Commissionerate of Customs (Port), Kolkata. The trainee officers had prepared charge sheet which was placed before mock court presided by Hon'ble Justice from High Court, Calcutta for trial management. The valediction ceremony was presided by Sh. Rakesh Sharma, Chief Commissioner of Central Excise, Kolkata Zone.



## RTI MUMBAI

NACEN, Mumbai has been imparting training in indirect taxes and narcotics for the past three decades catering to the training needs of Group 'A', 'B' and 'C' officers posted at 37 Customs and

Central Excise Commissionerates/ Directorates in the Western Region comprising of Maharashtra and Goa.



NACEN, Mumbai, also conducts Outreach i.e on-site programmes. These programmes have the potential to reach out to a much larger workforce and provide access to learning resources at their places of work.

Over the past few years NACEN, Mumbai has successfully conducted Outreach programmes in ICES, ACES and Sevottam. The training programmes were held at Central Excise Commissionerates of Nagpur, Raipur, Pune, Nashik, Aurangabad, Raigad, Belapur, and also at Nhava Sheva and Air Cargo Complex, Mumbai.

In 2009, NACEN, Mumbai, was entrusted with the

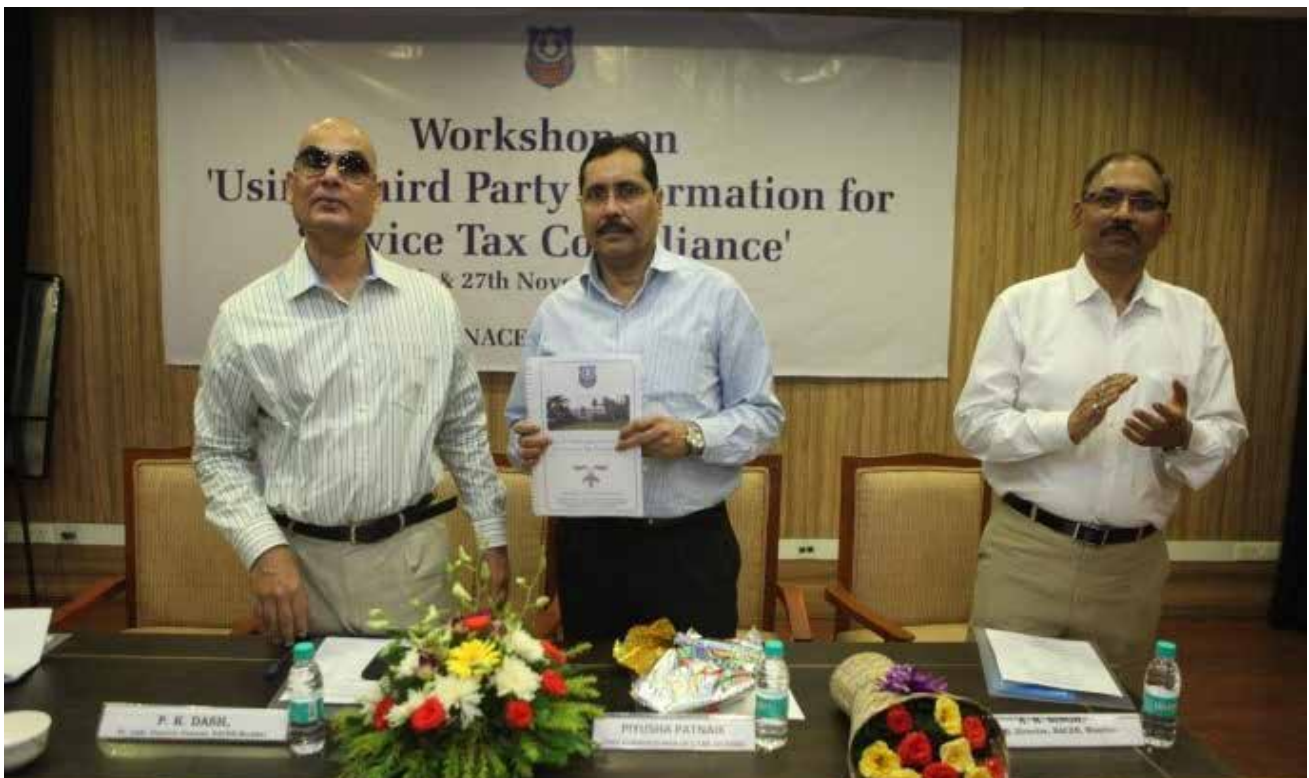
professional training of IRS(C&CE) probationers and has successfully imparted professional training to three batches i.e. 61st, 62nd and 63rd batch ( eighteen months training each ) as well as a five week professional training to the 64th Batch.

### TRAINING

The Academy conducts training courses every year including Sevottam, Authorised Economic Operator, IPR Counterfeit & Piracy, Coastal Security Training Women's Empowerment, Intelligence, Investigation & SCN, Course for retiring officers and a host of other training programmes.



*(Workshop for Customs officials under UNEP – GEF Biosafety project - Nov 19/20, 2015)*



*(Workshop on 'Using third party information for S.Tax compliance' - Nov 26/27, 2015)*



Besides, Yoga sessions are periodically held for departmental staff as well as staff of NACEN including its housekeeping staff. In May 2016, summer camps/counseling sessions were conducted for the children of departmental staff which came in for a lot of appreciation.

A one day Seminar on issues relating to Standardization of Processes in Central Excise & Service Tax was conducted in NACEN in collaboration with DGOV, for senior level Group 'A' officers.

As regards Induction courses for newly recruited staff, out of the 324 direct recruit Inspectors

(Examiners) of CGEL 2014 exam who joined Mumbai Customs in 2015-16, NACEN has conducted induction courses of 4 weeks for 1st batch of 78 Examiners from 29th April to 27th May 2016. The induction course for second batch of 66 Examiners was conducted from 8th August to 16th Sept 2016 at New Custom House Mumbai. From 7th November to 2nd December 2016, the induction course for the third batch of 99 examiners was conducted at the NACEN Campus. Induction training programmes for 152 newly recruited Preventive Officers were also conducted from the period June 2016 to March 2017.

Induction course for Inspectors of C. Excise and Service Tax					
S.No.	Period	Number of trainees	S.No	Period	No. of trainees
1	23.7.14 to 10.10.14	62	5	18.7.16 to 26.8.16	117
2	21.9.15 to 30.10.15	39	6	20.7.16 to 30.8.16 (Lotus bldg)	93
3	30.11.15 to 8.1.16	71	7	19.09.16 to 28.10.16	115
4	27.6.16 to 5.8.16 (Nagpur)	106	8	26.12.16 to 2.2.17	109

NACEN, Mumbai is also the Nodal Agency for conducting training programmes on Drugs Law Enforcement for multi law enforcing Agencies such as the Police, CISF, Coast Guard, Army, Navy, Air Force besides Departmental officers. Such

training programmes include arranging faculty from other Agencies for a wider perspective and also a visit to the FSL which have been widely appreciated across Departments.

DETAIL OF TRAINING FOR THE LAST THREE YEARS									
Year	Total No. of training	No. of days	Gr.A	Gr.B	Gr. C	Gr.D	Other orgns	Total	Man-days
2014-2015	82	415	584	1458	210	0	116	2368	14863
2015 -2016	68	376	665	2349	227	0	331	3572	13937
2016-2017	250	1227	600	4161	316	16	49	5142	80889.5

## **GST TRAINING**

An ambitious training programme in 3 Phases was undertaken by NACEN, Mumbai to train CBEC and State VAT officers in Maharashtra & Goa.

The total number of officers trained including Source and Master Trainers over a period of 5 months from August to December 2016 was 10,029.

Refresher Training in GST for all officers earlier trained and hands-on Training in GSTN is being conducted.

## **TRAINING OF TRADE:**

Since the requirement of training for the trade is huge, NACEN with the approval of Government solicited Expression of Interest from Training Institutes & professional body of repute to partner with NACEN as an "Approved Training Partner" for imparting GST training to members of

Trade/Industry and other professionals. Several Institutes/ Professional body were chosen as training partners and training was imparted to their members by NACEN.

NACEN, Mumbai has become a defacto hub for creating GST learning resources

- Fliers on 22 topics
- Comprehensive GST FAQs Version 1 &2
- Common man FAQs for citizens
- FAQs on Composition levy in GST
- Do you know' Series-101 Points on GST
- GST>Returns made easy
- Quiz for Mygov website
- Blogs
- FAQs for traders in GST
- FAQs on Transition Provisions in GST
- Assessee User Manuals
- E Modules

## RTI SHILLONG

Nestled in the picturesque State of Meghalaya lies the small hill town of Shillong. It is here, in the heart of Shillong, capital of Meghalaya, that the Office of the National Academy of Customs, Excise and Narcotics (NACEN), RTI, is located. The Cadre Restructuring proposal for the Department of Customs, Central Excise and Service Tax, 2014 has considered sanction of a Zonal Training Institute for the first time in Shillong Zone covering the entire North Eastern Region having a geographical jurisdiction of 2,55,168 sq.km comprising of seven states 7 (seven) states (Assam, Arunachal Pradesh, Meghalaya, Manipur, Mizoram, Nagaland and Tripura) having international boundary of 5243 kilometers with four neighbouring countries (Bangladesh, Bhutan, China, Myanmar).

### TRAINING/WORKSHOPS CONDUCTED BY THE RTI DURING 2016-17

1. Training on Detailed Scrutiny of Central Excise & Service Tax Returns held on 05.04.2016 in Agartala.
2. Workshop on Right to Information Act, 2005 held on 06.04.2016 in Agartala.
3. Training on ACES Review & Correction of Online Returns held on 21-22.04.2016 & 22.04 in Dibrugarh.
4. Training on Detailed Scrutiny of Central Excise & Service Tax Returns in Guwahati on 18.05.2016.
5. Training on Detailed Scrutiny of Central



*(GST Training for state government officers)*



Excise & Service Tax Returns in Shillong on 19.05.2016.

6. Refresher Course on ACES and use of Information Technology for Revenue Augmentation held in Shillong on 26-27.05.2016.
7. Mid-career Training for I.R.S. (C&CE) on Leadership and Change Management held in Shillong on 21.06.2016.
8. Workshop on North East Drug Trafficking held in Shillong on 28-29.06.2016.
9. Apart from scheduled Trainings undertaken by NACEN, Shillong, GST Training commenced from 5th September, 2016. A total of 122 officers of CBEC and State VAT were trained in GST (Level-III) of which 36 were from CBEC and 86 from State VAT. A total of 1,530 officers were trained in GST (Level-IV) of which 744 were from CBEC and 786 from state VAT. In addition, One-Day Training (Familiarisation) Programmes on GST for Gr.'C' Officers (TA/STA/LDC) of CBEC

were held in Shillong in 20.12.2016 and in Guwahati on 22.12.2016.

In the new GST regime, the importance of NACEN has increased manifold. To that end, this RTI has been approached by various State as well as Central Government Departments to impart trainings and conduct Workshops for their Officers.

## **INFRASTRUCTURE**

RTI, NACEN, Shillong was set up in November, 2014 from a two room office of approximately 800 sq. ft at 'Crescens' Building, M.G.Road, Shillong-793001 with minimal borrowed furniture / other items belonging to the office of Customs and Central Excise, Shillong Zone. In the month of July 2017, a proposal for hiring on rent a floor space of 6781 sq.ft in the building of the Meghalaya Housing Financing Cooperative Society Ltd. was forwarded to NACEN Hqrs, Faridabad, for seeking administrative approval. The Fair Rent Certificate is still awaited from CPWD to complete the execution of Lease Agreement.

## RTI VADODARA

A Regional Training Institute (RTI) of NACEN was set up at Vadodara in the Year 2002. Till recently, this Institute not only catered to the entire state of Gujarat but also to the training needs of M.P. viz. Indore and Bhopal Commissionerates.

In its infancy stage, this RTI operated from a two-room residential flat in the Central Revenues Colony, Vadodara. Because of lack of infrastructure, initially most of the Courses were conducted jointly with RTI, at Mumbai only. From, December, 2008 onwards all the Courses are regularly conducted by this RTI at Vadodara independently. Presently, this RTI functions from the limited space of 8 rooms provided in the Central Excise Building of Vadodara-II, Commissionerate and it caters to the training requirements of the state of Gujarat only, since a separate RTI in Bhopal has been started.

Most of the Courses conducted by RTI Vadodara are interactive and participatory. Along with physical fitness through morning Yoga/ Games etc., it is also ensured that the trainee officers get adequate exposure to the real work environment situations through Factory visit, ICD visit etc. Police Training is provided to familiarise the trainees with handling of small arm in preventive operations. The social aspect is also covered through the music and cultural programmes as a part of long term training programmes.

RTI Vadodara not only provides in-house training but it is also engaged in servicing on demand at the doorstep of various field formations. Apart from Vadodara, workshops have been conducted and trainings have been provided at Ahmedabad, Surat, Vapi, Ankleshwar, Bharuch, Jamnagar, Bhavnagar, Gandhidham, Kandla, Mundra, Pipavav, etc.

### VIRTUAL CLASSROOM AT RTI, NACEN, VADODARA.

From the staid, formal way of teaching which was a carryover of the twentieth century to the modern, dynamic, interactive way of learning, RTI, NACEN, Vadodara has taken measures to introduce the digital way of learning.

Computer aided content delivery will make the trainers more productive and the subsequent trainings more value creating. These classrooms will create a fundamental transformation in which the department inculcates its officers at all levels.

A virtual, interactive classroom has been established with a modern state of the art DLP Short Throw Projector System with a large visual display.

### Weapons of Mass Destruction – Commodity Identification Training [WMD-CIT]

A workshop on Weapons of Mass Destruction – Commodity Identification Training [WMD-CIT], was conducted at RTI, NACEN, Vadodara from 08.12.2015 to 11.12.2015 by a five-member team of experts from United States of America (USA). A total of 21 officers from all over Gujarat Customs, DRI and NACEN attended the Workshop. The workshop was primarily for the identification, usage of Chemical, Biological and Nuclear Weapons and their export control for the purpose of Non-Proliferation at International level. Apart from the regular presentations, the delegates also dwelled upon various international Case Studies, Practical Exercises, Games and Interactive discussions.



## GST WORKSHOPS AND TRAININGS

Marching confidently towards the goal of One Nation One Tax, the officers of RTI, NACEN, Vadodara, have left no stone unturned in preparing not only Departmental officers across all ranks but also State Government officers to meet the challenges of implementing GST with confidence, verve and vigour. A few photographs of the inaugural workshop conducted under the auspices of Chief Commissioner, Central Excise, Customs and Service Tax, Vadodara Zone, Shri Arvind Singh are enclosed.

Till date 970 officers have been trained on Back-end application, 2400 officers have sat for refresher courses and overall 4559 officers have been trained in GST by RTI Vadodara.

*(Yoga Day organized by RTI Vadodara)*

## International Yoga Day:

International Yoga day was celebrated by RTI, NACEN, Vadodara. The venue was the lawns of the Central Revenues Colony in

Vadodara. Officers from other Central Government Departments were also present. It was a successful event where over 75 officers participated.





## SWACHHA BHARAT:

Prime Minister Shri Narendra Modi has given a clarion call to the people of India to embark on a mass movement to fulfil Mahatma Gandhi's vision of a clean India. Officers and trainees at RTI,

NACEN, VADODARA, keeping Mahatma Gandhi's vision in mind regularly devote themselves towards 'Swachhata' (cleanliness) of our motherland through Swacchhata Abhiyaans. A photograph of the drive is enclosed.



*(Swachhata Abhiyan by induction trainee)*



## EXTRA CURRICULAR ACTIVITIES AT NACEN FARIDABAD

### SOCIAL SERVICE AT SOS VILLAGE, FARIDABAD



The SOS Children's Village Faridabad was established in 1984 by a society SOS India which works for empowering and shaping lives of parentless children. Children living in SOS Children's Village are enrolled in schools and are given proper education.



NACEN probationers work closely with SOS children and help them in both academic and personal matters, and provide a sense of continuing support. Along with academics, the co-curricular activities are also taken care of. Probationers ensure active participation of the kids in various celebrations at NACEN and also train them to perform dance, drama etc. in cultural programmes.





## CULTURAL AND OTHER ACTIVITIES AT NACEN, FARIDABAD

- Ugadi celebration (08.04.16)
- Yoga Day (01.06.16)
- Cultural Night at the end of orientation program on 30.12.16
- New year celebration
- Republic day
- Kite Flying competition on Makar Sankranti / Pongal (14.01.17)
- Cultural event on 13.03.17 on Holi



*(Yoga Day 01.06.2016)*



*(Cultural Night 30.12.2016)*



*(Bhutanese OT's performing in their traditional attire)*



*(Kite Flying 14.01.2017)*





*(Exploring the heritage of Delhi)*



*(Mountain Biking at Camp Syat, Jim Corbett)*



*(Sports at NACEN)*

## PHOTO GALLERY

### 1. Officer Trainees Attachments (a) with Central Reserve Police Force



### (b) with LCS Agartala







**2. Bhutanese Officer Trainees with DG NACEN (in their traditional attire)**





**3. 67th Batch Officers visiting NACEN**



**4. GST awareness programme for EEPC**



## ROLL OF HONOUR

With an objective to use technology in day-to-day work and make the process efficient and effective, the NACIN, RTI, Kanpur devised an electronic way to replace the various processes. Through this process, not only considerable amount of money has been saved, but also

authenticity, transparency and confidentiality of process has been ensured.

For his contribution in this exercise, Shri Vinay Kumar Nigam, Inspector, NACEN, RTI, Kanpur has been awarded Presidential Award in 2016.



*(Shri Vinay Kumar Nigam, Inspector receiving Presidential Award, 2016)*

**SANCTIONED STRENGTH of NACEN & its RTIs (as on 31.03.2017)**

<u>DESIGNATION</u>	<u>TOTAL</u>	<u>FARIDABAD</u>	<u>COE, DELHI</u>	<u>RTI, DELHI</u>	<u>CHENNAI</u>	<u>KOLKATA</u>	<u>MUMBAI</u>
Pr.DG (Apex)	1	1	0	0	0	0	0
D.G.	0	0	0	0	0	0	0
Pr. ADG/Pr. Commr.	6	1	1	0	1	1	1
ADG/Commr.	15	3	0	1	0	0	0
Addl. Dir/Jt. Dir	26	6	1	1	1	1	2
DD/AD	130	26	5	5	8	7	8
DD (OL)	1	1	0	0	0	0	0
AD (OL)	1	1	0	0	0	0	0
CAO	12 +4*	1	0	0	1	1	1
AO	13+4*	2	0	0	1	1	1
SR. P.S.	7	2	1	0	1	1	1
P.S.	11+2*	3	0	1	0	0	0
APPRAISER	0	0	0	0	0	0	0
SUPDT.	18+54*	5+9*	1+2*	1+2*	1+5*	1+2*	1+8*
STENO-I	16+5*	6	2	2	2	2	2
STENO-II	10+6*	2	0	0	0	0	0
INSPECTOR	30+85*	12+9*	2+2*	2+4*	2+6*	2+4*	2+14*
EX. ASS. (STA)	5+7*	5	0	0	0	0	0
TAX ASS. (TA)	15+10*	2	1	1	1	1	1
Driver Spl. Grade	1	0	0	0	1	0	0
Driver Grade-I	3	0	0	0	1	1	1
Driver Grade-II	3+1*	1	1	1	0	0	0
Driver Grade-III	4+1*	2	1	1	0	0	0
SR. HINDI TRANSLATOR	1	1	0	0	0	0	0
JR. HINDI TRANSLATOR	2	2	0	0	0	0	0
LDC	4+4*	4	0	0	0	0	0
HD. HAVALDAR/ HAVALDAR	34+16*	16	2	2	2	2	2
MTS	11	6	1	1	1	1	1
<u>TOTAL</u>	<u>380+199*</u>	<u>111+18*</u>	<u>19+4*</u>	<u>19+6*</u>	<u>24+11*</u>	<u>22+6*</u>	<u>24+22*</u>



**SANCTIONED STRENGTH of NACEN & its RTIs (as on 31.03.2017)**

DESIGNATION	PATNA	KANPUR	BANGLORE	VADODARA	HYDERABAD	COCHIN	SHILONG	BHOPAL
Pr.DG (Apex)	0	0	0	0	0	0	0	0
D.G.	0	0	0	0	0	0	0	0
Pr. ADG/Pr. Commr.	0	0	1	0	0	0	0	0
ADG	1	1	0	1	1	1	1	1
Addl. Dir/Jt. Dir	1	1	1	1	1	1	1	1
DD/AD	5	5	7	5	8	5	5	5
DD (OL)	0	0	0	0	0	0	0	0
AD (OL)	0	0	0	0	0	0	0	0
CAO	1	1	1	1	1	1	1	1
AO	1	1	1	1	1	1	1	1
SR. P.S.	0	0	1	0	0	0	0	0
P.S.	1	1	0	1	1	1	1	1
APPRAISER	0	0	0	0	0	0	0	0
SUPDT.	1+2*	1+2*	1+2*	1+4*	1+2*	1+2*	1+2*	1+2*
STENO-I	0	0	0	0	0	0	0	0+1*
STENO-II	1	1	1	1	1	1	1	1
INSPECTOR	1+4*	1+4*	1+4*	1+4*	1+4*	1+4*	1+4*	1+4*
EX. ASS. (STA)	0	0	0	0	0	0	0	0+1*
TAX ASS. (TA)	1	1	1	1	1	1	1	1
Driver Spl. Grade	0	0	0	0	0	0	0	0
Driver Grade-I	0	0	0	0	0	0	0	0
Driver Grade-II	0	0	0	0	0	0	0	0
Driver Grade-III	0	0	0	0	0	0	0	0
SR. HINDI TRANSLATOR	0	0	0	0	0	0	0	0
JR. HINDI TRANSLATOR	0	0	0	0	0	0	0	0
LDC	0	0	0	0	0	0	0	0
HD. HAVALDAR/ HAVALDAR	1	1	1	1	1	1	1	1+1*
MTS	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>15+6*</b>	<b>15+6*</b>	<b>17+6*</b>	<b>15+8*</b>	<b>18+6*</b>	<b>15+6*</b>	<b>15+6*</b>	<b>15+10*</b>



