



भारत सरकार
GOVERNMENT OF INDIA
वित्त मंत्रालय, राजस्व विभाग
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE
राष्ट्रीय अकादमी सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स, जोनल कैम्पस, भोपाल
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS, ZONAL CAMPUS, BHOPAL
सागर लैंडमार्क, कमर्शियल ब्लॉक, तिसरी, चौथी एवं पांचवी मंजील,
SAGAR LANDMARK COMMERCIAL BLOCK, 3RD, 4TH & 5TH FLOOR,
अयोध्या बायपास रोड, भोपाल-462 041
AYODHAYA BYPASS ROAD, BHOPAL-462 041
Telephone: 0755-4942134
0755-4940267
Email: nacenbho-mp@gov.in
nacenbhopal@gmail.com

Proactive disclosure in respect of NACIN, Zonal Campus, Bhopal under Section 4(1)(b) of RTI Act, 2005

(i) Particulars of Organization, Functions and Duties.

1. National Academy of Customs, Indirect Taxes & Narcotics (NACIN), functioning under the administrative control of Central Board of Indirect Taxes & Customs (CBIC), Department of Revenue, Ministry of Finance, is the apex institution of Government of India for capacity building in the field of Customs, Indirect Taxes and Narcotics. The headquarters of NACIN is at Faridabad. Zonal campuses are spread over different parts of country. NACIN Zonal Campus, Bhopal was notified on 16.9.2014 and it started functioning from 15.10.2014 as Zonal Training Institute (ZTI) consequent upon cadre restructuring. Subsequently, it was rechristened as Zonal Campus (ZC). It also has a Regional Campus (RC) at Raipur, which came into existence on 08.06.2017.

2. This Zonal Campus works under the overall supervision of Principal Director General, NACIN Faridabad. Zonal Campus at Bhopal is headed by Additional Director General (JS rank). Regional campus at Raipur is looked after by Joint/Additional Director (Deputy Secretary Rank), under overall supervision of Additional Director General, Zonal Campus Bhopal. Both campuses cater to training needs of CBIC officers posted in the states of Madhya Pradesh and Chhattisgarh, besides State Government officers of both the State Governments. NACIN ZC, Bhopal is well equipped with state of art classrooms, conference halls, video conference room, library, discussion area, computer labs, along with administrative area.

3. The charter of functions of NACIN is specified in CBIC Office Order No. 06/Ad IV/2017 dated 12.06.2017, issued vide F.No A-11012/172017-Ad IV. Besides carrying out normal administrative and establishment functions, NACIN ZC Bhopal undertakes following capacity building activities in the field of Customs, Indirect taxes and Narcotics:

- (1) Induction training of directly recruited Inspectors and promoted inspectors under Bhopal CGST Zone of CBIC;
- (2) Specialized and periodic training to in-service officers;
- (3) Induction training of Tax Assistants and Executive Assistants;
- (4) Training of State Government officers and other stakeholders in area of Indirect taxation, especially in GST;
- (5) Management and soft-skill training for overall professional and personal development of officers;
- (6) Mid-career training of promoted Group-A officers from Zone; and
- (7) Any other capacity building activity, as may be assigned by Principal DG NACIN from time to time

(ii) Powers and duties of its officers and employees

Apart from the normal administrative and establishment functions and duties carried out in Central Government offices this zonal campus's main function is to impart training on Customs, indirect taxes and Narcotics laws and related issues. Further this zonal campus is also engaged in training of state Government officers, other stakeholders like tax practitioners, chartered accountants, members of trade and industry besides students of colleges and universities – on GST. Annual training calendar for a financial year is prepared around March in the previous financial year, based upon inputs and training needs indicated by field formations under jurisdiction of Bhopal zone of CBIC. These courses are conducted by inviting faculties from the Department as well as from outside. Eminent persons from different backgrounds are invited to deliver lectures to the participants. Use of latest information technology tools like webinars, learning management systems, are being made use to deliver quality content to not only participants attending classroom training at NACIN campus but also to officers accessing training contents online from the confines of their offices from their place of work in different parts of country. NACIN Zonal Campus organizes two specialized trainings exclusively for IRS officers from all over the country, on: (i) "Cyber Laws and Cyber Forensics"; and (ii) "International and Cross-Border Taxation", every year.

(iii) Procedure followed in decision making process, including channels of supervision and accountability

An officer of the grade of Additional/Joint /Deputy/Asst Director is designated as course director for each capacity building course organized by NACIN ZC, Bhopal. Officers of the rank of Additional Assistant Director and Inspectors assist the Course Director in deciding the course content and also the faculty. These courses are organized under overall supervision of Additional Director General of this Zonal campus and NACIN

headquarters.

(iv) **Norms set by it for discharge of its functions:-**

Overall norms are specified in Citizen Charter and mission statement issued by CBIC. Trainings are organized based on requirements and needs conveyed by field formations. Furthermore, some training are organized based on requests being made by State Governments and other stakeholders. Details of prospective trainings to be held during a financial year are available on the website of NACIN (<https://nacin.gov.in/page/trainingcalendar>)

(v) **Rules, regulations, instructions, manuals and records held by it or under its control for being used by the employees for discharging its functions:**

Training Programs are conducted on the basis of rules, regulations, instructions manuals etc. published by CBIC as well as per terms of the National Training Policy

(vi) **A statement of the categories of documents that are held by it or under its control:**

All records pertaining to administration, establishment and trainings organized along with documents that get generated during trainings, namely: attendance sheets, feedback forms, enrollment forms, mandate forms for paying faculty honorarium etc.

(vii) **The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof:**

Not applicable. There is no public dealing in the Academy.

(viii) **A Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the Minutes of such meetings are accessible for public:**

Not Applicable.

(ix) **Directory of its offices and employees**

Zonal Campus, Bhopal

Sr. No.	Name of the officers	Designation	Telephone
1.	Shri Abhai Kumar Srivastav	Additional Director General	0755-4941068
2.	Shri Lokesh Kumar Lilhare	Additional Director	0755-494
3.	Shri Mahesh Kumar Yadav	Deputy Director	0755-4940267
4.	Shri Faraz Ahmad Qureshi	Deputy Director	0755-4942135
5.	Shri Prabhat Kumar Sharma	Deputy Director	0755-4944217
6.	Shri Indrajeet Bachheria	Assistant Director	0755-4942268
7.	Shri Harsh Pandey	Additional Assistant Director	0755-4944218
8.	Smt. Shailaja Mishra Tiwari	Additional Assistant Director	0755-4008754
9.	Shri Prasanna Kumar	Additional Assistant Director	
10.	Smt. Jini James	Inspector	
11.	Shri Swapnil Tiwari	Inspector	
12.	Shri Naman Bajpai	Inspector	
13.	Shri Tanmay Assistant	Executive Assistant	
14.	Smt. Reena Chauhan	Stenographer	
15.	Smt. Sarita Prajapati	Stenographer	
16.	Shri Girish Namdeo	Hawaldar	

Regional Campus, Raipur

Sr. No.	Name of the officers	Designation	Telephone
1.	Shri J. S. Kindo	Assistant Director	0771-227330
2.	Shri S. L. Dewangan	Additional Assistant Director	
3.	Shri Sumit Singh	Inspector	
4.	Shri Varun Khare	Inspector	

(x) **Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

As on 31/08/2019, NACIN Zonal Campus has 6 Group A officers, 7 group B officers and 5 other officers who draw their monthly emoluments as per Government pay rules. The indicative monthly pay for each level is available at page 14-15 of the following link:-

https://www.finmin.nic.in/sites/default/files/7thCPC_revisedpayrules25072016.pdf?download=1

(xi) **Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made:**

Budget allocation under various heads for NACIN for 2019-20 was Rs 42.35 crores and against that total expenditure was Rs 42.35 crores.

(xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

Not Applicable to this Academy.

(xiii) **Particulars of recipients of concessions, permits or authorizations granted by it:**

Not Applicable to this Academy

(xiv) **Details in respect of the information, available to or held by it, reduced in an electronic form:**

Some of the training material is available in electronic form.

(xv) **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:**

Not applicable

(xvi) **Names, designations and other particulars of the Public Information Officers:**

S.No.	Formation	Name of the CPIO & Contact No.	Name of Appellate Authority & Contact No.	Name of the CAPIO & Contact No.
1	NACIN, Zonal Campus, Bhopal	Shri Indrajeet Bachheria Assistant Director 0755-4942268	Shri Lokesh Kumar Lilhare, Additional Director 0755-4273401	Shri J. S. Kindo, Assistant Director RC, Raipur 0771-227330

(xvii) **Such other information as may be prescribed:**

Not applicable.