

**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS**  
**आंचलिक परिसर, कोलकाता::ZONAL CAMPUS : KOLKATA**

**VOLUNTARY DISCLOSURES UNDER SECTION 4 of THE RTI ACT, 2005**

**Section 4 (1) (b)**

**(i) Particulars of Organization, Functions and Duties.**

**Particulars of Organisation:**

1. National Academy of Customs, Indirect Tax & Narcotics (Zonal Campus), Kolkata is one of the sixteen Zonal Campuses working under the administrative control of the Apex body, National Academy of Customs, Indirect tax & Narcotics (NACIN), Faridabad. NACIN is under the administrative control of the Central Board of Indirect Taxes & Customs (CBIC), Department of Revenue, Ministry of Finance and is the apex institution under the Government of India and is engaged in capacity building in the field of Customs, Indirect Tax & Narcotics.
2. The Zonal Institute started its nascent journey, way back in the fifties, from the hutment in the 5<sup>th</sup> Floor of the Kolkata Customs house to impart induction training to the Inspectors of Central Excise.
3. A full-fledged Regional Training Institute was of course 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. When activities of the RTI grew wider, the space available was found not adequate to meet the requirements of the RTI. During that time in the 1990s, the RTI was shifted to Bamboo Villa at 169, A. J. C. Bose Road, Kolkata in a building owned by Income Tax Department.
4. 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 ₹ 1067457/- & Rs. 567229/- respectively were procured 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 Zonal Campus 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. Similarly, the hostel building which is a small distance away from the Administrative Building was constructed by CPWD and was ready for occupation in 2006.

## 5. **Infra structure and Facilities.**

### **Administrative Building:**

- ❖ Four regular Class Room – seating capacity is 162 (34, 34, 34, 60)
- ❖ One Conference Hall with seating capacity of 28
- ❖ One Seminar Hall with Video Conferencing facility through Railtel (22)
- ❖ One Computer Lab - 34
- ❖ One dedicated lab for GST Back-end training – 30
- ❖ A library
- ❖ A Multi Gym is functioning at ground floor of the administrative building
- ❖ One Basket ball cum Tennis Court

### **Hostel-**

- a. Suite – 5 (Air-conditioned)
- b. Deluxe Room – 4 (Air-conditioned)
- c. Double Bed Room – 28 (Air-conditioned)
- d. Single Bed Room – 16 (non Air-conditioned)

### **Auditorium –**

Fully furnished air conditioned Auditorium with 272 seats.

### **Function and duties of this organisation:**

The Charter of Functions of NACIN is specified in CBIC in CBIC OFFICE ORDER No. 06/Ad.IV/2017 dated 12<sup>th</sup> June, 2017 [F. No. a- 11012/172017- Ad.IV] which, inter alia, provides that NACIN will undertake and other capacity building activities in the field of Customs, Indirect Taxes and Narcotics, including-

- (i) Induction training of directly recruited Group 'A' officers.
- (ii) Specialized and periodic training to in service officers
- (iii) Induction Training to Group B and Group C officers
- (iv) Training to State/UT and other stake holders in the area of indirect taxation
- (v) Management and soft skills training for overall professional and personal development of officers.
- (vi) International cooperation and training activities in Customs, Narcotics, and other allied areas
- (vii) Any other capacity building activity as may be assigned by CBIC from time to time.

As per the above mandate, NACIN, ZC, Kolkata has conducted various training programme taking into consideration the training needs of various level of officers. Some of the important trainings conducted by this Zonal Campus are as under:

- (i) Induction Training of Group 'B' and 'C' officers: Direct recruited Inspectors of CGST, Examiners & Preventive officers of Customs who are recruited through examinations are required to undergo mandatory induction training and this campus conducts such induction training programme in batches throughout the year. Promoted Inspectors, Examiners and Preventive officers are also imparted

this training. Induction training for newly recruited tax assistants is also conducted.

- (ii) Refresher course for Inspectors of CGST
- (iii) Refresher course for Superintendents of CGST
- (iv) Training of officers promoted to Group – 'A'
- (v) Two day Management Development Programme for Group – 'A' officers of CBIC
- (vi) Regular courses on Right to Information Act and Vigilance matter
- (vii) Special courses like Workshop on Cyber Crime
- (viii) Other course as mandated by NACIN, Faridabad from time to time.

Besides this the Zonal Campus also carries out normal day to day administrative and establishment functions. NACIN (ZC), Kolkata works in tandem with the NACIN, headquarters and its other Zonal Campuses following the mandate as stated above.

## **(ii) Powers and duties of its Officers and Employees**

The main function of this Zonal Campus is to impart training to Departmental officers and other stake holders in Customs, Indirect Taxes and Narcotics. For this an annual calendar of the training programme is drawn up at the beginning of a financial year and the training courses are conducted as per the annual training calendar. Besides the regular courses, special courses are also planned to suit the changing needs of tax administration. Other academic programmes are also conducted as mandated by NACIN, Faridabad. The faculty for these courses are both in-house and outsourced.

The list of the training programme being conducted by the Zonal Campus in the current financial year is enclosed as Annexure A.

## **(iii) The procedure followed in the decision making process**

An officer in the grade of Assistant Director is designated as the Course Director for different courses. He is assisted by an Additional Assistant Director as the Associate Course Director. The courses are conducted under the overall supervision of the Principal Additional Director General, NACIN (ZC), Kolkata.

## **(iv) Norms set by it for the discharge of its functions**

The norms followed by the Zonal Campus, Kolkata while discharging its functions are contained in the Citizen's Charter, Mission and Vision Statement of CBIC. Taking into consideration the training needs of the officers, efforts are made to conduct maximum number of Courses. The information regarding the courses conducted by this Zonal Campus is also made available on NACIN website and CBIC website.

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

The training is conducted on the basis of Rules, Regulations, Instructions, Manuals etc. published by the CBIC as well as in terms of the National Training Policy.

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

Training material of different subjects for various grades of officers and the routine documents for day to day administration and establishment.

**(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.**

The Zonal Campus has no public dealings.

**(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 open to public.**

No such committee exists in this Zonal Academy.

**(IX) Directory of its officers and employees**

Sl. No.	Name (Sh./Smt.)	Designation	Remarks
1	Raj Kumar	Principal Additional Director General	Regular
2	Annu Darin	Deputy Director	Regular
3	Goutam Dasgupta	Assistant Director	Regular
4	Subrata Mitra	Assistant Director	Regular
5	Dawa Norbu Lama	Assistant Director	Regular
6	Ram Pal Singh Rajwar	Assistant Director	Regular
7	Subrata Baidya	Chief Accounts Officer	Regular
8	Ashoke Kumar Das	Additional Assistant Director	Regular
9	Pradip Kumar Ghosh	Additional Assistant Director	On loan*
10	Samar Das	Inspector	On loan*
11	Sougata Pal	Inspector	On loan*
12	Vivek A Toppo	Inspector	On loan*
13	Praveen Kumar Rai	Tax Assistant	On loan*
14	Arindam Maiti	Tax Assistant	On loan*
15	Pradip Kumar Mahato	Tax Assistant	On loan*

\* Pay and allowances of the officers posted in this academy on regular basis are drawn from this establishment.

**(X) Monthly remuneration received by each of its officers and employees, including systems of compensation as provided in its regulations.**

The salary and compensation of the officers and the employees posted in this Zonal Campus is guided by the 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](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.**

The budget allocated to NACIN (Zonal Campus), Kolkata on different heads for the financial year 2019-20 and the expenditure incurred till October 2019 is enclosed in Annexure - B.

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

Not applicable.

**(XIII) Particulars of recipients of concessions, permits or authorization granted by it.**

Not applicable.

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

The information regarding Zonal Campus, Kolkata is available on the official website of NACIN ([www.nacin.gov.in](http://www.nacin.gov.in))

**(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 purpose.**

Not applicable.

**(XVI) Names, designations and other particulars of the Public Information Officers Kolkata Zonal Campus**

1. Appellate Authority – Sri Raj Kumar, Principal Additional Director General, (Phone No- 033 23567264)
2. CPIO- Sri Goutam Dasgupta, Assistant Director, (Phone No- 033 23565392)
3. CAPIO- Shri Pradip Kumar Ghosh, Additional Assistant Director, (Ph no- 033 23561334)

**(XVII) Such other information as may be prescribed.**

NIL.

ANNEXURE - A

**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS: ZONAL CAMPUS, KOLKATA:: ANNUAL CALENDAR FOR THE YEAR 2019-20**

Sl. No.	Name of the Course	No. of course during 2019-20	Period	Level of Participants	Apr' 19	May' 19	June' 19	July' 19	Aug' 19	Sept' 19	Oct' 19	Nov' 19	Dec' 19	Jan' 20	Feb' 20	Mar' 20	
<b>CGST &amp; Central Excise</b>																	
1	Induction Course for Inspectors of CGST	2	8 weeks	Inspectors of GST					5 Aug. 19 to 27 Sept. 19				16 Dec. 19 to 31 Jan. 20				
2	Financial Accounting	4	03 days	Supdt./Inspectors			10-12			11-13			18-20			5-7	
3	Anti-Evasion	2	2 days	Supdt./ Inspectors									17-18			3-4	
4	Refresher course for Inspector of CGST & Central Excise	2	3 days	Inspectors of CGST & Central Excise						16-18						11-13	
5	Refresher course for Superintendent of CGST & Central Excise	2	3 days	Superintendent of CGST & Central Excise				24-26				13-15					
<b>Customs</b>																	
6	Refresher course for Preventive Officers of Customs	1	2 days	Preventive Officers of Customs	8-9												
7	Refresher course for Examiner of Customs	1	2 days	Examiners of Customs					19-20								
8	Induction Course for Preventive Officers of Customs	1	7 weeks	P.O's / Inspectors of Customs								4 Nov. 19 to 20 Dec. 19					
9	Induction Course for Examiner of Customs	1	4 weeks	Examiners of Customs			3-28										
10	Refresher Course for Appraisers	1	2 days	Appraiser			11-12										
11	Refresher Course for Superintendent of Customs	1	2 days	Superintendents of Customs									23-24				
12	Prevention of Smuggling, Commercial Fraud, Money Laundering & FICN	3	3 days	Gr. 'B' (Executive) officers of Customs & GST	8-10					3-5					25-27		
13	Training programme for Custom Officers on Food Safety, ISPM-15 and IPR	2	2 days	For Customs Officers					01-02				17-18				
<b>Narcotics</b>																	
14	Drugs Law Enforcement	2	3 days	Gr. 'B' (Executive) officers of Customs, GST & other						11-13						4-6	
<b>Computer</b>																	
15	Basic Computer Training	2	2 days	Gr. 'B' officers of Customs, CGST & Central Excise.			21-22									12-13	
16	Advance Excel	2	2 days	Supdt./Inspectors/ TA/STA/ DOS/AO	2-3										6-7		
<b>Raj Bhasha</b>																	
17	Implementation of Official Language & Functional Hindi	3	1 day	Gr. 'B' & 'C' (Executive) officers of Customs & GST			6				30				7		

Sr. No.	Name of the Course	No. of course during 2019-20	Period	Level of Participants	Apr' 19	May' 19	June' 19	July'19	Aug' 19	Sept'19	Oct' 19	Nov' 19	Dec' 19	Jan' 20	Feb' 20	Mar' 20
18	Refresher course for Administrative Officer and Assistant Chief Accounts Officer	2	2 days	A.O's and ACAO's				8-9							13-14	
19	Refresher course for Stenographer, TA Executive Assistant	2	2 days	T.A, E.A Stenographer and P.S				17-18							17-18	
20	Workshop on Vigilance Matter	4	1 day	Gr.'B' officers of Customs, CGST & Central Excise	9			18			14		27			
21	Induction Course for Tax Assistant	1	10 days	Tax Assistant									2-13			
22	Training on e-Marketing(GeM), E-procurement & Bhabishya	3	1 day	Gr 'B' Ministerial officers of Customs and CGST		4					23					10
<b>Other Courses</b>																
23	Gender Sensitization	3	1 day	Gr. 'B' officers of Customs, CGST & Central Excise			14			11		21				
24	Seminar on RTI Act-2005	4	1 day	Gr. 'B' (Ministerial/Executive) officers of C & CE			7			6			6		7	
25	Refund under GST	4	1 day	Gr. 'B' (Executive) officers of CGST & Central Excise			19		16			21			27	2
26	EOU & SEZ	2	2 days	Gr. 'B' (Executive) officers of CGST & Central Excise							30-31					09-10
27	Trade Facilitation Agreement classes take place in Customs House, Kolkata under supervision of NACIN (ZC), Kolkata	12	1 day	Gr.'B' officers of Customs	18	23	27	23	20	26	25	21	24	29	18	19
28	TDS- on IT & GST Provision	3	1 day	Gr. 'B' officers of GST & Customs				23			16				20	
29	e -Way Bill	3	1 day	Gr. 'B' (Executive) officers of CGST & Central Excise					20					21		
30	FICN, Investigation & Case Studies	1	1 day	Gr. 'B'(Executive) Officers						12						
31	Litigation Management	4	1 day	Gr. 'B'(Executive) Officers	9			11			25		27			





**ANNEXURE- B**  
**NACIN (ZC), KOLKATA**

<b>Budget Head</b>	<b>Budget Grant for 2019-20 (₹)</b>	<b>Expenditure upto the Month of October 2019 (₹)</b>
SALARY	200,00,000	109,72,802
DTE	8,00,000	4,82,569
OE-Gen	150,00,000	103,43,316
OE-MV	11,50,000	5,08,458
OE(III)IT	6,00,000	1,99,290
OE(Swacchhta)	10,00,000	1,78,400
OAE	50,00,000	18,30,051
MEDICAL	1,00,000	10,949
<b>TOTAL</b>	<b>436,50,000</b>	<b>245,25,835</b>