

1. Organisation and Function

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully Met/ partially met /not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	<p>NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS, CHENNAI</p> <p>Plot No.3/86-E, ATC Road, Ambattur Industrial Estate, Chennai – 600 058</p>
		(ii) Head of the organization	<p>The Academy is headed by a Principal Additional Director General.</p> <p>This Academy has its Headquarter in Faridabad and Chennai ZTI is one among the sixteen Zonal Campuses spread all across India.</p>
		(iii) Vision, Mission and Key objectives	<p>The Charter of functions of NACIN is specified in CBIC Office Order No. 06/Ad.IV/2017 dated 12th June, 2017 [F.No. A-11012/172017-Ad.IV] which, inter alia, provides that NACIN will undertake training and other capacity building activities in the field of Customs, Indirect Taxes and Narcotics</p>
		(iv) Function and duties	<p>This Zonal Training Institute's main function is to impart training on customs, indirect taxes and narcotic laws and other related issues. Apart from training of officers of CBIC and other Government Departments, the Academy is also engaged in training of stakeholders such as customs brokers and GST practitioners. Training Calendar for this office is prepared in the beginning of financial year containing schedule of various courses planned to be conducted during the year. These courses are conducted with the help of in-house faculty as well as experts from the respective field. The Academy also prepares training material which includes law and latest instructions on various subjects for use by the participants.</p> <p>This Academy has been entrusted with the conduct of Departmental Promotion Examination for Ministerial Officers to Inspectors of Central Tax and Customs, Departmental Promotion Examination for Tax Assistants to Executive Assistants by the Headquarters as per the Annual Training Calendar.</p>

		(v) Organization Chart	Separately furnished.
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	This Academy in Chennai has started in the year 1974 as Regional Training Centre (RTC). It was functioning from No. 29, Barnaby road, Kilpauk, Chennai -10. Initially was headed by a Deputy Director. In 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 in Custom House, Chennai. In April 1990, both the Regional Centre of Customs Staff College and the Regional Training Centre were brought under Southern Regional Centre of National Academy of Customs, Excise and Narcotics (NACEN) headed by an Additional Director General. This ZTI then, catered to the training needs of all officers of CBEC in the states of Tamilnadu, Karnataka, Puducherry, Kerala and the erstwhile Andhra Pradesh. Subsequently, RTIs have been formed in all these states.
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	NACIN being a Training Academy, the main function is to conduct various training programmes / courses/ seminars/ workshops both onsite and at Academy premises for various stakeholders viz., our departmental officers/ state government officials / other departmental officers / college students/ Trade Associations etc. Hence, an officer in the grade of Assistant Director is designated as Course Director for each course conducted by NACIN. Officers in the rank of Superintendent and Inspector assist the Course Director in organising the course. The courses are conducted under the overall supervision of Pr. Additional Director General / Additional Director of the Zonal Campus. Overall supervision of functioning of Chennai ZTI, rests with the Additional Director General.
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	
		(iv) Exercised	
		(v) Work allocation	Under the guidance of NACIN, Faridabad, Chennai ZTI conducts various training courses for Group 'A', 'B' and 'C'. Some of the important trainings conducted by this Academy are as follows: i) Training of Probationers as and when they are attached to the Academy ii) Training of Group B Officers on their

			<p>promotion to Group A</p> <p>iii) Specialized and periodic training to in-service officers,</p> <p>iv) Training to State/UT and other stake holders in the area of indirect taxation,</p> <p>v) Induction Course to Appraisers</p> <p>vi) Management and soft skills training for overall professional and personal development of officers</p> <p>vii) Induction Course to Newly Recruited Inspectors of GST /EO's and PO's of Customs</p> <p>viii) Mandatory 15 days training to Executive Assistants</p> <p>ix) Induction Course to Tax Assistants</p> <p>x) Any other capacity building activity as may be assigned by CBIC from time to time, besides carrying out the normal administrative and establishment functions.</p>
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision-making points	<p>Overall supervision of functioning of Chennai ZTI rests with the Pr. Additional Director General. The Key decision-making points are</p> <p>i) Courses that are to be imparted in a month</p> <p>ii) Identification of stakeholders</p> <p>iii) Duration of the course</p> <p>iv) Schedule for the course</p> <p>v) Identification of Faculties</p> <p>vi) Approximate Expenditure for the course</p>
		(ii) Final decision-making authority	Principal Additional Director General
		(iii) Related provisions, acts, rules etc.	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.
		(iv) Time limit for taking a decision, if any	---
		(v) Channel of supervision and accountability	This Academy has its Headquarter in Faridabad and Chennai ZTI is one among the sixteen Zonal Campuses spread all across India and act as per the guidance received from NACIN, Faridabad. Monthly Training Schedules are prepared and submitted to Headquarters and are published both in NACIN and CBIC official website.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Depending upon the needs expressed by the field formations of CBIC and as per the directions received from NACIN, Faridabad, training schedules are set for conducting maximum number of courses in a year at NACIN, Chennai
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	

		(iv) Time-limit for achieving the targets	and monthly Training Calendar and other relevant information is also made available on NACIN website and CBIC website as well as communicated to all the field formations including Directorates.
		(v) Process of redress of grievances	----
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	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 and under the guidance of the Headquarters at NACIN, Faridabad.
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	No Transfer Orders are issued from the Zonal Unit. The officers of Assistant Commissioners and above of ZTI Chennai are posted by CBIC / officers of Superintendent and below are posted on Deputation for a period of 3 years or on loan basis for a period of 2 years.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	Routine records relating to administration, establishment matters and the Records of Departmental Examinations
		(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Not Applicable
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation	Separately furnished.
		(ii) Telephone, fax and email ID	

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	<p>The officers working in this Academy draw their monthly emoluments as per Government pay rules. The working strength and the indicative monthly level of pay for each designation is as below. The indicative monthly pay for each level is enclosed in Annexure A and also available at Pg. 30-31 of the following link: https://www.finmin.nic.in/sites/default/files/7thCPC_revisedpayrules25072016.pdf?download=1</p> <table border="1" data-bbox="858 591 1415 1536"> <thead> <tr> <th>Designation</th> <th>Working Strength</th> <th>Level of pay in Pay Matrix Table</th> </tr> </thead> <tbody> <tr> <td>Pr. ADG</td> <td>1</td> <td>15</td> </tr> <tr> <td>Addl. Dir./JD</td> <td>2</td> <td>13/12</td> </tr> <tr> <td>Asst. Dir./Dy. Dir</td> <td>4</td> <td>10</td> </tr> <tr> <td>Superintendent</td> <td>1*</td> <td>9</td> </tr> <tr> <td>Superintendent</td> <td>8 loan basis</td> <td>8 or 9</td> </tr> <tr> <td>Sr. Pvt. Secretary</td> <td>1</td> <td>9</td> </tr> <tr> <td>Admn. Officer</td> <td>1*</td> <td>7</td> </tr> <tr> <td>Admn. Officer</td> <td>1 Loan basis</td> <td>7</td> </tr> <tr> <td>Inspector</td> <td>0*</td> <td>7</td> </tr> <tr> <td>Inspector</td> <td>3 loan basis</td> <td>7</td> </tr> <tr> <td>Driver Gr-I</td> <td>1</td> <td>5</td> </tr> <tr> <td>Total</td> <td>23</td> <td></td> </tr> </tbody> </table> <p>* On Deputation</p>	Designation	Working Strength	Level of pay in Pay Matrix Table	Pr. ADG	1	15	Addl. Dir./JD	2	13/12	Asst. Dir./Dy. Dir	4	10	Superintendent	1*	9	Superintendent	8 loan basis	8 or 9	Sr. Pvt. Secretary	1	9	Admn. Officer	1*	7	Admn. Officer	1 Loan basis	7	Inspector	0*	7	Inspector	3 loan basis	7	Driver Gr-I	1	5	Total	23	
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Driver Gr-I	1	5																																								
Total	23																																									
		(ii) System of compensation as provided in its regulations	---																																							
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	<p>(i) Name and designation of the public information officer (PIO), Assistant Public Information officer(s) & Appellate Authority</p> <p>(ii) Address, telephone numbers and email ID of each designated official.</p>	Given in TABLE- B Below:																																							

TABLE - B

S.No.	Name of the Officer	Designation	Address & Contact No.
1	Shri S. Kesava Narayana Reddy, Additional Director	First Appellate Authority	National Academy of Customs, Indirect Taxes and Narcotics, Plot No. 3/86-E, Ambatur Indl. Estate, Chennai 600058. Tel: 044-26250183 Fax: 044-26250155
2	Shri C. Rama Prasada Reddy, Assistant Director	Central Public Information Officer	Tel: 044-26250147 Fax: 044-26250155
3	Smt. D Suganya, Superintendent	Central Assistant Public Information Officer	Tel: 044-26250321 Fax: 044-26250155

1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	There is no disciplinary proceeding against any officer.
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	Training courses on RTI is conducted periodically ----- ---- Not applicable
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		The officers of ZTI Chennai are posted by CBIC / posted on Deputation for a period of 3 years or on loan basis for a period of 2 years.

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met / partially met / not met - Not applicable will be treated as fully met/partially met)	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available	Head Name SALARIES WAGES DTA OE(G) OE(MV) OE(IT) RRT MEDICAL OAE LAW CHARGES OE (SWATCHHTA) TOTAL	Total Sanctioned grant for the FY 2019-2020 (Rs.) 2,30,00,000 12,50,000 12,00,000 1,50,00,000 21,00,000 5,00,000 1,05,00,000 1,00,000 35,00,000 50,000 10,00,000 5,82,00,000
2.2	Foreign and domestic tours (F. No. 1/8/2012-IR dt. 11.9.2012)	(i) Budget	Not applicable	
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	Not applicable	

		<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded - in any such combination of the above- and</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	<p>The procurements of Goods are done through the GeM. In exceptional cases where the products are either not available in GeM or specifications are tailor made, the goods are procured from the open market either through Direct purchase (where value is less than Rs. 25000/-) or through Purchase Committee (where the value is more than Rs. 25000/-).</p> <p>In the case of service contracts, the purchases are invariably done through e-Tenders</p>
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	Not Applicable
		(ii) Objective of the programme	Not applicable
		(iii) Procedure to avail benefits	Not applicable
		(iv) Duration of the programme/ scheme	Not applicable
		(v) Physical and financial targets of the programme	Not applicable
		(vi) Nature/ scale of subsidy /amount allotted	Not applicable
		(vii) Eligibility criteria for grant of subsidy	Not applicable
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not applicable
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	<p>(i) Discretionary and non-discretionary grants/ allocations to State Govt./NGOs/ other institutions</p> <p>(ii) Annual accounts of all legal entities who are provided grants by public authorities</p>	-----

2.5	Particulars of recipients of concessions, permits or authorizations granted by the public authority [Section 4(1) (b) (xiii)]	<p>(i) Concessions, permits or authorizations granted by public authority</p> <p>(ii) For each concessions, permit or authorization granted</p> <p>a) Eligibility criteria</p> <p>b) Procedure for getting the concession/ grant and/ or permits of authorizations</p> <p>c) Name and address of the recipients given concessions/permit s or authorisations</p> <p>d) Date of award of concessions /permits of authorizations</p>	Not applicable
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Not applicable

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not applicable
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not applicable
	[F No 1/6/2011-IR dt. 15.04.2013]	Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any (ii) Detailed project reports (DPRs) (iii) Concession agreements. (iv) Operation and maintenance manuals (v) Other documents generated as part of the implementation of the PPP (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government (vii) Information relating to outputs and outcomes (viii) The process of the selection of the private sector party (concessionaire etc.) (ix) All payment made under the PPP project	Not applicable

3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	Not applicable
		(i) Policy decisions/ legislations taken in the previous one year	
		(ii) Outline the Public consultation process	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication	The details about the zonal unit are available as a webpage in the official website of NACIN maintained by the Hqrs. Website: nacin.gov.in
		(i) Internet (website)	
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in	Not applicable
		(i) Electronic format	
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	(ii) Printed format	
		List of materials available	
		(i) Free of cost	
		(ii) At a reasonable cost of the medium	

4. E. Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/ partially met/not met- Not applicable will be treated as fully met/ partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011- IR dt. 15.4.2013]	(i) English	Not applicable
		(ii) Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011- IR dt 15.4.2013]	Last date of Annual updation	Not applicable
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	The details about the zonal unit are available as a webpage in the official website of NACIN maintained by the Hqrs. Website: nacin.gov.in
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	The details can be sought through RTI application either through online or through RTI application addressed to this office. The CPIO and CAPIO furnish reply to RTI application within the prescribed time. The CPIO and CAPIO are available in the office premises during regular office hours. Their contact details are given in TABLE-B above
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Appeal provisions are available. The details of the First Appellate Authority are given in TABLE-B above. The Second Appellate Authority is Central Information Commission.

		(ii) Details of applications received under RTI and information provided	No. of applications received and Disposed: 9
		(iii) List of completed schemes/ projects/ Programmes	Not applicable
		(iv) List of schemes/ projects/ programme underway	Not applicable
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	The Annual Maintenance Contracts are granted through e-Tender Process. The contracts are for a period of one year. The details of the Contracts/ name of the Contractor and amount of contract including GST per month, are in TABLE- C below
		(vi) Annual Report	---
		(vii) Frequently Asked Question (FAQs)	---
		(viii) Any other information such as a) Citizen's Charter	Not applicable
		b) Result Framework Document (RFD)	
		c) Six monthly reports on the Performance against the benchmarks set in the Citizen's charter	

TABLE-C

Sl No	Name of Contract	Name of Service Provider or Contractor	Rate of Contract (Rs.)
1	House Keeping Services	M/s. Bright Staffing Solutions LLP, Chennai	3,82,750/-
2	Security Services 24 Hours without Arms	M/s. Vogue Security Solutions Pvt Ltd, New Delhi	84,496/-
3	Providing Vehicles (Cars -4 Nos)	M/s. Yes Travels, Chennai	1,51,725/-
4	AMC services for all Airconditioners fitted in NACIN Office, Chennai	M/s. Lotus Airtech Engineering Pvt Ltd, Chennai	18,231/-
5	AMC services for all Computers used in NACIN Office, Chennai	M/s. GNR Infosystems , Chennai	3442/-
6	AMC Service for UPS of NACIN, Chennai	M/s. Sree Bhavani Business Associates, Chennai	1967/-

7	AMC Service for NACIN Intercom	M/s. Horizon Secure Pvt Ltd, Chennai	885/-
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4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	RTI applications received are on information regarding, examinations and the Contents of the Courses. The applications received are disposed off within the prescribed time limit. From 1.4.17 to Till date No. of applications Received: 9 No. of applications Disposed: 9
		(ii) Details of appeals received and orders issued	No. of appeals received : 1 No. of appeals disposed : 1
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	----

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016- IR dt. 17.8.2016, F No. 1/6/2011- IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	As available in reply to Sl. No.1.10 TABLE-B above
		(ii) Details of third-party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Not applicable
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	---
		(iv) Consultancy committee of key stakeholders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	---
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	---

		<p>(a) Dates from which constituted</p> <p>(b) Name & Designation of the Officers</p>	
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6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		---
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	<ul style="list-style-type: none"> (i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website? 	---
