

I/41271/2020

## 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	<b>NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES &amp; NARCOTICS, CHENNAI</b>  <b>Plot No.3/86-E, ATC Road, Ambattur Industrial Estate, Chennai - 600 058</b>
		(ii) Head of the organization	The NACIN Chennai is headed by a Principal Additional Director General.
		(iii) Vision, Mission and Key objectives	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
		(iv) Function and duties	The main function of the NACIN is to train officers of CBIC, other Government departments and stake holders like customs brokers and GST practitioners in customs, indirect taxes and narcotic laws. The training Calendar is prepared in the beginning of financial year and courses are conducted with the help of in-house faculty as well as experts from the respective field. The NACIN also prepares training material on various subjects for use by the participants.  NACIN Chennai has also been entrusted with the conduct of Departmental Promotion Examination for Ministerial Officers (for promotion to the grade of Inspectors of Central Tax and Customs) and Tax Assistants (for promotion to the grade of Executive Assistants).
		(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/	NACIN Chennai started functioning in the year 1974 as Regional Training Centre (RTC) and from No. 29, Barnaby road, Kilpauk, Chennai -10. It was headed by a Deputy Director at that time.  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,

I/41271/2020

		Commissions constituted from time to time have been dealt	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 and catered to the training needs of all officers of CBEC in the states of Tamil Nadu, Karnataka, Puducherry, Kerala and the erstwhile Andhra Pradesh.  After the creation of ZTIs in other states, NACIN Chennai caters to training needs of only the officers of Tamil Nadu and Puducherry.
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) (ii) Power and duties of other employees (iii) Rules/ orders under which powers and duty are derived and (iv) Exercised	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., departmental officers/ state government officials / other departmental officers / college students/ Trade Associations etc. An officer in the grade of Additional/Joint/Deputy/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 of the Academy. Overall supervision of functioning of NACIN, Chennai, rests with the Principal Additional Director General.
		(v) Work allocation	NACIN, Chennai 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 Officer Trainees (IRS Probationers) as and when they are attached to the Academy ii) Training of Group B Officers on their promotion to Group A iii) Specialized and periodic training to in-service officers on subjects like GST, Customs, Narcotics, Soft Skills, Administrative Matters etc iv) Training to State/UT and other stake holders in the area of indirect taxation, v) Induction Course for all cadres in terms of the respective recruitment rules. vi) Management and soft skills training for overall professional and personal development of officers vii) Mandatory s training prescribed under the respective Recruitment Rules for each cadre. viii) Any other capacity building activity as may be assigned by CBIC from time to time, besides

I/41271/2020

			carrying out the normal administrative and establishment functions.
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision-making points	Overall supervision of functioning of NACIN, Chennai rests with the Pr. Additional Director General. The Key decision-making points are i) Courses that are to be imparted in a month ii) Identification of stakeholders iii) Duration of the course iv) Schedule for the course v) Identification of Faculties vi) Approximate Expenditure for the course.  Financial matters are dealt by Additional Director/Assistant to the extent and limit delegated by the Head of the Department ie, the Principal Additional Director General.
		(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. Matters relating to expenditure as carried out in terms of the General Financial Rules, 2017.
		(iv) Time limit for taking a decision, if any	No time limits have been prescribed for taking decisions. However, all decisions relating to training, administration and finance are taken immediately.
		(v) Channel of supervision and accountability	NACIN, Chennai is headed by the Principal Additional Director General. The Additional/Joint Director report to the Pr.ADG. The Deputy/Assistant Director report to the Additional/Joint Director. The Additional Assistant Directors (Superintendents) report to the Deputy/Assistant Directors. Inspectors report to the Additional Assistant Director. The Administrative Officers and Tax Assistant report to the Deputy/Assistant Director.
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Trainings in NACIN are conducted on the basis of an annual training calendar. Besides the courses covered in the annual training calendar, certain need-based courses too are conducted on the basis of the requests from the field formations or trade bodies.
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	----
1.5	Rules, regulations, instructions	(i) Title and nature of the record/ manual /instruction.	The training is conducted on the basis of rules, regulations, instructions, manuals etc. published

I/41271/2020

	manual and records for discharging functions [Section 4(1)(b)(v)]	(ii) List of Rules, regulations, instructions manuals and records. (iii) Acts/ Rules manuals etc.	by the CBIC as well as in terms of the National Training Policy.
		(iv) Transfer policy and transfer orders	No Transfer Orders are issued from NACIN, Chennai. The officers of Assistant Commissioners and above of ZTI Chennai are posted by CBIC / officers of Additional Assistant Director (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 (ii) Custodian of documents/categories	Routine records relating to administration, establishment matters and the Records of Departmental Examinations
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. (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?	Not Applicable
1.8	Directory of officers and employees [Section 4(1)(b)(ix)]	(i) Name and designation (ii) Telephone, fax and email ID	Separately furnished.

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1)(b)(x)]	(i) List of employees Gross monthly remuneration	<p>While 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 <b>Annexure A</b> and also available at Pg. 30-31 of the following link:  <a href="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</a></p> <table border="1"> <thead> <tr> <th>Designation</th> <th>Working</th> <th>Level of</th> </tr> </thead> </table>	Designation	Working	Level of
Designation	Working	Level of				

I/41271/2020

				<b>Strength</b>	<b>pay in Pay Matrix Table</b>
			Pr. ADG	1	15
			Addl. Dir./JD	2	13/12
			Asst. Dir./Dy. Dir	3	10
			Addl. Asst. Dir.	1*	9
			Addl. Asst. Dir.	7 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
			<b>Total</b>	<b>20</b>	
			* On Deputation		
		(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)]	(i)Name and designation of the public information officer (PIO), Assistant Public Information officer(s) & Appellate Authority  (ii)Address, telephone numbers and email ID of each designated official.	Given in <b>TABLE- B</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. Venugopalan Nair, Assistant Director	Central Public Information Officer	Tel: 044-26250143
3	Smt. Sumanjeet Meena, Additional Assistant Director	Central Assistant Public Information Officer	Tel: 044-26250321

I/41271/2020

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	There is no disciplinary proceeding against any officer.
		(i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI  (Section 26)	(i) Educational programmes	Training courses on RTI is conducted periodically
		(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	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)]	(i) Total Budget for the public authority	<b>Head Name</b>	<b>Total Sanctioned grant for the FY 2019-2020 (Rs.)</b>		
		(ii) Budget for each agency and plan & programmes				
		(iii) Proposed expenditures			SALARIES	2,80,00,000
		(iv) Revised budget for each agency, if any			WAGES	15,00,000
		(v) Report on disbursements			DTA	15,00,000
					OE(G)	1,50,00,000
		OE(MV)	27,00,000			
		OE(IT)	8,00,000			

I/41271/2020

	(xi)]	made and place where the related reports are available	RRT MEDICAL OAE LAW CHARGES OE (SWATCHHTA)	1,11,00,000 1,00,000 70,00,000 50,000 15,00,000
			<b>TOTAL</b>	<b>6,92,50,000</b>
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	
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded - in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	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/-).  In the case of service contracts, the purchases are invariably done through e-Tenders	

I/41271/2020

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
<b>2.4</b>	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary  and  non-discretionary grants/ allocations State  Govt./ NGOs/other institutions	-----
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
<b>2.5</b>	Particulars of recipients of concessions, permits or authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority  (ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations	Not applicable

I/41271/2020

		c) Name and address of the recipients given concessions/permits or authorisations d) Date of award of concessions /permits of authorizations	
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

I/41271/2020

## 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	<p>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</p> <p>[Section 4(1)(b) (vii)]</p> <p>[F No 1/6/2011-IR dt. 15.04.2013]</p>	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day &amp; time allotted for visitors</p> <p>c) Contact details of Information &amp; Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p> <p>Public- private partnerships (PPP)</p> <p>(i)Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii)Detailed project reports (DPRs)</p> <p>(iii)Concession agreements.</p> <p>(iv)Operation and maintenance manuals</p> <p>(v)Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government</p> <p>(vii)Information relating to outputs and outcomes</p> <p>(viii)The process of the selection of the private sector party (concessionaire etc.)</p> <p>(ix) All payment made under the PPP project</p>	<p>Not applicable</p> <p>Not applicable</p> <p>Not applicable</p>
3.2	<p>Are the details of policies / decisions, which affect public,</p>	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p>	<p>Not applicable</p>

I/41271/2020

	informed to them [Section 4(1) (c)]	(i) Policy decisions/ legislations taken in the previous one year (ii) Outline the Public consultation process (iii) Outline the arrangement Consultation before formulation of Policy	
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 (i) Internet (website)	The details about the zonal unit are available on the web page <a href="http://www.nacin.gov.in">www.nacin.gov.in</a>
3.4	Form of accessibility of information manual/ handbook [Section 4(1) (b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Not applicable
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1) (b)]	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)
-------	------	-----------------------	--------------------------------------------------------------------------------------------------------------------------

I/41271/2020

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 on the web page: <a href="http://www.nacin.gov.in">www.nacin.gov.in</a>
		(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 <b>TABLE-B</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 <b>TABLE-B</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: 17
		(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	The Annual Maintenance Contracts are granted through e-Tender Process. The contracts are for a period of one year. The

I/41271/2020

		completion of contract	details of the Contracts/ name of the Contractor and amount of contract including GST per month, are in <b>TABLE- C</b> below
		(vi) Annual Report	---
		(vii) Frequently Asked Question (FAQs)	---
		(viii) Any other information such as a) Citizen's Charter b) Result Framework Document (RFD) c) Six monthly reports on the Performance against the benchmarks set in the Citizen's charter	Not applicable

**TABLE-C as on 07.10.2020**

Sl No	Name of Contract	Name of Service Provider or Contractor	Rate of Contract per month (Rs.) [including GST]
1	House Keeping Services	M/s. Bright Staffing Solutions LLP, Chennai	4,41,731/-
2	Security Services 24 Hours without Arms	M/s. Day 'n' Day services Pvt Ltd	92,914/-
3	Providing Vehicles (Cars -4 Nos)	M/s. Yes Travels, Chennai	1,89,744/-
4	AMC services for all Airconditioners fitted in NACIN Office, Chennai	M/s. Lotus Airtech Engineering Pvt Ltd, Chennai	18,634/-
5	AMC services for all Computers used in NACIN Office, Chennai	M/s. GNR Infosystems , Chennai	3,442/-
6	AMC Service for UPS of NACIN, Chennai	M/s. Sree Bhavani Business Associates, Chennai	1,967/-
7	AMC Service for NACIN Intercom	M/s. Horizon Secure Pvt Ltd, Chennai	885/-

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 1.4.20 to till date No. of applications Received: 17 No. of applications Disposed: 17
-----	------------------------------------------------------------------------------------	---------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

I/41271/2020

		(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.	(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 <b>TABLE-B</b> above
		(ii) Details of third-party audit of voluntary disclosure	Not applicable

I/41271/2020

17.8.2016, F No. 1/6/2011- IR dt.	(a) Dates of audit carried out (b) Report of the audit carried out	
	(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  (a) Dates from which constituted (b) Name & Designation of the Officers	---

I/41271/2020

## 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)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	---

\*\*\*\*\*

## Annexure-A

Pay Matrix

Pay Band	5200-20200					9300-34800				15600-39100				37400-67000			67000-79000	75500-80000	80000	90000
Grade Pay	1800	1900	2000	2400	2800	4200	4600	4800	5400	5400	6600	7600	8700	8900	10000					
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	13A	14	15	16	17	18	
1	18000	19900	21700	25500	29200	35400	44900	47600	53100	56100	67700	78800	118500	131100	144200	182200	205400	225000	250000	
2	18500	20500	22400	26300	30100	36500	46200	49000	54700	57800	69700	81200	122100	135000	148500	187700	211600			
3	19100	21100	23100	27100	31000	37600	47600	50500	56300	59500	71800	83600	125800	139100	153000	193300	217900			

