

Please refer to your letter F.No. VI/RTI/35/30/19 dated 06.09.2019 on the above subject. Information pertaining to NACIN, Mumbai in respect of Section 4(1) (b) of RTI Act 2005, is as under:-

i) Particulars of the organization, its functions & duties:

National Academy of Customs, Indirect Taxes & Narcotics (NACIN) 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.

National Academy of Customs Indirect Taxes and Narcotics, Zonal Campus, Mumbai located at Post Office Lane, Bhandup (East), Mumbai-42 is the Nodal Agency for conducting training on Customs, Goods & Service Tax (GST), Drug Law Enforcement and other topics on Indirect Taxation. NACIN, Mumbai is headed by Pr.ADG and oversees working of two RTIs viz RTI, Bhopal and RTI, Vadodara. NACIN, Mumbai has trained a large number of Central and State Government Officers on GST. Conducted Seminars for Members of trade, besides creating a host of learning resources and capacity building in all the revenue related core issues for all the stake holders.

The academy comprises of an administrative block having well equipped seven classrooms of varying capacity including two computer rooms with 25 computers each, yoga room, a well-equipped library. The academy has a well-equipped auditorium of a seating capacity of 110 officers, 60 hostels room for the stay of trainees, gym with all facilities, TT room, two open badminton courts, well-furnished officers mess. The campus is built in an area of about two acres, has good greenery with a variety of exotic trees/ plantations and is visited by a variety of birds. An open air classroom for conduct of discussion forums and yoga/ meditation is also there.

In terms of the Charter of functions of NACIN as specified in CBIC Office Order No. 06/Ad.IV/2017 dated 12th June, 2017 [F.No. A-11012/172017-Ad.IV] NACIN, Mumbai undertakes following training and other capacity building activities in the field of Customs, Indirect Taxes and Narcotics:-

- (i) Induction training of directly recruited Group A officers, whenever mandated by DG, NACIN;
- (ii) Specialized and periodic training to in-service officers;
- (iii) Induction training of Gr-B and C officers of CBIC;
- (iv) Training of State/UT officers and other stake holders in the area of indirect taxation, especially in GST;
- (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 principal DG, NACIN, Faridabad from time to time, besides carrying out the normal administrative and establishment functions

The academy takes care of training of 10000 officers of Central Board of Indirect Taxes and Customs (CBIC) posted in its jurisdiction of Maharashtra and Goa in the area of Indirect Taxation including Customs. In respect of GST, NACIN, Mumbai has also been imparting training to officers of Maharashtra and Goa State GST departments. In the “Drug Law Enforcement” training, NACIN was declared as the Nodal Training Centre by Department of Revenue, Ministry of Finance. Accordingly, NACIN, Mumbai invites trainees from all the enforcement agencies within its jurisdiction like police, army, coastguard etc.

NACIN, Mumbai also conducts need based specific training programmes for other stakeholders like Customs/ IGST training for Customs Brokers, GST training for accredited training partners of NACIN and other government departments. NACIN, Mumbai also imparts training to other departments on demand like Indian Trade Service (ITS) probationers from Ministry of Commerce, and Air force officers.

NACIN, Mumbai has also been preparing learning content like E-flyers, frequently asked questions (FAQs) and GST Weekly updates which are hosted on the CBIC website for the benefit of officers as well as trade.

The training calendar for the FY 2019-20 is attached herewith as annexure A.

ii) The 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 Academy's main function is to impart training on Customs, indirect taxes and narcotics laws and other related issues. Apart from training of officers of CBIC and other Government Departments, NACIN is also engaged in training of stakeholders such as customs brokers and GST practitioners. This is a training academy and there is no revenue related public dealing. The duties of its officers are conducting GST, Customs, Narcotics, Environment & other important socio – economic trainings and workshops for officers of all the ranks of CBIC.

Training Calendar for NACIN, Mumbai are 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 as well as out-sourced faculty. Eminent personalities who are experts in their respective fields are called for delivering lectures to the participants. The Academy also prepares training material which includes law and latest instructions on various subjects for use by the participants.

iii) **The procedure followed in the decision making process, including channels of supervision and accountability:**

The annual training calendar of the academy is prepared for every financial year in consultation with all the Course directors and based on feedback of the trainees as well as faculty. The annual training calendar is finalised with the approval of Principal ADG and is also forwarded to Pr. ADG, NACIN, Faridabad. The training schedules are prepared by Course coordinators and Course directors of respective courses. The Course directors are of the rank Assistant/ Deputy Directors and Supdt/ Appraisers are nominated as Course coordinators, they are responsible for overall conduct of the training course including preparation of training content, finalising the course curriculum, interacting with the faculty, collating the feedbacks and putting up for specific approvals, if required, any. The same are approved by Additional/ Joint Directors/ Pr.ADG, NACIN, Mumbai. The feedback of the trainees is always taken in all courses. The feedback is collated and the score is intimated to the respective faculty. The feedback is also taken into consideration while finalising the schedule, selecting specific topics and their scope, selecting faculty for the future courses. The feedback loop helps in continuously improving the quality of courses. The schedules are fixed based on the feedback of the trainees and specific demands of the field formations.

The courses which are for the officers beyond the jurisdictions of NACIN, Mumbai i.e Maharashtra and Goa are got approved from Pr. Director General, NACIN. All courses conducted at all India level are got approved from Pr. DG, NACIN. Similarly, all courses conducted under the aegis of MDSEI are also approved by Pr.DG, NACIN.

The courses are conducted under the overall supervision of Principal Additional Director General. Overall supervision of functioning of NACIN, Mumbai, rests with the Principal Additional Director General.

Multi-Disciplinary School of Economic Intelligence (MDSEI)

In the year 2010, National Academy of Customs, Indirect Taxes and Narcotics (NACIN), Mumbai was entrusted with the responsibility of setting up a Multi-Disciplinary School of Economic Intelligence (MDSEI) in Mumbai by Ministry of Finance, Govt. of India. Set up in the year 2010, the MDSEI conducts workshops on topics having inter-departmental coordination linkages and has so far conducted various workshops on following topics:

- i) Anti Money Laundering and Countering of Terror Financing (AML-CFT)
- ii) Aspect of Chemical Security: National & International Ramification
- iii) Election Expenditure Monitoring – Intelligence Gathering and Sharing
- iv) Cyber Forensics
- v) Combating Illicit Wildlife Trade – A multi agency approach
- vi) Non-realisation of export proceeds

- vii) GST Evasion due to fake invoices
- viii) Single Window Interface for Facilitation Trade (SWIFT) with Specific Focus on Challenges in its implementation

iv) The norms set by it for the discharge of its functions :

Overall norms are specified in Citizen's Charter and Mission Statement. Depending upon the needs expressed by the field formations of CBIC, training schedules are set for conducting maximum number of courses in a year. Relevant information is also made available on Academy's centralised website of NACIN and CBIC website.

v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions :

Training programs are 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:

Various categories of documents and training material on different subjects for various level of officers including probationers, records of departmental examinations for different grades of Officers/Staff conducted by NACIN, Mumbai. Question Banks prepared by the academy to be used for various purposes like conducting examinations etc. In addition, routine records relating to administration and establishment matters.

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) A directory of its officers and employees:

As per Annexure B

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

As per Annexure C

xi) **The budget allotted to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made:**

As per Annexure D.

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 concession, permits or authorizations granted by it :**

Not applicable.

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

The training material, question banks are 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) **The names, designations and other particulars of the Public Information Officers:**

Sr.No.	Name of the officer	Designation & Contact details	Designation under RTI Act, 2005
1	Shri R.P.Khandelwal	Additional Director Tel: 022-25666771/75	FAA
2	Shri Rajiv Sharma	Assistant Director Tel: 022-21675733 Fax: 022 25666780	CPIO
3	Smt Sarita Bhosale	Superintendent Tel:022-21675726	ACPIO

xvii) **Such other information as may be prescribed; and thereafter update these publications every year:**

Not applicable.

