

NACIN

National Academy of Customs, Indirect Taxes and
Narcotics, Faridabad



JOINING INSTRUCTIONS

FOR

69thBATCH OF IRS(C&CE)



Joining Instructions for Professional Induction Course, 2017:

1. The Professional Induction Course for the 69th Batch of IRS (C&CE) will commence on Monday, 18th December, 2017. The Officer Trainees who belong to the 69th Batch of IRS (C&CE) are required to report at the National Academy of Customs, Indirect Taxes and Narcotics (NACIN), Faridabad by the evening of 17th December, 2017 (Sunday). Further, the Officer Trainees belonging to the 68th batch of IRS (C&CE), who were on EoL, are also required to report at NACIN, Faridabad by evening of 17th December, 2017.
2. Officer Trainees reporting after 18.12.2017(1000 hrs) will not be allowed to join except in cases where prior written permission has been granted.
3. Officer Trainees are advised to mail their travel plans and expected date and time of arrival at NACIN Faridabad at nacinhostel69@gmail.com. The same can also be faxed at 0129-2504632 addressed to the Hostel Warden so that their stay arrangements can be facilitated.
4. The Joining formalities are scheduled for 18th December, 2017 at 1000 Hrs at NACIN. All Officer Trainees are advised to download three sets of joining form, IPR form and Bio-data, fill them up and submit the same on 18th December, 2017 (**Annexure "I" & "II"**).
5. Officer Trainees are required to bring with them the following documents (along with three self- certified copies):
 - a. Letter of appointment to join and report at NACIN sent by the CBEC, Department of Revenue, Government of India in original.
 - b. Relieving Order and Last Pay Certificate from those joining after Foundation Course at LBSNAA, Mussoorie or MCRHRD, Hyderabad in original. Relieving order and LPC will also be required from those Officer Trainees, who are joining directly in NACIN from other Govt. Services and PSUs.
 - c. Original certificates of educational qualifications, original caste certificate (if applicable), and proof of permanent address/ home town for verification.
 - d. Photo identity card, PAN Card and Aadhar Card to be used for different purposes. If these documents are not ready, Officer Trainees are advised to apply for the same. Original Aadhar Card will

be required for entry in service book and for various other purposes. Therefore, Officer Trainees should ensure that they bring original copy of Aadhar Card to the Academy at the time of joining. Proof of date of birth of parents and income proof, in case parents are claimed as dependant family members of the Officer Trainee for Central Government Health Scheme (CGHS), are to be brought. Such proof can be PAN Card/Aadhaar Card/Voter ID/Ration Card etc.

- e. 2 postcard size and 20 passport size (colour, front faced) photographs with Officer Trainee's name written in Capital on reverse of each photograph. You may bring extra copies for other personal needs viz., opening a bank account, obtaining a new mobile connection etc.
 - f. Four individual photographs (3x5 cm in size) of the each dependant family members would also be required for Central Government Health Scheme (CGHS), if applicable.
 - g. Original documents, tickets, etc in support of the reimbursement claims or settlement of advances availed (if applicable).
6. Officer Trainees may receive their first salary only in the first week of February 2018. Hence, Officer Trainees may bring sufficient money with them to cover their personal expenses and an additional amount of Rs.40,000/- to pay for various deposits/ advances like Mess Advance, Security Deposits for Societies/Clubs, Voluntary contribution to Welfare Fund as well as to purchase Track Suits, Bandgala, Sarees, Sneakers, T-shirts, Shorts, etc.
7. Officer Trainees will have to make the following deposits/payments at the time of joining :

1	Mess Advance	Rs. 8500/-
2	Security Deposit	Rs 1000/- (Refundable)
3	Books	Rs 2000/-
4	NACIN Sports Kit/Tie	On actual basis (approx... Rs 4000/-)
5	Society Charges	Rs 5000/-
6	Service Saree	Rs. 1500/- (only for lady OT's)
7	Uniform +Service blazer	Rs. 10,000/-

Payments for Mess advance (Rs.8500/-), Security deposit (Rs.1000/-) and Society charges (Rs.5000/-), total Rs.14,500/- should be made in advance electronically to the following bank account:

Bank Name : Andhra Bank, Sector-17, Faridabad

Account Name : M/s Mess Maintenance Fund

IFSC Code : ANDB0001015

MICR Code : 110011018

A/c Number : 101510011006695

Officer Trainees are directed to deposit the aforesaid amount electronically in the above mentioned Bank account, bring evidence of the transaction and produce the same at the time of joining. No Cash will be accepted in any condition.

8. The entire batch will undergo a two-week Orientation Programme at NACIN, Faridabad from 18th to 29th December, 2017. Thereafter Officer Trainees will be divided into three groups for their professional training at three different places- NACIN Faridabad, NACIN Mumbai and NACIN Bengaluru.
9. Every Officer Trainee is required to furnish, immediately on joining IRS (C&CE), statement of movable & immovable property in the prescribed format (**Annexure “III” & “IV”**). Officer Trainees are directed to download these forms, collect necessary documents and submit duly filled up forms on 18th December, 2017 to the designated officers of Academy, immediately at the time of joining.
10. Officer Trainees are expected to be well groomed, neatly attired and not present an unkempt or untidy appearance at any time. They are advised to bring the following items along with them:
 - a. Gentlemen officer trainees are required to bring black bandgala suit and black formal shoes and in the case of lady officer trainees, formal dress/Saree is prescribed (off-white saree with dark border).
 - b. Officer Trainees (both lady and gentlemen) are required to

purchase prescribed T-shirts and Track-Suits etc. for morning physical activities and evening sports activities. Officer Trainees shall bring sufficient money with them for this purpose. Participation in morning physical activity and evening sport is compulsory.

- c. OTs may bring traditional/regional/ethnic clothes to be used in cultural programmes, festivities etc.

11. Residence within the Academy Campus is compulsory. All Officer Trainees will be allotted rooms in advance and no subsequent request for change in allotment shall be entertained. The rooms are provided with basic furniture, pillow and mattresses. However Bed Sheets, Towels, Pillow Covers, Blankets, Quilts etc. should be brought by the Officer Trainees as per their requirements. It is advised that at least 4 pairs of bed sheets and heavy woolen quilt/blanket must be brought by the Officer Trainees. Each Officer Trainee will be issued a standard inventory of items, which he/she shall properly hand over on vacating the hostel. No accommodation for spouse or family members will be provided at the Academy. Spouse and family members are NOT allowed to stay in the residential quarters of the Officer Trainees. For this reason Officer Trainees are advised not to bring any escort/companion with them when they report for joining.

12. The training at NACIN is intensive and derives its synergy from regular and continuous interaction of Officer Trainees with faculty members, visiting senior officers, guest faculty and eminent dignitaries. It may be noted that attendance is compulsory for all training events, tours, visits, attachments etc. organized during the course of training. The basic training has been divided into various modules and 90% attendance is compulsory in each & every module. Attendance less than 90% will not only debar Officer Trainees from writing departmental examination but also invite disciplinary/Administrative action such as extension of probation or termination from the service. Therefore, sanction of leave is strictly regulated. Leave shall only be sanctioned in exceptional circumstances and not as a matter of routine. Accordingly, Officer Trainees are required to plan their personal obligations before

joining. An Officer Trainee who leaves the Academy for whatever reason without prior written approval of station leave from the Course Director, shall be liable for disciplinary/penal action as per the extant rules.

13. Officer Trainees are not permitted to keep their personal vehicles in the Academy.

14. (a) In view of the CBEC decision, the Officer Trainees will not be permitted to appear for any examination, conducted by UPSC or State Public Service Commission while undergoing the entire Training duration at the Academy. The only exception in this regard will be made for Officer Trainees who clear the Main examination (for which they have appeared before joining NACIN) and have been selected to appear for Personality Test/Interview. Such leave too shall be restricted to the days of Personality Test/Interview and medical examination.

(b) All those Officer Trainees who wish to appear for any Examination, conducted by UPSC/State PSC during proposed training duration, are mandatorily required to apply for Extra Ordinary Leave immediately after joining. Each Officer Trainee has to submit an undertaking for the same (**Annexure “V”**).

(c) Officer Trainees who desire to appear for any examination conducted by UPSC/State PSC, 2018 are requested to indicate the same at the earliest to the Course Director by e-mail at cdnacin69@gmail.com. Such Officer Trainees shall be relieved immediately once their joining formalities are over, in all likelihood on 18th December, 2017 itself. Such Officer Trainees can thereafter join NACIN in December 2018 and such availing of Extra Ordinary Leave will not affect their overall seniority.

15. Possession/consumption of alcoholic drinks and banned drugs is strictly prohibited. Defaulting Officer Trainees will invite disciplinary action under the relevant rules.

16. A copy of this Joining Instructions and other relevant documents are also available at www.nacen.gov.in.

17. In case of any difficulty, Officer Trainees may contact the NACIN Team as details given (**Annexure “VI”**)

This issues with the approval of Additional Director General (OT), NACIN, Faridabad.

To

The Deputy Secretary (Ad. II),
Government of India,
Ministry of Finance,
Department of Revenue,
Central Board of Excise and Customs,
New Delhi.

Subject: Appointment of Probationers in the Indian Revenue Service (Customs & Central Excise) on the basis of result of Civil Services Examination, 2016.

Sir,

Please refer to your letter _____
dated _____ offering me appointment as Probationer in
Indian Revenue Service (Customs & Central Excise) on the basis of result of Civil
Services Examination, 2016.

2. I accept the offer of appointment on the terms and conditions mentioned in your letter quoted above.
3. I hereby declare that I have appeared/not appeared in the Civil Services (Main) Examination, 2017.
4. I intend/do not intend to appear in the Civil Services Examination, 2018.

Yours faithfully,

Signature _____

Name _____

(In full, in capital letters)

Address _____

Dated: _____

Copy forwarded for information to the Director General, National Academy of Customs, Indirect Taxes & Narcotics, Faridabad.

TO BE FILLED IN QUADRUPLICATE
PLEASE ATTACH 4
PHOTOGRAPHS

NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS,

FARIDABAD

**PERSONAL MEMORANDA OF PROBATIONERS IN INDIAN REVENUE SERVICE
(CUSTOMS & CENTRAL EXCISE).**

1.	Name (in block letters)	(First Name)	(2 nd Name)	(Surname)
	2	Father's /Husband's Name and occupation.		
3	Date of Birth			
4	Height			
5	Visible Identification Mark			
6	Marital Status			
7	State Whether you belong to SC / ST/ OBC			
8	Home District/ State			
9	Religion /Community			
10	Mother Tongue			
11	Year of Exam & Rank			

12. ACADEMIC & TECHNICAL QUALIFICATIONS:

SI	Examination Passed	Year	Division	University	Subjects	Distinction, if any
1.	2.	3.	4.	5.	6.	7.
1						
2						
3						
4						

13. Permanent Home Address: -

14.	Other Achievements:-	
15.	Languages (Other than English) Known :-	
	(i) To Speak :	
	(ii) To Read :	
	(iii) To Write :	
16.	Particulars of Employment if any between completion of college course and entry in Customs & Central Excise Service (Relevant detail to be furnished with details).	
17.	Details of Proficiency in sports:	

	(i) Out door : (ii) Indoor :	
18.	Details of Proficiency in handling Fire arms :	
19.	Names of states in India visited since leaving school:	
20.	Details if any other personal achievement , you wish to furnish :	
21.	Local Residential Address : (Telephone No:)	
22.	Name and address of relative / Guardian to be contacted in case Of emergency (in Delhi or else where) with Telephone no. if any.	

Signature : _____

Dated : _____

E-Mail: _____

Aadhar Number: _____

Mob. No. _____

FORM G.F.R. (SEE RULE 78)

NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS, FARIDABAD

Certified that I have in the forenoon / afternoon of this date respectively made over / received charge of the Office of Probationer, Indian Revenue Service (Customs & Central Excise) in pursuance of Ministry of Finance, Department of Revenue letter _____ dated _____.

Assuming Officer _____

Signature _____

Name in Block letters _____

Designation **Probationer, Indian Revenue Service (Customs and Central Excise)**

Relinquishing Officer _____

Signature _____

Designation _____

Station:

Date:

Copy forwarded for information to:

1. Deputy Secretary, Ministry of Finance, Deptt. Rev. (Ad.II Section).
2. Chief Controller of Accounts, CBEC, AGCR, New Delhi.
3. Bill Section (in duplicate)

**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS ,
FARIDABAD**

FORM OF OATH / AFFIRMATION

I, _____, do swear / solemnly affirm that I will be faithful and bear true allegiance to India and the Constitution of India as by the law established. That I will uphold the sovereignty and integrity of India and that I will carry out the duties of office loyally, honestly and with impartiality.

SIGNATURE _____

NAME _____

(In capital letters)

DESIGNATION: PROBATIONER

PLACE: FARIDABAD

DATED :

DECLARATION OF HOME TOWN

I, Shri /Ms. _____ hereby declare that my permanent Home Address is as under:-

I have immovable property at the above address. My Family permanently reside at the above address.

SIGNATURE _____

NAME _____

(In capital letters)

DESIGNATION : PROBATIONER

PLACE: FARIDABAD

DATED:

SPECIMEN SIGNATURE OF

SHRI /Ms. _____ Probationer in Indian
Revenue Service (Customs & Central Excise) UPSC Exam, 2016.

1. _____

2. _____

3. _____

FORM .3

[See Rule 54 (12)]

Details of Family

Name of the Government Servant: _____

Designation: _____

Date of birth: _____

Date of appointment: _____

Details of the members of my family as on _____

Sl. No.	Name of the members of 'family'	Date of Birth	Relationship with the officer	Initials of the Head of Office	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					
6.					
7.					

I hereby undertake to keep the above particulars up- do- date by notifying to the Head of office any addition or alteration.

Place

Signature of Government Servant

Dated the

- Family for this purposes means family as defined in Clause (b) of sub-rule (14) of Rule 54 of the C.C.S. (Pension) Rules, 1972.

Note :-Wife and husband shall include respectively judicially separated wife and husband.

D E C L A R A T I O N

1. Shri / Shrimati / Kumari _____
declare as under :-

(i) That I am unmarried / widower / a widow.*

(ii) That I am married and have only one spouse living.*

(iii) That I have entered into or contracted a marriage with a person having a spouse living.*

(iv) That I have entered in to or contracted a marriage with another person during the life time or my spouse. Application for grant of the exemption is enclosed.*

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment I shall be liable to be dismissed from service.

SIGNATURE _____

DATE _____

SERVICE _____

NAME IN FULL _____

DESIGNATION _____

NOTE: - * Please delete clause (s) not applicable.

FORM NO.8

**NOMINATION FOR BENEFITS UNDER THE CENTRAL GOVERNMENT
EMPLOYEES' GROUP INSURANCE SCHEME, 1980**

(When the Government servant has a family and wishes to nominate one member or more than one member thereof)

I _____ hereby nominate the person(s) mentioned below, who is/are member(s) of my family, and confer on him/them the right to receive to the extent specified below any amount that may be sanctioned by the Central Government under the Central Government Employees' Group Insurance Scheme, 1980, in the event of my death while in service or which having become payable on my attaining the age of superannuation may remain unpaid at my death

Name and address of nominee/nominees	Relationship with Government servant	Age	Share of amount to be paid	Contingencies on the happenings of which the nomination shall become invalid	Name, address and relationship of the person if any to whom the right of the nominee shall pass in the event of predeceasing the Government
1	2	3	4	5	6

N.B.:- The Government servant should draw lines across the blank space below his last entry to prevent insertion of any names after he has signed.

Dated this day of 20_____ at

Signature of two witnesses:

- 1.
- 2.

Signature of Government servant

* This column should be filled in so as to cover the whole amount that may be payable under the Insurance Scheme.

FORM: 2

See Rule 53(1)
Nomination for Retirement Gratuity/Death Gratuity.

When the Government servant has a family and wishes to nominate one person or more than one person or more than one person.

Ihaving no family, hereby nominate the person/persons mentioned below and confer on him/them the right to receive, to the extent specified below, any gratuity the payment of which may be authorized by the Central Govt. in the even of my death while in service and the right to receive on my death, to the extent specified below, may remain unpaid at my death:

Original Nominee (s)

1. Name and Address of nominee/nominees	
2. Relationship with the Government servant	
3. Age.	
4. Amount of share of gratuity payable to each	
Alternate Nominee (s)	
5. Name, address, relationship and age of the person or persons, if any, to whom the right conferred on the nominee predeceasing the Government servant or the nominee dying after the death of the Govt. servant before receiving payment of gratuity	
6. Amount or share of gratuity payable to each	

This nomination supersedes the nomination made by me earlier on.....which stands cancelled.

NOTE:-(1) The Government servant should draw lines across blank space below the last entry to prevent the insertion of any name after he has signed.

(II) Strike out which is not applicable.

Dated thisday of 2000 at

Witness to signature:

1.
2.

Signature of Government Servant
(To be filled by the Head of Office)

Nomination by

Designation

Office

Signature of Head of Office

Date

Designation.....

ANNEXURE-II**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS,****FARIDABAD****PERSONAL MEMORANDA OF OFFICER TRAINEES IN INDIAN REVENUE
SERVICE (CUSTOMS & CENTRAL EXCISE).**

1	Name (in Full, Initials must be fully expanded)	Mr./Ms.
2	Father's Name (in Full, Initials must be fully expanded)	
3	Date of Birth	
4	Height	
5	Visible Identification Mark	
6	Marital Status	
7	State whether you belong to SC/ST/OBC	
8	Home State	
9	Home District	
10	Religion/Community	
11	Mother Tongue	
12	Year of UPSC Exam & Rank	
13	Medium of Examination in UPSC	
14	Have you attended Foundation Course? If so, date of joining FC	
15	Are you planning to appear in CSE, 2018?	
16	Have you appeared in CSE, 2017?	
17	Mobile No.	
18	E-mail ID	
19	Blood Group	

20	Food Habits (Veg./Non-veg.)	
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21. Permanent Home Address: -

22. ACADEMIC & TECHNICAL QUALIFICATIONS:

SI	Examination Passed	Year	Division	University	Subjects	Distinction, if any
1.	2.	3.	4.	5.	6.	7.
1						
2						
3						
4						

23.	Other Achievement	
24.	Particulars of previous employment if any between completion of college course and entry in IRS (C&CE)	
25.	Name, address and telephone number of relative/Guardian to be contacted in case of emergency (in Delhi or elsewhere)	

Signature

Date

STATEMENT OF MOVABLE PROPERTY ON FIRST APPOINTMENT FOR THE YEAR _____

1. Name of Officer (in full) and service to which the officer belongs : _____

2. Present Post Held: _____ 3. Present Pay : _____

Name and details of Movable Property	* Present Value	If not in own name of the Govt. Servant, state in whose name held and his/her relationship to the Govt. Servant	How acquired whether by purchase, inheritance, gift or otherwise, with date of acquisition and name with details of persons from who acquired.	Remarks
(1)	(2)	(3)	(4)	(5)

Signature: _____

Date: _____

Note : The declaration form is required to be filled in and submitted, giving particulars of all movable property held by him either in his own or in the name of any member of his family or in the name of any other persons.

* In cases where it is not possible to access the value accurately the approximate value in relation to present conditions may be indicated.

STATEMENT OF IMMOVABLE PROPERTY ON FIRST APPOINTMENT FOR THE YEAR _____

1. Name of Officer (in full) and service to which the officer belongs : _____
 2. Present Post Held: _____ 3. Present Pay : _____

Name of District Sub-Division Taluk and Village in which property is situated	Name and details of property		* Present Value	If not in own name, state in whose name held and his/her relationship to the Govt. Servant	How acquired whether by purchase, lease **, mortgage, inheritance gift or otherwise, with date of acquisition and name with details of persons from whom acquired	Annual income from the Property	Remarks
	Housing and building	Lands					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Signature: _____

Date: _____

Note : The declaration form is required to be filled in and submitted by every member of Class I and Class II Service under rule 18(3) of Central Civil Service (Conduct) Rules, 1965, on first appointment to the service and thereafter at an interval of every twelve months, giving particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other persons.

* In cases where it is not possible to assess the value accurately, the approximate value in relation to present condition of the property may be indicated.

** Inapplicable clause to be struck out.

UNDERTAKING

I do hereby undertake that during the period of basic training at NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS, (NACIN), Faridabad, I will not appear in either the Civil Services Preliminary Examination or any other examination for appointment to the Central or State Service by open competitive examination.

(Signature)

Mr/Ms:- _____

S/o/ D/o:- _____

Batch:- _____

RR:- _____

Date: _____

Place:- _____

Details of NACIN and Faculty.

Address	National Academy of Customs, Indirect Taxes and Narcotics (NACIN), Opp. Jalvayu Vihar, Sector 29, NACIN Complex, Faridabad - 121008, Haryana (INDIA).
Fax	+91 129 2504632, 2504615
E-mail	cdnacin69@gmail.com
Telephone	+91 129 2504649 +91 129 2504650 +91 129 2504651
Website	www.nacen.gov.in
Director General	Ms. Archana Pandey Tiwari Tel.: +91 129 2504638 Email: dg.nacen-cbec@nic.in
Pr. Additional Director General	Ms. Reena Arya Tel. :- +91 129 2504633 Mo. No. +919910352357
Additional Director General	Sh. Vimal Kumar Srivastava Tel: +911292500005 Mob:8800112575 Email:vimal_k@yahoo.com
Additional Director (Course Director)	Ms. Sophia Martin Joy Tel.: Office- +91 129 2504614 Mobile - +91 9599437006 Email: cdnacin69@gmail.com
Joint Director (Administration)	Mr. Manoj Kumar Tel.: Office- +91 129 2504637 Mobile - +91 9582398822 Email: jdmctp@gmail.com
Deputy Director (Hostel Warden)	Ms. Minu Shukla Pathak Deputy Director Mobile +91 9311647116 nacinhostel69@gmail.com
Assistant Director (Associate Course Director)	Sh. Rakesh Grover Tel:+911292504604 Mob:+919717048146 Email:groverrakesh786@gmail.com
Nearest Railway Station	Faridabad (4 km from NACIN) New Delhi/Nizamuddin Railway Station (16 km from NACIN)
Nearest Metro Station	Sector-28, Violet Line (1 km from NACIN)
Airport	IGI Airport, New Delhi T3 – International/Domestic (Air India and Jet Airways) T1 – Go, Indigo, Spicejet etc.

ANNEXURE - I
 ROUTE MAP FROM BADARPUR BORDER TO NACEN

