



भारत सरकार/ GOVERNMENT OF INDIA
वित्त मंत्रालय/ MINISTRY OF FINANCE
राजस्व विभाग/ DEPARTMENT OF REVENUE
राष्ट्रीय सीमा शुल्क, उत्पाद शुल्क एवं नार्कोटिक्स अकादमी /
NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS,
क्षेत्रीय प्रशिक्षण संस्थान/ REGIONAL TRAINING INSTITUTE,
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**PROFILE OF REGIONAL TRAINING INSTITUTE, NATIONAL ACADEMY OF
CUSTOMS, EXCISE & NARCOTICS (NACEN), COCHIN**

The Regional Training Institute, NACEN, Cochin was formed in October, 2014 consequent upon the cadre restructuring and re-Organisation of field formations under Central Board of Excise & Customs as communicated vide F. No. 11019/08/2013-Ad. IV dated 01.08.2014. The RTI was inaugurated on 15.12.2014 by Smt. Sheena Shukkur, Pro vice chancellor, Mahatama Gandhi University, Kottayam in the presence of Dr. G. Sreekumar Menon, former Director General, NACEN, Shri. M. Ponnuswamy, former Additional Director General, Chennai and the Commissioners of Central Excise and Customs House, Cochin Ms. Reshma Lakhani and Dr. K. N. Raghavan.

The RTI, NACEN, Cochin is presently catering to the training requirements of about 2700 officers posted in the following formations in Kerala Zone.

- (i) Chief Commissioner's office, Kerala Zone, Cochin
- (ii) Central Excise, Customs and Service Tax Commissionerate, Cochin
- (iii) Audit Commissionerate, Cochin
- (iv) Commissioner (Appeals I & II), Cochin
- (v) Custom House, Cochin
- (vi) Customs Preventive Commissionerate, Cochin
- (vii) Central Excise, Customs and Service Tax Commissionerate, Calicut
- (viii) Central Excise, Customs and Service Tax Commissionerate, Thiruvananthapuram
- (ix) Regional Unit, DGCEI, Cochin
- (x) Regional Unit, DRI, Cochin (with sub units at Calicut and Thiruvananthapuram)

Prior to the formation of NACEN, Cochin, the training requirements of the officers in Kerala Zone were taken care of by RTI, NACEN, Bengaluru. The Additional Director General, NACEN, Chennai was in-charge of NACEN, Cochin from its inception to May, 2015. Consequent upon the retirement of the ADG, Chennai, the Principal Additional Director General, NACEN, Bengaluru held additional charge of the RTI till 28.08.2015. Thereafter, the Principal Additional Director General, RTI, NACEN, Hyderabad is holding charge of the RTI, Cochin.

STAFF STRENGTH

Sl.No.	Designation	Sanctioned strength		Working strength		Any post diverted to other Commissionerate / C.H. etc	Any post diverted by way of diversion from other Commte/C.H etc	Vacancy
		Posting	Loan basis	Posting	Loan basis			
1.	Additional Director General	1	0	0	0	---	---	1
2.	Additional Director	1	0	0	0	---	---	1
3.	Assistant/Deputy Director	5	0	3	0	---	---	2
4.	Superintendent	1	2	1	0	---	---	2
5.	Inspectors	1	4	0	0	---	---	5
6.	P.S.	1	0	0	0	---	---	1
7.	C.A.O.	1	0	0	0	---	---	1

8.	Administrative officer	1	0	0	0	---	---	1
9.	Tax Assistant	1	0	0	0	---	---	1
10.	Steno G-II	1	0	0	0	---	---	1
11.	Havildar	1	0	0	0	---	---	1
12.	Driver	0	0	0	0	---	---	0
Total		15	6	4	0			17

TRAINING CALENDAR

Sl No.	Course	No. of days	Date
JUNE, 2015			
1	Course on drafting of SCN and Adjudication	1	17.06.15
2	Course on custom valuation and Assessment	1	18.06.15
3	Orientation course for newly promoted Superintendents	5	22.6.15 to 26.06.15
JULY, 2015			
Sl. No.	Course	No. of days	Date
1	Workshop on baggage rules and Soft skills for superintendents and inspectors	2	08.07.15 to 09.07.15
2	Orientation course for newly promoted Superintendents	5	20.7.15 to 24.07.15
3	Course on Sevottam/ Tax payers services	1	30.07.15
AUGUST, 2015			
	Course	No. of days	Date
1.	Course on RTI	1	05.08.15
2.	Workshop on Prosecution in Indirect Tax Laws and CAT related matters	1	13.8.15
3.	Course on Tally/ Balance Sheet study etc	1	21.08.15
4.	Course on Export related schemes	1	26.08.15
SEPTEMBER, 2015			
Sl.No.	Course	No. of Days	Date
1.	Orientation Course for Marine Staff	2	07.09.2015 and 08.09.2015
2.	Drafting of SCNs & Preparation of Adjudication Orders at Thiruvananthapuram	2	10.09.2015 and 11.09.2015
3.	Course on 'Desk Review and Preparation of Audit Plan	2	17.09.2015 and 18.09.2015
4.	Cyber Crime & Cyber forensics	2	28.09.2015 and 29.09.2015
5.	Course on PMLA/FEMA	1	29.09.2015
OCTOBER, 2015			
Sl.No.	Course	No. of Days	Date
1.	Refresher Course for Superintendents of Customs	5	05.10.2015 to 09.10.2015
2.	Workshop on Enterprise Data Warehouse (EDW)	2	07.10.2015 and 08.10.2015

3.	Induction Training for Inspector (Customs) (P.Os./E.Os.)	10 weeks	12.10.2015 to 18.12.2015
4.	Drafting of SCNs	1	20.10.2015
5.	Drugs Law Abuse and Enforcement of NDPS Act	3	28.10.2015 to 30.10.2015
NOVEMBER, 2015			
Sl.No.	Course	No. of Days	Date
1.	Course for Retiring Officers	3	03.11.2015 to 05.11.2015
2.	Course on CAAP	5	16.11.2015 to 20.11.2015
3.	Induction Course for Central Excise Inspectors	10 weeks	23.11.2015 to 29.01.2016
4.	Recovery of Arrears at Thiruvananthapuram Commissionerate	1	26.11.2015
DECEMBER, 2015			
Sl.No.	Course	No. of Days	Date
1.	Course on Basics of Financial Accounting	3	02.12.2015 to 04.12.2015
2.	Course on Anti-smuggling	5	07.12.2015 to 11.12.2015
3.	Course on Customs Assessment/Valuation/OSPCA/Safeguard duty/Anti-dumping duty	2	14.12.2015 and 15.12.2015
4.	Workshop on Lifestyle problems	1	17.12.2015
JANUARY, 2016			
Sl.No.	Course	No. of Days	Date
1.	Induction Course for Customs Inspectors (P.O.s/Examiners)	10 weeks	04.01.2016 to 11.03.2016
2.	Course on Personality Development & soft skills	1	07.01.2016
3.	Arms & Parade Training for head havildars/havildars	5	11.01.2016 to 16.01.2016
4.	Course on Tally, SAP and other ERP systems	3	18.01.2016 to 20.01.2016
5.	Workshop on COFEPOSA/ SAFEM(FOP)Act	1	28.01.2016
FEBRUARY, 2016			
Sl.No.	Course	No. of Days	Date
1.	Course on Leadership & Motivation	1	03.02.2016
2.	Course on Prosecution	1	10.02.2016
3.	Refresher Course for Superintendents of Customs	5	15.02.2016 to 19.02.2016
4.	Course on Drafting of SCN and preparation of Adjudication Orders at Calicut Commissionerate	2	23.02.2016 and 24.02.2016
MARCH, 2016			
Sl.No.	Course	No. of Days	Date
1.	Course on Accounting package	2	02.03.2016 and 03.03.2016
2.	Workshop on Empowerment of women	1	08.03.2016
3.	Course on Baggage Rules & Soft skills	4	14.03.2016 to 17.03.2016
4.	Refresher Course for Superintendents of Central Excise	5	21.03.2016 to 25.03.2016

TRAININGS

NACEN, COCHIN has conducted the following courses since its inception:

Training Courses Conducted by RTI, NACEN COCHIN Since Inception						
For the Period 2014-2015						
Sl. No.	Course	Period of Training	No. of Officers Trained			Total
			Group A	Group B	Group C	
1	Orientation Programme for Newly Promoted Assistant Commissioner of Customs & Central Excise	1 day (15.12.2014)	31	0	0	31
2	Incidence of Wild Life Trafficking in India-utility of detector dogs for prevention	1 day (16.12.2014)	3	33	31	67
TOTAL			34	33	31	98

For the Period 2015-2016 (Upto SEPTEMBER, 2015)						
Sl. No.	Course	Period of Training	No. of Officers Trained			Total
			Group A	Group B	Group C	
1	One Week Orientation Course for Superintendents	1 week (20.04.2015 to 24.04.2015)	0	31	0	31
2	Course on "Financial and Cost Accounting and EA 2000"	28.05.2015 & 29.05.2015	0	25	0	25
3	Course on "Drafting of Show Cause Notice and Adjudication"	1 day (17.06.2015)	2	49	0	51
4	Course on Customs Valuation and Assessment	1 day (18.06.2015)	0	25	0	25
5	Orientation Course for newly promoted Central Excise Superintendents	5 days (22.06.2015 to 26.06.2015)	0	11	0	11
6	Course on Drug law abuse and Enforcement of NDPS Act	1 Day (26.06.2015)	0	25	0	25
7	Course on Goods and Service Tax	1 day (01.07.2015)	9	59	0	68
8	Workshop on Baggage Rules and Soft Skills for Air Customs Officers	2 days (08.07.2015 & 09.07.2015)	0	32	0	32
9	Course on Goods and Service Tax	1 day (31.07.2015)	19	38	0	57
10	Course on Right to Information Act	1 day (05.08.2015)	2	21	1	24
11	Workshop on Prosecution in Indirect Tax Laws	1 day (13.08.2015)	1	18	0	19
12	Course on Sevottam/Tax Payers Service	1 day (18.08.2015)	2	24	3	29

13	Course on Goods and Service Tax	1 day (20.08.2015)	3	55	0	58
14	Course on Tally and Balance Sheet	1 day (21.08.2015)	2	34	0	36
15	Course on Export Related Schemes	1 day (26.08.2015)	0	21	0	21
16	Orientation Course for Marine Staff	2 days (07.09.2015& 08.09.2015)	0	0	20	20
17	Drafting of SCN and preparation of Adjudication Orders	2 days (10.09.2015& 11.09.2015)	0	37	0	37
18	Desk Review and Preparation of Audit Plan	2 days (17.09.2015& 18.09.2015)	3	52	0	55
19	Goods and Service Tax	1 day (23.09.2015)	0	44	0	44
20	Cyber Crime and Cyber Forensics	2 days (28.09.2015& 29.09.2015)	3	39	0	42
TOTAL			46	640	24	710

VISION and MISSION

The vision and mission of the Institute is to impart qualitative and innovative training initiatives with the aim of updating knowledge in laws, procedures/techniques thereby creating capacity building in order to improve tax administration and bringing about ease of doing business.