

**NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES &
NARCOTICS (NACIN), ZONAL CAMPUS, BHUBANESWAR
PLOT NO – 35, SATYA NAGAR, PIN – 751007, BHUBANESWAR,
ODISHA**

Statutory declaration in terms of Section 4(1) (b) of RTI Act, 2005:

(i) Particulars of Organization, Functions and Duties.

- National Academy of Customs, Indirect Taxes & Narcotics (NACIN), Zonal Campus, Bhubaneswar, works under the aegis of National Academy of Customs, Indirect Taxes & Narcotics (NACIN), Faridabad. It is the apex institution of Government of India for capacity building in the field of Customs, Indirect Taxes and Narcotics.
- The Academy, headed by an Additional Director General, started functioning in the year 2017. The office premises is centrally located at Plot No- 35, Satya Nagar, Pin – 751007, Bhubaneswar, Odisha. The Academy has its Headquarter in Faridabad.
- The Academy has well equipped classrooms, computer labs and work-stations for the officers and trainees.
- 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, including-

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

As per above mandate, NACIN, Bhubaneswar caters to the various training requirements of Central and State Tax Officers as well as other stakeholders belonging to Trade and Business. Some of the important trainings conducted by NACIN, Bhubaneswar are as follows:

- (a) Induction Training of Promoted/Newly Recruited Inspectors of CGST, Central Excise and Customs**
- (b) Induction Training of Promoted/Newly Recruited Tax Assistants of CGST, Central Excise and Customs**
- (c) Mid-Career Training of Group 'A' officers**

(d) In-house training programs related to GST and Customs laws.

For more information the official website of NACIN, Faridabad (www.nacen.gov.in) may be consulted.

(ii) 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.

For more information the official website of NACIN, Faridabad (www.nacen.gov.in) may be consulted.

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

The courses are conducted under the overall supervision of Additional Director General. Officers in the rank of Additional Assistant Director and Inspector assist the Course Director (Assistant Director) (as decided by the competent authority from time to time) in organising the course. Overall supervision of functioning of NACIN, Bhubaneswar rests with the Principal Director General, NACIN, Faridabad.

(iv) Norms set by it for the discharge of its functions

Overall norms are specified in Citizen's Charter and Mission Statement which can be found in Central Board of Indirect Taxes and Customs (CBIC) official website i.e. <http://www.cbic.gov.in/> Depending upon the needs expressed by the field formations of CBIC, Training schedules are set for conducting maximum number of courses in a year at NACIN, Bhubaneswar and training details are published in monthly prospective training report in the CBIC's official website through NACIN, Faridabad.

(v) Rules, regulations, instructions, manuals & records held by it or under its control for being used by the employees for discharging its functions:

For information the official website of NACIN, Faridabad (www.nacen.gov.in) may be consulted.

(vi) A statement of the categories of documents that are held by it or under its control

Training material on different subjects for different grades of Officers/Staff, and 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

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 advise, 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

For information the official website of NACIN, Faridabad (www.nacen.gov.in) may be consulted.

(ix) Directory of its offices and employees

Sl. No.	Name of the Officer	Designation
1	Shri Debashish Sahu	Additional Director General
2	Shri Parameswar Panda	Assistant Director
3	Shri Pasang Tshering Lepcha	Assistant Director
4	Shri Debi Prasanna Das	Additional Assistant Director
5	Shri Premananda Mohanty	Additional Assistant Director
6	Shri Piyus Mohanty	Inspector
7	Shri Avishek Datta	Inspector
8	Shri Ankit Jaiswal	Tax Assistant
9	Smt. Ahuti Pattnaik	Tax Assistant
10	Shri P.Radhamohan	C.A.O.

(x) Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

The officers draw their monthly emoluments as per Government pay rules. The indicative monthly pay for each level is available at page 14-15 of the following link:-

https://www.finmin.nic.in/sites/default/files/7thCPC_revisedpayrules25072016.pdf?download=1

(xi) Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made

For information the official website of NACIN, Faridabad (www.nacen.gov.in) may be consulted.

(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 concessions, 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

All the general information about the NACIN and its Zonal/Regional Campuses are available on Internet on the official website of the Academy (www.nacen.gov.in).

(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) Names, designations and other particulars of the Public Information Officers :

Name of CPIO - Shri Pasang Tshering Lepcha, Assistant Director,
NACIN, Bhubaneswar, 0674-2974322

Name of the First Appellate Authority - Shri Debashish Sahu,
Additional Director General, NACIN, Bhubaneswar, 0674-2570122

(xvii) Such other information as may be prescribed -

NIL