

NACIN

National Academy of Customs, Indirect Taxes and
Narcotics, Palasamudram



Joining Instructions

for

Officer Trainees of the 75th Batch of
Indian Revenue Service (Customs & Indirect Taxes)



1. The Induction Course for the 75th Batch of IRS (C&IT) shall commence on 15th November 2023 (Wednesday). The Officer Trainees (OTs) are required to report at the National Academy of Customs, Indirect Taxes and Narcotics (NACIN), Bengaluru by the evening of 14th November 2023 (Tuesday) not later than 8:00 PM. Arrangements are being made to receive you and transport to NACIN, Bengaluru from the afternoon of 13th November.
2. Date & Time: The joining formalities are scheduled for 15th November 2023 at NACIN, Bengaluru from 10:00 AM onwards.
3. OTs reporting after 15th November 2023 will not be allowed to join except in cases where prior written permission has been granted by the competent authority in advance.
4. OTs are advised to e-mail their travel plans and expected time of arrival at cd-nacin75@gov.in latest by 7th November, 2023 and in case of any difficulties may contact, Shri G.A. Harshanand, Deputy Director, NACIN, Palasamudram (M.No 9791099723).
5. Every OT (Including those opting for EOL) is required to follow the link on or before 27th October, 2023 for filling bio-data particulars:
https://docs.google.com/forms/d/e/1FAIpQLSeMsP-iQ-be4eumONoBHQkR_Bpc_q6Kz8iIV5N2oJ6aVHDNEw/viewform?usp=sf_link
6. Mandatory Documents: OTs are required to bring with them the following documents in original (along with 03 self-attested copies):
 - a. Letter of Appointment issued by the CBIC, Department of Revenue, Ministry of Finance, Government of India.
 - b. Relieving order and Last Pay Certificate for those joining after Foundation Course at LBSNAA.
 - c. Letter of Acceptance of technical resignation, Relieving order and LPC will be required from those OTs, who are joining from other government services and PSUs.
 - d. Certificates of educational qualifications, caste/ disability certificate (if applicable) and proof of permanent address/ hometown for verification.
 - e. Photo identity card (PAN Card and Aadhar Card).
 - f. Four individual photographs (3.5x4.5cm) of each dependent family members would also be required for Central Government Health Scheme (CGHS), if applicable, in terms of Office Memorandum dated 08 Nov 2016 issued vide F.No

S-11012/2/2016-CGHS-P(as amended).

- g. A cheque book and passbook with their name printed on the Cheque leaf.
- h. 20 passport size (size 3.5x4.5 cm, color photo in formal dress, front faced with light background) photographs with OTs name written in capital on reverse of each photograph.
- i. The blank copy of following forms to be submitted at the time of joining are attached along with as annexures. You are requested to fill the forms and share the soft copy on cd-nacin75@gov.in latest by 05.11.2023. Hard copies (in triplicate) are to be kept ready for submission at the time of joining.

- Joining Letter
- Personal Memoranda
- Form of Oath/Affirmation
- Declaration of Hometown
- Specimen Signature
- Declaration of Marital Status
- Statement of movable and immovable property
- Medical History
- Assumption of Charge
- CGHS Form
- Nomination form for Gratuity and CGEGIS
- New Pension Scheme-Subscriber Registration Form
- Form for ID-card
- Form for career expectation of Probationer
- Form for creation of Gov ID

6. Salary: OTs may receive their salary in due course after joining formalities. However, OTs are advised to make suitable arrangements to cover their personal expenses during such interim period. In addition to this, OTs will have to make the deposits/payments under the following heads:

1	Mess Advance	₹11,000/-
2	Security Deposit (Mess)	₹1,000/- (Refundable)
3	Books	₹3,500/-
4	NACIN Sports Kit	₹8000/-
5	Society Charges (one time, non-refundable)	₹5000/-

6	Blazer & Sari	₹12,500 (for lady OTs)
7	Service Tie, Blazer & Trousers	₹12,500/- (For Gentlemen OTs)
8	Khaki Uniform with accessories and Combat Dress	₹12,500/-

*Note: 1. All figures are rough estimates; payment is to be made as per actual price.

2. The total expenditure will be supervised by the mess committee, to be formed amongst the OTs of 75th Batch.

OTs are directed to deposit the aforesaid amount of ₹50,000/- electronically in the below mentioned Bank Account by 8th December 2023, bring proof of the transaction and produce the same in hard copy at the time of joining. No Cash will be accepted in any condition.

Bank Name: Union Bank of India
Account Name: M/s Mess Maintenance Fund
IFSC Code: UBIN0810151
MICR Code: 110026180
A/c Number: 101510011006695

7. Property Returns: Every OT is required to furnish Immovable Property Returns (IPR), immediately on joining the Academy, statement of movable & immovable property in the prescribed format which will be given at the Academy. So, the OTs are directed to come to the Academy with a ready list of movable and immovable property (with supporting documents), if any, owned by them/registered in their name.

8. OTs are advised to bring the following items along with them:

a. Gentlemen OTs are required to bring *Black Bandgala Suit* and *black formal shoes (Oxford/brogues)* and in the case of lady OTs, formal dress/ saree is prescribed.

b. OTs may bring traditional/ regional/ ethnic clothes to be used during cultural programs, festivities etc.

9. Conditions for appearing in Examinations: In terms of letter F. No. A-12025/04/2017- Ad. II (Pt.) dated 15.01.2018 of the Ministry of Finance, during the period of induction training of 16 months, OT's will not be allowed to appear in Civil Service Examinations (Prelims and Mains) or any other examination for appointment to central or state services or other open competitive examinations. Mains exams will include both written part as well as interview. However, if any OT wishes to do so, she/

he is allowed to join the Academy and then take one-year Extra-Ordinary Leave (EOL). The EOL will be sanctioned to complete the current year examination process and not for appearing in the forthcoming Civil Service Examination or any State Service Examination. The OT will then subsequently join the Academy along with next batch for Induction Training in an integrated manner. Once the OT opts not to take EOL but to continue the training in the Academy, she/he is required to submit an undertaking (format of which will be provided at the Academy on joining) that she/he shall not appear at the Civil Services Examination or any other examination for appointment to Central or State Services by open competitive examination during the period of induction training of 16 months.

10. It is mandatory for OTs to reside in campus. All OTs 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/comforter, etc. should be brought by the OTs as per their requirements. Each OT will be issued a standard inventory of items, which he/she shall properly hand over to the caretaker on vacating the hostel.

11. The training at NACIN is intensive and attendance is compulsory for all training events, tours, visits, attachments etc. organized during training. It is also mentioned that observing discipline is a pivotal part of Internal Assessment. Sanction of leave is strictly regulated. Leave shall only be sanctioned in exceptional circumstances and not as a matter of routine. An OT 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.

12. In view of the above,

i) All those OTs who wish to appear for any Examination, conducted by UPSC/ State Governments/ other agencies during the period of training are directed to indicate the same to the Course Director in writing and apply for Extra Ordinary Leave immediately at the time of joining.

ii) Each OT must submit an undertaking (Annexure "I") at the time of joining NACIN, Faridabad for Induction Training.

13. Possession/consumption of alcoholic drinks and narcotic substances is strictly prohibited. Defaulting OTs shall invite disciplinary action under the relevant Rules.

14. OTs are not permitted to keep their personal vehicle in the Academy.

15. A copy of these instructions and other relevant documents are also available at www.nacin.gov.in. In case of any difficulty, OTs may contact the NACIN team as per details given in Annexure-II.

UNDERTAKING

I, _____ do hereby undertake that during the period of induction training of 16 months, I will not apply/appear in either the Civil Services Examination (Prelims & Mains*) or any other examination for appointment to the Central or State Services or other exams by open competitive examination.

At any time in future, if it is revealed that there has been a breach of above undertaking, I shall be liable for disciplinary action to be taken against me by the department.

* Mains includes written examination and interview

(Signature)

Mr./Ms. : _____

S/o / D/o : _____

Batch : _____

Date : _____

Place : _____

Contact Details

Address	National Academy of Customs, Indirect Taxes and Narcotics (NACIN), Palasamudram, Sathya Sai District, Andhra Pradesh.
E-mail	cd-nacin75@gov.in
Website	www.nacin.gov.in
Deputy Directors	Sh. Arjun Banerjee Ph: +91 8130787748 Email: arjunbanerjee-irs@gov.in Sh. Harshanand G A Ph: +91 9791099723 Email: harshanand.irs@nic.in
Superintendent (OT Section)	Sh. B Praveen (Mob: +91 9530075601) Email: bp.g109001@gov.in