

NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS

Zonal Campus : : Kanpur

Class room sessions

1. 10.15 AM to 11.30 AM
2. 11.45 AM to 1.00 PM
3. 2.00 PM to 03.15 PM
4. 03.30 PM to 4.45 PM
5. 4.45 PM. to 06.00 PM

11.30 A.M.to 11.45 AM .-Tea
1.00 PM to 2.00 PM - Lunch/Library
03.15 to 03.30 PM – Tea

Orientation Course for Newly Promoted Group A officers

DATE	SESSION	TOPIC
DAY-1	9.30 A.M	Reporting & Registration
DAY-1	I-II	Ethics, Values, Leadership & Governance
DAY-1	III-IV	Essentials of Leadership-Leaders & Administrators
DAY-2	I	Stress management
	II	Time management
	III-IV	Gender Sensitization - Visakha Guidelines
DAY-3	I - II	CCS Conduct Rules and CCS (CCA) Rules
	III	DPC, Seniority and Promotions, Conducting of DPCs
	IV	Reservations Policy, Maintenance of rosters for SC/ST and Concessions, Reservation for SC/ST/OBC
DAY-4	I	General Financial Rules,2017 and Delegation of Financial Powers
	II	Procurement of stock- Definition of goods, Authorities competent to purchase goods, Purchase of goods without quotations, Purchase of goods through purchase committee.
	III	Government E-Marketing (GEM): An Overview
	IV	Right to Information Act,2005
DAY-5	I-II	Leave Rules:- Various types, Admissibility limits, T.A., TTA, Admissibility, L.T.C., Encashment of Earned leave during LTC & Medical Claims
	III & IV	राजभाषा अधिनियम,1963 - मुख्य प्रावधान, राजभाषा कार्यान्वयन समिति का गठन एवं नियम 10(4) के अंतर्गत अधिसूचना संबंधी दिशा निर्देश
	V	Group Discussion