

National Academy of Customs, Indirect Taxes and Narcotics, Patna

Annexure - I

1. Organisation and Function

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully Met/ partially met / not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	National Academy of Customs, Indirect Taxes and Narcotics, Patna. 6 th Floor, Block- B, C, D, E and part of G, Karpuri Sadan, Ashiana-Digha Road, Patna-800025
		(ii) Head of the organization	NACIN, Patna is presently headed by Pr. Additional Director General (Additional Charge).
		(iii) Vision, Mission and Key objectives	<ul style="list-style-type: none"> a. Comprehensive Induction training to new recruits. b. Capacity building training to the promoted officers. c. Organizing interactive seminar / workshops on Specialized Areas. d. To enhance skills, knowledge & understanding of law, procedures & practices relating to Central Excise, Customs, Service Tax and Narcotics. e. Conduct soft skills courses like stress management, time management and communication skills, to usher a paradigm shift in work culture. f. Conduct general courses to benefit the retiring officers. g. Strengthening the training faculty by attracting the best talent by training the trainers h. Prepare comprehensive study material for enhancing course content. i. Upgrade the training infrastructure j. Innovation in training

	<p>(iv) Function and duties</p>	<p>Zonal Training Institute (ZTI), Patna is catering to the training needs of the officers/staffs posted under the jurisdiction of CCO/CCA, CGST & CX, Ranchi Zone, Patna and Commissioner, Customs (P), Patna, which covers two states namely Bihar & Jharkhand. This Institute is a center of excellence for Human Resource Development, enhancement of knowledge, skills and competencies of officers working in Bihar and Jharkhand states .</p> <p>Apart from the conventional training on subject relating to Customs, Central Excise, Service Tax, GST and Narcotics, emphasis is also placed on capacity building in:</p> <ol style="list-style-type: none"> a. Stress Management b. Yoga and management of health c. Personality development d. Leadership & Change Management e. Ethics & Morality <p>Courses conducted on the topics, other than regular departmental topics, are:</p> <ol style="list-style-type: none"> a. Financial Investigation b. Official Language c. Drug Law Enforcement d. Right to Information Act e. Money Laundering under FEMA & PMLA <p>RTI, NACIN, Patna re-designated as ZTI, Patna is imparting training to departmental officers of different formations of CBIC as well as SGST officers of Bihar and Jharkhand for capacity building and to prepare themselves for smooth implementation of new enacted Act i.e. GST.</p> <p>The training calendar is prepared in the beginning of financial year and courses are conducted with the help of in-house faculty as well as experts from the respective field. The NACIN also prepares training material on various subjects for use by the participants</p>
	<p>(v) Organization Chart</p>	<p>Organization Structure can be viewed in the link given as under:</p> <p>https://nacin.gov.in/resources/file/zti-patna/Organizational_Chart14102022-h.pdf</p>

		<p>(vi) Any other details- the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt</p>	<p>The Regional Training centre of National Academy of Customs, Excise & Narcotics was established at Hazaribagh (Jharkhand) as on 4th April 2002 and was inaugurated by the then Honourable Minister of Finance, Shri Yashwant Sinha.</p> <p>The said Regional training centre was shifted to Patna vide ministry letter F.No. 11013/08/2005 Ad-iv dated 18/10/2005 in a rented building i.e. 668, Prasad mansion, Rajendra Path, Patna (Bihar).</p> <p>Thereafter, the academy was again shifted in the building of Circle Telecom Training centre Building, Buddha Marg, Patna in October 2014.</p> <p>At present academy is functioning at 6th Floor, Block C, D, E & Part of G, Karpuri Thakur Sadan, Kendriya Karmchari Parisar [GPOA], Ashiyana Digha Road, Patna.</p>
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	<p>(i) Powers and duties of officers (administrative, financial and judicial)</p> <p>(ii) Power and duties of other employees</p> <p>(iii) Rules/ orders under which powers and duty are derived</p> <p>(iv) Exercised</p> <p>(v) Work allocation</p>	<p>NACIN being a Training Academy, the main function is to conduct various training programmes / courses/ seminars/ workshops both onsite and at Academy premises for various stakeholders viz., departmental officers/ state government officials / CAs/ Trade Associations etc. An officer in the grade of Deputy/Assistant Director is designated as Course Director for each course conducted by NACIN. Officers in the rank of Superintendent and Inspector assist the Course Director in organising the course. The courses are conducted under the overall supervision of Pr.Additional Director General of the Academy. Overall supervision of functioning of NACIN, Patna, rests with the Pr. Additional Director General.</p>

1.3	Procedure followed in decision making process [Section 4(1)(b) (iii)]	(i) Process of decision making Identify key decision-making points	<p>Overall supervision of functioning of NACIN, Patna rests with the Pr. Additional Director General. The Key decision-making points are</p> <ul style="list-style-type: none"> i. Courses that are to be imparted in a month ii. Identification of stakeholders iii. Duration of the course iv. Schedule for the course v. Identification of Faculties vi. Approximate expenditure for the course. Financial matters are dealt by Assistant Director to the extent and limit delegated by the Head of the Department i.e, the Additional Director General.
		(ii) Final decision-making authority	Pr. Additional Director General
		(iii) Related provisions, acts, rules etc.	The training is conducted on the basis of rules, regulations, instructions, manuals etc. published by the CBIC. Matters relating to expenditure as carried out in terms of the General Financial Rules, 2017.
		(iv) Time limit for taking a decision, if any	No time limits have been prescribed for taking decisions. However, all decisions relating to training, administration and finance are taken immediately.

		(v) Channel of supervision and accountability	<p>NACIN, Patna is presently headed by the Pr. Additional Director General.</p> <p>The Deputy/Assistant Director report to the Pr.Additional Director General. The Additional Assistant Directors (Superintendents) report to the Deputy/Assistant Directors. Inspectors report to the Additional Assistant Director.</p> <p>The Chief Accounts Officer/Administrative Officers and Tax Assistant report to the Deputy/Assistant Director.</p>
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	<p>(i) Nature of functions/ services offered</p> <p>(ii) Norms/ standards for functions/ service delivery</p> <p>(iii) Process by which these services can be accessed</p> <p>(iv) Time-limit for achieving the targets</p> <p>(v) Process of redress of grievances</p>	<p>Trainings in NACIN are conducted on the basis of an annual training calendar. Besides the courses covered in the annual training calendar, certain need based courses too are conducted on the basis of the requests from the field formations or trade bodies.</p> <p>RTI / CPGRAMS</p>
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	<p>(i) Title and nature of the record/Manual /instruction.</p> <p>(ii) List of Rules, regulations, instructions manuals and records.</p> <p>(iii) Acts/ Rules manuals etc.</p> <p>(iv) Transfer policy and transfer orders</p>	<p>The training is conducted on the basis of rules, regulations, instruction manuals etc. published by the CBIC.</p> <p>No Transfer Orders are issued from NACIN, Patna. The officers of Assistant Directors and above of ZTI Patna are posted by CBIC.</p> <p>Chief Accounts Officer and officers of Additional Assistant Director (Superintendent) and below are posted on deputation for a period of 3 years (extendable upto 5 years) or on loan basis for a period of 2 years.</p>

1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	<p>(i) Categories of documents</p> <p>(ii) Custodian of documents/categories</p>	Routine records relating to administration, establishment matters. Custodians of documents are Inspectors/Ministerial officers.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b) (viii)]	<p>(i) Name of Boards, Council, Committee etc.</p> <p>(ii) Composition</p> <p>(iii) Dates from which constituted</p> <p>(iv) Term/ Tenure</p> <p>(v) Powers and functions</p> <p>(vi) Whether their meetings are open to the public?</p> <p>(vii) Whether the minutes of the meetings are open to the public?</p> <p>(viii) Place where the minutes if open to the public are available?</p>	Not applicable
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	<p>(i) Name and designation</p> <p>(ii) Telephone, fax and email ID</p>	Enclosed in <u>Annexure-A</u>
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees and their Gross monthly remuneration	The officers working in this Academy draw their monthly emoluments as per Government pay rules. The working strength and the indicative monthly level of pay for each designation is as below. The indicative monthly pay for each level is enclosed in <u>Annexure-B</u>

			Designation	Working Strength	Level of pay in Pay Matrix Table
			Pr.ADG	1 (Addl charge)	15
			Add/Joint Dir	1 Regular basis	12
			Dy/Asst. Dir	1 Regular basis	10
			C.A.O.	1 Regular basis	10
			A.O.	1*	7
			Addl. Asst. Director	1 loan basis	10
			Addl. Asst. Director	1 loan basis	8
			Inspector	1*	7
			Inspector	3 loan basis	7
			Executive Assistant	1 loan basis	6
			Tax Assistant	1	4
			Tax Assistant	1*	4
			Steno-Grade II	1*	4
			Head Havaldar	1 loan basis	2
			Total	16	
			* On Deputation		
		(ii)System of compensation as provided in its regulations	-----		
1.10	Name, designation and other particulars of public information officers	(i)Name and designation of the public information officer (PIO), Assistant Public Information officer(s) & Appellate Authority	Given in Table A below:		

	[Section 4(1) (b) (xvi)]	(ii)Address, telephone numbers and email ID of each designated official.	
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TABLE- A

S.No.	Name of the Officer	Designation	Address & Contact No.
1	Sri Rohit Khare, Joint Director	First Appellate Authority	National Academy of Customs, Indirect Taxes & Narcotics, Zonal Campus, Karpuri Thakur Sadan, Kendriye Karmchari Parisar [GPOA], Block -C, D, E & part of G, 6 th floor, Ashiyana-Digha Road, Patna-800025.
2	Shri Manish Gautam, Assistant Director	Central Public Information Officer	Tel. No.-0612-2565033
3	Smt. Swati Mathur, Superintendent	Central Assistant Public Information Officer	Address- As above.
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	There is no disciplinary proceeding against any officer.
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	Training courses on RTI is conducted periodically ----- ----- Not applicable
1.13	Transfer policy and transfer orders [F.No. 1/6/2011-IR dt. 15.4.2013]		No Transfer Orders are issued from NACIN, Patna. The officers of Assistant Directors and above of ZTI Patna are posted by CBIC. Chief Accounts Officer and officers of Additional Assistant Director (Superintendent) and below are posted on deputation for a period of 3 years (extendable upto 5 years) or on loan basis for a period of 2 years.

2. Budget and Programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met / partially met / not met – Not applicable will be treated as fully met/partially met)	
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on Disbursements made etc. [Section 4(1)(b)]	(i) Total Budget for the public authority (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for DTA each agency, if any (v) Report on Disbursements made and place where the related reports are available	Head Name Salaries Rewards Medical Allowances LTC Training Expenses DTE OEG RRT Printing & Publication Rent for others Digital Equipment Professional Service Repair & Maintenance Other Revenue Expenditure Swachhta Action Plan Information, Computer, Telecom equipment TOTAL	Total Sanctioned grant for the FY 2024-25 (Rs.) 37,00,000 25,000 2,50,000 29,00,000 2,00,000 5,00,000 2,50,000 24,50,000 26,50,000 1,00,000 6,00,000 1,50,000 5,00,000 1,00,000 50,000 2,50,000 2,50,000 14,925,000
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Not applicable	

		<p>(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.</p> <p>a. Places visited b. The period of visit c. The number of members in the official delegation d. Expenditure on the visit</p>	<p>Not applicable</p>
		<p>(iii) Information Related to procurements</p> <p>a. Notice/tender enquires, & corrigenda if any thereon, b. Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c. The works contracts concluded – in any such combination of the above- and</p>	<p>The procurements of Goods are done through the GeM. In exceptional cases where the products are either not available in GeM or specifications are tailor made, the goods are procured from the open market where value is less than Rs. 25000/- through Purchase Committee.</p> <p>In the case of service contracts, the purchases are invariably done through GeM.</p>

		d. The rate /rates and the total amount at which such Procurement or works contract is to be executed	
2.3	Manner of execution of subsidy programme [Section 4(i)(b) (xii)]	(i) Name of the programme of activity	Not Applicable
		(ii)Objective of The programme	Not applicable
		(iii)Procedure to avail benefits	Not applicable
		(iv)Duration of the programme/ scheme	Not applicable
		(v)Physical and financial targets of the programme	Not applicable
		(vi)Nature/scale of subsidy /amount allotted	Not applicable
		(vii)Eligibility criteria for grant of subsidy	Not applicable
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not applicable
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-	(i) Discretionary and non-discretionary grants/ allocations State Govt./	-----

	IR dt. 15.04.2013]	NGOs /other institutions	
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits or authorizations granted by the public authority [Section 4(1) (b) (xiii)]	<p>i. Concessions, permits or authorizations granted by public authority</p> <p>ii. For each concessions, permit or authorization granted</p> <p>a. Eligibility criteria</p> <p>b. + c.</p> <p>b. Procedure for getting the concession/ grant and / or permits of authorizations</p> <p>iii. Name & address of the recipients given concession/ permits or authorizations</p> <p>iv. Date of award of concessions /permits of authorization</p>	Not applicable

2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Not Applicable
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3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met)
3.1	Particulars for Any arrangement for consultation with or representation	i. Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not applicable
	by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b) (vii)]	ii. Arrangements for consultation with or representation by a. Members of the public in policy formulation/ policy implementation b. Day & time allotted for visitors c. Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not applicable
		iii. Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any (ii) Detailed project reports (DPRs) (iii) Concession agreements. (iv) Operation and maintenance manuals	Not applicable

		<p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be Collected under Authorization from the government</p> <p>(vii)Information relating to outputs and coutcomes</p> <p>(viii)The process of the selection of the private sector party (concessionaire etc.)</p> <p>(ix)All payment made under the PPP project</p>	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	<p>Publish all relevant facts while Formulating important policies or announcing decisions affect public to make the process more interactive</p> <p>(i)Policy decisions/ legislations taken in the previous one year</p> <p>(ii)Outline the Public consultation process</p> <p>(iii) Outline the arrangement consultation before formulation of Policy</p>	Not applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	<p>Use of the most effective means of communication</p> <p>(i) Internet (website)</p>	The details about the zonal unit are available on the web page www. nacin.gov.in
3.4	Form of accessibility Of information	<p>Information manual/handbook available in</p> <p>(i) Electronic format</p>	Not applicable

	manual / handbook (Section 4(1)(b))	(ii) Printed format
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium

4. E. Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/ partially met/not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/ Handbook Available [F No. 1/6/2011- IR dt. 15.4.2013]	(i) English (ii) Vernacular/ Local Language	Not applicable
4.2	When was the information Manual/Hand book last updated? [F No. 1/6/2011- IR dt 15.4.2013]	Last date of Annual updation	Not applicable
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available	The details about the zonal unit are available on the web page: www.nacin.gov.in
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	The details can be sought through RTI application either through online or through RTI application addressed to this office. The CPIO furnishes reply to RTI application within the prescribed time. The CPIO is available in the office premises during regular office hours. Their contact details are given in TABLE- A above

4.5	Such other information as may be prescribed under section 4(i) (b) (xvii)	(i) Grievance redressal mechanism	Appeal provisions are available. The details of the First Appellate Authority are given in TABLE-A above. The Second Appellate Authority is Central Information Commission.
		(ii) Details of applications received under RTI and information provided	No. of applications received and Disposed in the FY 2024-25 (upto July, 2024) : Received-8 Disposed-8
		(iii) List of completed schemes/ projects/ Programmes	Not applicable
		(iv) List of schemes/ projects/ programme underway	Not applicable
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	The Annual Maintenance Contracts are granted through GeM Process. The contracts are for a period of one year. The details of the Contracts/ name of the Contractor and amount of contract including GST per month, are in TABLE- B below
		(vi) Annual Report	---
		(vii) Frequently Asked Question (FAQs)	---
		(viii) Any other information such as	Not applicable
		a) Citizen's Charter	
		b) Result Framework Document (RFD)	
		c) Six monthly reports on the Performance against the benchmarks set in the Citizen's charter	

TABLE-B (per month in the year 2024-25)

Sl No	Name of Contract	Name of Service Provider or Contractor	Rate of Contract per month (Rs.) [including GST]
1	House Keeping Services	Rathod Solutions	57589.48
2	Manpower Services	Rathod Solutions	57589.48
3	Outsourcing of Security Services	Bizario Security and Intelligence Services Pvt Ltd	208056.44
4	Rent	M/s Bishram Construction Pvt Ltd, Ranchi	99,349
5	Rent	CPWD, Patna	3,39,840
6	Cleaning staff	Star Sanitation Trust, Ranchi	58,715
7	Vehicle	Nisha Tour & Travels, Patna	49,955
8	Vehicle	PDR Creation & Supply (OPC) Pvt Ltd, Ranchi	39,900

4.6	Receipt & Disposal of RTI Applications & Appeals (F.No. 1/6/2011-IR dated 15.4.2013)	(i) Details of applications received and disposed	RTI applications received are mainly on information regarding staff strength of NACIN etc. The applications received are disposed off within the Prescribed time limit. From 01.04.24 to 01.07.2024 No. of applications Received: 8 No. of applications Disposed: 8
		(ii) Details of appeals received and orders issued	No. of appeals received: 0 No. of appeals disposed : 0

4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given ----	
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5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/ partially met/ not met- Not applicable will be treated as Fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016- IR dt. 17.8.2016, F No. 1/6/2011- IR dt	i. Name & details of <ol style="list-style-type: none"> a. Current CPIOs & FAAs b. Earlier CPIO & FAAs from 1.1.2015 	As available in reply to Sl. No.1.10 TABLE-A above
		ii. Details of third-party audit of voluntary disclosure <ol style="list-style-type: none"> a. Dates of audit carried out b. Report of the audit carried out 	Not applicable
		iii. Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD <ol style="list-style-type: none"> a. Date of appointment b. Name & Designation of the officers 	---
		iv. Consultancy committee of key stakeholders for advice on suo-motu disclosure <ol style="list-style-type: none"> a. Dates from which constituted b. Name & Designation of the officers 	---

		v. Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI a. Dates from which constituted b. Name & Designation of the Officers	---
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6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		The details about the zonal unit of NACIN, Patna are available on the web page www.nacin.gov.in
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	i. Whether STQC certification obtained and its validity. ii. Does the website show the certificate on the Website?	---

ANNEXURE A

CONTACT DETAILS :

Sl.No.	Name & Designation of Officers (Shri / Smt/ Ms.)	Designation	Mobile No.
1	Rajendra Singh	Pr.Addl Director General(Additional Charge)	9919660084
2	Rohit Khare	Joint Director	8860839850
3	Arun Walter Beck	Chief Accounts Officer	9433133380
4	Manish Gautam	Assistant Director	8210956136
5	Haridwar	Administrative Officer	9334631835
6	Abhas Kumar	Additional Assistant Director	8709274129
7	Swati Mathur	Additional Assistant Director	8603370551
8	Ranjeet Kumar Choudhary	Inspector	7903267363
9	Jitendra Kumar	Inspector	8969314702
10	Pinky Kumari	Inspector	6392693409
11	Ajit Kumar Singh	Inspector	7217770922
12	Raushan Kumar	Executive Assistant	8709545824
13	Devanshu Kumar	Tax Assistant	9334254021
14	Banty Kumar	Tax Assistant	7974724041
15	Amrita Kumari	Stenographer -II	8677838959
16	Arun Kumar	Head Hawaldar	8210610710

