



भारत सरकार GOVERNMENT OF INDIA

वित्त मंत्रालय MINISTRY OF FINANCE

राजस्व विभाग DEPARTMENT OF REVENUE

राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी  
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES &  
NARCOTICS [NACIN]

3/86-E, ATC Road, Ambattur Industrial Estate, Chennai-600058.

Telephone No: 26250157 / 26250159

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Dated: 01.01.2019

C. No: II/15/03/2018-Trg.

To

The Principal Chief Commissioner of GST & Central Excise,  
The Chief Commissioner of Customs, Custom House, Chennai.  
The Commissioner of GST & Central Excise - Chennai North,  
The Commissioner of GST & Central Excise - Chennai South,  
The Commissioner of GST & Central Excise - Chennai Outer,  
The Commissioner of GST & Central Excise, Audit- I, Chennai,  
The Commissioner of GST & Central Excise, Audit- II, Chennai,  
The Commissioner of GST & Central Excise, Appeals- I, Chennai  
The Commissioner of GST & Central Excise, Appeals- II, Chennai,  
The Commissioner of GST & Central Excise, Puducherry,  
The Commissioner of GST & Central Excise, Coimbatore,  
The Commissioner of GST & Central Excise, Audit (Coimbatore),  
The Commissioner of GST & Central Excise, Appeals (Coimbatore)  
The Commissioner of GST & Central Excise, Salem,  
The Commissioner of GST & Central Excise, Trichy,  
The Commissioner of GST & Central Excise, Madurai  
The Additional Commissioner of GST & Central Excise, Tirunelveli,  
The Commissioner(s) of Customs, Chennai II, III, IV, V, VI & VIII/ Trichy/Tuticorin  
The Principal Commissioner of Customs, Chennai I & VII  
The Additional Director General, Vigilance, SZU  
The Additional Director General of Directorates, Chennai.  
The Commissioner, Commercial Tax, Puducherry.

Sir/Madam,

**Sub: Training - Calling for Nomination of Officers for the training courses to be conducted at Chennai during February, 2019 - Regarding.**

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The following is the schedule of courses proposed to be conducted during the month of February, 2019 at NACIN.

Sl. No	Name of the Course	Month of February, 2019	Level of Officers (Group)	Nominations called for from	Course Director S/Shri./Ms.	Counsellor Shri./Smt.
1.	Induction Course for Inspectors of GST & C.Ex	04-02-2019 To 29-03-2019	Group B	GST and C.Ex	C.Rama Prasada Reddy	C.Tandapani
2.	Drafting of SCN, Preparation of OIO, Filing of Appeals, Preparation of Memorandum of Cross objections and other legal matters	05-02-2019 & 06-02-2019	Group A & B	Customs, GST and Central Excise	V.Bhaskaran	K.P.Balaji

3.	Course on Cyber Laws, Hacking, Security Breaches, Digital Evidences and Data Management	12-02-2019 & 13-02-2019	Group A & B	Customs, GST and Central Excise	Venugopalan Nair	R.Srivatsan
4.	TALLY / ERP based Auditing under GST	14-02-2019 & 15-02-2019	Group A & B	GST and Central Excise	C.Rama Prasada Reddy	Tara.K.Jyothis
5.	Two Days Refresher Course on latest developments of GST laws and procedures	19-02-2019 & 20-02-2019	Group A & B	GST, Central Excise and TNVAT	N.Uma Shanthi	R.Srivatsan
6.	Course on Vigilance matters - Estt. and other Admin matters	21-02-2019 & 22-02-2019	Group A,B & C	Customs, GST and Central Excise	V.Bhaskaran	V.P.Hari

2. It is evident from the above that this Academy is taking extensive efforts in organizing trainings on variety of subjects to ensure that the requirements of field formations are satisfied effectively on the aspect of Capacity building. Therefore, it is requested that, for each of the above training courses, **at least Five (05) officers from each commissionerate** may be nominated, so that the officers working in various commissionerates are equipped to deal with discharging their official responsibilities more efficiently.

3. All **Nominations may please be sent in the following format so as to facilitate contact, registering them in NACIN Training Software** and for obtaining online feedback. All such nominations may please be sent so as to reach this Office at least 10 days before the commencement of the course. If it is not possible to nominate any Officer, a **NIL** report may please be sent.

#### TRAINING NOMINATION FORMAT

Sl. No.	Name / If NACIN Trainee code has already been generated, indicate the same	e-mail ID	Mobile No.	Gender (M/F)	Date of Birth	Name of the Comm'te / Directorate	Designation	Category (SC / ST / OBC / Others)	Employee code	SSO ID
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4. It may also please be ensured that once nominations are made, there is no last minute cancellation and the concerned controlling officers are instructed to relieve such officers for training without delay. The training courses may be cancelled or postponed if sufficient nominations are not received. Therefore trainees may be advised to check with NACIN before starting their journey.

The Officers so nominated may please be

a) asked to report to the respective Course Directors/Counsellors for the above courses, sharply at 09 45 AM on the date of commencement of respective course.

b) informed that they will be able to leave the Academy on the **concluding date only after 05 45 PM** and accordingly they may arrange their return tickets.

c) **informed that the Academy (NACIN) is functioning from the premises situated at 1<sup>st</sup> to 3<sup>rd</sup> Floor of Plot No: 3/86-E, Ambattur Industrial Estate, Ambattur, Chennai 600 058.**

d) informed that Hostel facilities are available at Block No: 30/2, Central Revenue Quarters, 15<sup>th</sup> Main Road, Anna Nagar, Chennai-600 040 (Telephone No. 26160412 / 26160474) and there is transport facility from Hostel to NACIN and back. The hostel accommodation will be provided on first come first serve basis.

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Yours faithfully,

*(Signature)*

(VASA SESHAGIRI RAO)  
DIRECTOR GENERAL