

NACIN

***National Academy of Customs, Indirect Taxes and
Narcotics, Faridabad***



Joining Instructions

for

***Officer Trainees of the 74th Batch of
Indian Revenue Service (Customs & Indirect Taxes)***



1. The Induction Course for the 74th Batch of IRS (C&IT) shall commence on 19th December, 2022 (Monday). The Officer Trainees (OTs) are required to report at the National Academy of Customs, Indirect Taxes and Narcotics (NACIN), Faridabad by the evening of 17th December, 2022 (Saturday) not later than 8:00 PM.
2. **Date & Time** : The joining formalities are scheduled for 19th December, 2022 at Officers Mess, NACIN from 10:00 AM onwards.
3. OTs reporting after 19th December, 2022 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 cdnacin-74@gov.in latest by 9th December 2022.
5. **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, colour 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 alongwith as annexures. You are requested to fill the forms and share the soft copy on cdnacin-74@gov.in latest by 05.12.2022. 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 Grauity 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 first salary after joining NACIN only in the first week of Feb, 2023. Hence, 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	₹9000/-

*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 74th Batch.

OTs are directed to deposit the aforesaid amount of ₹50,000/- electronically in the below mentioned Bank Account by 12th December 2022, 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

*SBI ATM is available in NACIN Complex.

In this context, it is also brought to notice that the Batch will undergo a two-week Orientation Programme at NACIN, Faridabad from 19.12.2022 to 30.12.2022. Thereafter, they are scheduled to travel to Bengaluru for further professional training which will be held at NACIN, Bengaluru till 17.02.2023. OTs are expected to come prepared for this.

7. **Property Returns** : Every OT is required to furnish, 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 programmes, 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, no OT, during the period of training at the Academy, is allowed to appear at either the Civil Services Preliminary Examination or any other examination for appointment to Central or State Services by open competitive examination. 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 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 their entire Induction Training period. She/he shall also give undertaking that she/he will not apply for any leave for preparation for CSE or any other exam for appointment to Central or State services during the entire course of Induction Training.

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. Spouse and

family members are not allowed to stay on campus. Accordingly, OTs are advised not to bring any escort/companion with them when they report for joining.

11. The training at NACIN is intensive and attendance is compulsory for all training events, tours, visits, attachments etc. organized during the course of 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 has to submit an undertaking (Annexure "I") at the time of joining NACIN, Faridabad for Induction Training.

iii) OTs who have cleared CSE (Mains) 2022 will be permitted to appear for Interview/Personality Test. Such leave shall, however, be restricted to the days of Personality Test/ Interview and Medical Examination only.

13. All OTs are required to scrupulously adhere to the guidelines issued from time to time by the DoPT, MHA, MoHFW and the NACIN or any other competent authority to prevent the spread of COVID-19 pandemic. The OTs upon arrival in the Academy are required to produce certificate of having taken both doses of COVID-19 vaccine. The OTs are also required to produce negative RTPCR test report conducted 48 hours before the time of reporting at Academy. If found positive, OT must immediately communicate the same to the Academy.

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

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

16. 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.

ANNEXURE "I"

UNDERTAKING

I, _____ do hereby undertake that during the period of induction training, I shall not appear in either the Civil Services Examination 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.

(Signature)

Mr./Ms. : _____

S/o / D/o : _____

Batch : _____

Date : _____

Place : _____

ANNEXURE“II”

Contact Details

Address	National Academy of Customs, Indirect Taxes and Narcotics (NACIN), Opp. Jalvayu Vihar, NACIN Complex, Sector-29, Faridabad - 121008, Haryana (INDIA).
Nearest Metro Station	Sector-28, Violet Line (1km from NACIN)
E-mail	cdnacin-74@gov.in
Telephone	+911292504651
Website	www.nacin.gov.in
Course Director	Mr. Vivek Kumar Jain Tel: +911292504637 Email : vvk.jain@gov.in
Associate Course Director	Ms. Likhita V Umare Email: likhita.70@gov.in
Superintendent (OT Section)	Sh. Ashok Shanker Tiwari (Mob : 8447151231) & Sh. Laxmikant Meena Email : cdnacin-74@gov.in
Superintendent (OT-ET Section)	Sh. Navin Mali (Mob : 7001642520) Email : cdnacin-74@gov.in