



भारत सरकार
GOVERNMENT OF INDIA
वित्त मंत्रालय, राजस्व विभाग

MINISTRY OF FINANCE, DEPARTMENT OF REVENUE

राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी, जोनल कैम्पस, भोपाल
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS, ZONAL CAMPUS, BHOPAL

सागर लैंडमार्क, कमर्शियल ब्लॉक SAGAR LANDMARK COMMERCIAL BLOCK
अयोध्या बायपास रोड, भोपाल-462 041 AYODHAYA BYPASS ROAD, BHOPAL-462 041
Telephone: 0755-4942134 Email: nacenbho-mp@gov.in



Proactive Disclosure in r/o NACIN, Zonal Campus, Bhopal under Section 4(1)(b) of the RTI Act, 2005 NACIN, Zonal Campus, Bhopal

(i) Particulars of Organization, Functions and Duties

1. The **National Academy of Customs, Indirect Taxes & Narcotics (NACIN)**, functioning under the administrative control of the **Central Board of Indirect Taxes & Customs (CBIC)**, Department of Revenue, Ministry of Finance, is the apex institution of the Government of India for capacity building in the field of Customs, Indirect Taxes, and Narcotics. The headquarters of NACIN is at Palasamudram. Zonal campuses are spread over different parts of the country. NACIN Zonal Campus, Bhopal was notified on 16.09.2014 and it started functioning from 15.10.2014 as Zonal Training Institute (ZTI) consequent upon cadre restructuring. Subsequently, it was rechristened as Zonal Campus (ZC). It also has a Regional Campus (RC) at Raipur, which came into existence on 08.06.2017.
2. This Zonal Campus works under the overall supervision of the Director General, NACIN, Palasamudram. Zonal Campus at Bhopal is headed by an Additional Director General (JS rank). The Regional Campus at Raipur is looked after by Joint/Additional Director (Deputy Secretary rank), under the overall supervision of Additional Director General, Zonal Campus Bhopal. Both campuses cater to the training needs of CBIC officers posted in the states of Madhya Pradesh and Chhattisgarh, besides State Government officers of both the State Governments. NACIN ZC, Bhopal is well equipped with state-of-the-art classrooms, conference halls, video conference room, library, discussion area, computer labs, along with administrative area.
3. The charter of functions of NACIN is specified in CBIC Office Order No. 06/Ad IV/2017 dated 12.06.2017, issued vide F.No. A-11012/17/2017-Ad IV. Besides carrying out normal administrative and establishment functions, NACIN ZC Bhopal undertakes the following capacity building activities in the field of Customs, Indirect Taxes, and Narcotics:

- (1) Induction training of directly recruited Inspectors and promoted Inspectors under Bhopal CGST Zone of CBIC;
- (2) Specialized and periodic training to in-service officers;
- (3) Induction training of Tax Assistants and Executive Assistants;
- (4) Training of State Government officers and other stakeholders in the area of Indirect taxation, especially in GST;
- (5) Management and soft-skill training for overall professional and personal development of officers;
- (6) Mid-career training of promoted Group-A officers from the Zone; and
- (7) Any other capacity building activity, as may be assigned by DG NACIN from time to time.

(ii) Powers and Duties of its Officers and Employees

Apart from the normal administrative and establishment functions and duties carried out in Central Government offices, this Zonal Campus's main function is to impart training on Customs, Indirect Taxes and Narcotics laws and related issues. Further, this Zonal Campus is also engaged in training of State Government officers, and other stakeholders like tax practitioners, chartered accountants, members of trade and industry, besides students of colleges and universities – on GST. An annual training calendar for a financial year is prepared around March in the previous financial year, based upon inputs and training needs indicated by field formations under the jurisdiction of Bhopal Zone of CBIC. These courses are conducted by inviting faculties from the Department as well as from outside. Eminent persons from different backgrounds are invited to deliver lectures to the participants. Use of latest information technology tools like webinars and learning management systems is being made to deliver quality content to not only participants attending classroom training at NACIN campus but also to officers accessing training contents online from their places of work in different parts of the country. NACIN Zonal Campus organizes two specialized trainings exclusively for IRS officers from all over the country, on:

- (i) "Cyber Laws and Cyber Forensics"; and
- (ii) "International and Cross-Border Taxation", every year.

(iii) Procedure followed in decision-making process, including channels of supervision and accountability

An officer of the grade of Additional/Joint /Deputy/Asst Director is designated as Course Director for each capacity-building course organized by NACIN ZC, Bhopal. Officers of the rank of Additional Assistant Director and Inspectors assist the Course Director in deciding the course content and also the faculty. These courses are organized under the overall supervision of the Additional Director General of this Zonal Campus and NACIN Headquarters.

(iv) Norms set by it for discharge of its functions

Overall norms are specified in the Citizen Charter and mission statement issued by CBIC. Trainings are organized based on requirements and needs conveyed by field formations. Furthermore, some trainings are organized based on requests being made by State Governments and other stakeholders. Details of prospective trainings to be held during a financial year are available on the website of NACIN (<https://nacin.gov.in/zcbhopal/zctrqalschedule.html>).

(v) Rules, regulations, instructions, manuals and records held by it or under its control for being used by the employees for discharging its functions

Training programs are conducted on the basis of rules, regulations, instruction manuals etc. published by CBIC as well as per the terms of the National Training Policy.

(vi) A statement of the categories of documents that are held by it or under its control

All records pertaining to administration, establishment, and trainings organized, along with documents that get generated during trainings, namely: attendance sheets, feedback forms, enrollment forms, mandate forms for paying faculty honorarium, etc.

(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

Not applicable. There is no public dealing in the Academy.

(viii) A Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

Not applicable.

(ix) Directory of Officers and Employees of NACIN, Zonal Campus, Bhopal

| S. no. | Name & Designation | Mobile no. | Email id (Gov only) |
|---------------|---|-------------------|--|
| 1. | Dr. Kavita Bhatnagar Pr. ADG | 9972004198 | kavita.bhatnagar@gov.in |
| 2. | Dr. Sanjay Kumar, Addl. Director | 7772888833 | sanjay.kumar83@gov.in |
| 3. | Mohan Lal Ubharey Assistant Director | 9425958832 | mohanlu.g032801@gov.in |
| 4. | Usha Damodaran Assistant Director | 9893396357 | ushad.g032101@gov.in |
| 5. | Gopal Singh Assistant Director | 7067756859 | |
| 6. | Rakesh Tawariya Administrative Officer | 9752822355 | |
| 7. | Kavita Tandon Additional Asst. Director | 9425008964 | |
| 8. | P K Jha Additional Asst. Director | 9993175780 | |
| 9. | Nitish Verma Additional Asst. Director | 7697385506 | nitishv.g071601@gov.in |
| 10. | Akash Johri Inspector | 9770046728 | |
| 11. | Sumit Kansal Inspector | 8769110020 | sumit.kansal@gov.in |
| 12. | Deepshikha Inspector | | |
| 13. | Mohini, Inspector | 8700235050 | |
| 14. | Prerit Mahadik Executive Assistant | 8989833885 | preritm.g141605@gov.in |
| 15. | Subodh Kumar Executive Assistant | 9373739427 | |
| 16. | Zubair Alam Tax Assistant | 9329872032 | |
| 17. | Vikas Singh Sengar Steno | 7803091778 | vikassings.d211401@gov.in |
| 18. | Vishal Dhanka Steno | 7877155138 | vishal.d7877@gov.in |
| 19. | Kamlesh Kumar Head Havaldar | | |

(x) Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

As on 31/08/2019, NACIN Zonal Campus has 5 Group A officers, 9 Group B officers and 4 other officers who draw their monthly emoluments as per Government pay rules.

(xi) Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made

Budget allocation under various heads for NACIN for 2025-26 is

(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

Not applicable to this Academy.

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it

Not applicable to this Academy.

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form

Some of the training material is available in electronic form.

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

Not applicable.

(xvi) Public Information Officers as per PUBLIC NOTICE – 01/ 2026

| S.No. | Name and Designation Of the officer(S/Sh.) | Designation under RTI Act,2005 | Address and Telephone No. |
|-------|---|--|---|
| 1. | Dr. Sanjay Kumar Additional Director | First Appellate Authority (FAA) under Section 19(1) | Office of the Additional Director ,NACIN, Regional Campus, 3 rd floor, C & D Block, GSTBuilding,Tikrapara,Raipur-492001 TelephoneNo.0771- 2273300 |
| 2. | Mohan Lal Ubnarey, Assistant Director | Central Public Information Officer (CPIO) under Section5(1) | Office of the Additional Director General, NACIN, 3 rd , 4 th and 5 th floor, Sagar Landmark, Ayodhya Bypass Road, Bhopal – 462 041 TelephoneNo.0755- 4942268 |
| 3. | Ajay Bhatkar, Assistant Director | Central Assistant Public Information Officer(CAPIO),RC, Raipur under Section5(2) | Office of the Additional Director General, NACIN, Regional Campus, 3 rd floor, C & D Block, GST Building, Tikrapara, Raipur – 492 001 TelephoneNo.0771- 2273300 |

RTI अधिनियम, 2005 की धारा 4(1)(b) के अंतर्गत राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नारकोटिक्स अकादमी (NACIN), क्षेत्रीय परिसर, भोपाल की प्रोएक्टिव डिस्कलोज़र:

(i) संगठन की विशेषताएं, कार्य और कर्तव्य

1. राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नारकोटिक्स अकादमी (NACIN), जो केंद्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड (CBIC), वित्त मंत्रालय, भारत सरकार के प्रशासनिक नियंत्रण में कार्यरत है, सीमा शुल्क, अप्रत्यक्ष कर और नारकोटिक्स के क्षेत्र में क्षमता निर्माण हेतु एक शीर्ष संस्था है। NACIN का मुख्यालय पालासमुद्रम में स्थित है। इसके क्षेत्रीय परिसर देश के विभिन्न भागों में फैले हुए हैं।

भोपाल का क्षेत्रीय परिसर 16.09.2014 को अधिसूचित हुआ और 15.10.2014 से कार्यरत है।

इसका नामकरण पहले ZTI (क्षेत्रीय प्रशिक्षण संस्थान) था जिसे बाद में Zonal Campus (ZC) के रूप में पुनःनामित किया गया। इसका एक क्षेत्रीय परिसर (RC) रायपुर में स्थित है, जो 08.06.2017 को अस्तित्व में आया।

2. यह परिसर NACIN के महानिदेशक, पालासमुद्रम के समग्र पर्यवेक्षण में कार्य करता है। भोपाल परिसर का नेतृत्व अपर महानिदेशक (ADG), संयुक्त सचिव स्तर के अधिकारी द्वारा किया जाता है। रायपुर परिसर, संयुक्त/अपर निदेशक (उप सचिव स्तर) के पर्यवेक्षण में कार्य करता है।
3. NACIN ZC, भोपाल की जिम्मेदारियों में शामिल हैं:
 - निरीक्षकों और कर सहायकों का प्रारंभिक प्रशिक्षण
 - सेवा में कार्यरत अधिकारियों का विशेष प्रशिक्षण
 - राज्य सरकार के अधिकारियों का GST संबंधित प्रशिक्षण
 - IRS अधिकारियों के लिए "साइबर कानून एवं साइबर फॉरेंसिक" और "अंतरराष्ट्रीय एवं सीमा पार कराधान" विषयों पर विशेष प्रशिक्षण।

(ii) अधिकारियों एवं कर्मचारियों की शक्तियाँ और कर्तव्य

प्रशासनिक कार्यों के अलावा, यह परिसर प्रशिक्षण आयोजन में लगा हुआ है। प्रशिक्षण पाठ्यक्रमों के संचालन में विभागीय और बाहरी विशेषज्ञों को आमंत्रित किया जाता है। IT टूल्स जैसे वेबिनार और LMS का उपयोग कर गुणवत्तापूर्ण सामग्री प्रदान की जाती है।

(iii) निर्णय प्रक्रिया एवं पर्यवेक्षण की प्रणाली

प्रत्येक प्रशिक्षण कार्यक्रम हेतु एक **Course Director** नियुक्त किया जाता है। सहायक निदेशक और निरीक्षक सहयोग करते हैं। संपूर्ण प्रक्रिया **ADG, NACIN ZC, भोपाल** और मुख्यालय की देखरेख में होती है।

(iv) कार्य निर्वहन के लिए मानक

प्रशिक्षण कार्यक्रम **CBIC के नागरिक चार्टर** एवं आवश्यकतानुसार तैयार किए जाते हैं। कुछ प्रशिक्षण राज्य सरकारों और हितधारकों के अनुरोध पर भी आयोजित किए जाते हैं।

(v) कार्य निष्पादन हेतु नियम, निर्देश, मैनुअल

CBIC द्वारा प्रकाशित नियमों, मैनुअलों एवं **राष्ट्रीय प्रशिक्षण नीति** के तहत प्रशिक्षण संचालित होते हैं।

(vi) उपलब्ध दस्तावेजों की सूची

प्रशासनिक एवं प्रशिक्षण संबंधित सभी दस्तावेज जैसे उपस्थिति पत्रक, फीडबैक फॉर्म, नामांकन फॉर्म, आदि उपलब्ध हैं।

(vii) जनता से सलाह/प्रतिनिधित्व

लागू नहीं होता, सार्वजनिक संपर्क नहीं है।

(viii) बोर्ड/परिषद/समिति

लागू नहीं होता।

(ix) अधिकारी और कर्मचारियों की डायरेक्टरी

| क्र.सं. | नाम और पदनाम | मोबाइल नंबर | सरकारी ईमेल |
|---------|----------------------------------|-------------|---------------------------|
| 1 | डॉ. कविता भटनागर, अपर महानिदेशक | 9972004198 | kavita.bhatnagar@gov.in |
| 2 | डॉ संजय कुमार, अपर निदेशक | 7772888833 | Sanjay.kumar83@gov.in |
| 3 | मोहन लाल उबनारे, सहायक निदेशक | 9425958832 | mohanlu.g032801@gov.in |
| 4 | उषा दामोदरन, सहायक निदेशक | 9893396357 | ushad.g032101@gov.in |
| 5 | गोपाल सिंह, सहायक निदेशक | 7067756859 | — |
| 6 | राकेश तंवरिया, प्रशासनिक अधिकारी | 9752822355 | — |
| 7 | कविता टंडन, अ.सहायक निदेशक | — | — |
| 8 | पी.के. झा, अ.सहायक निदेशक | — | — |
| 9 | नितीश वर्मा, अ.सहायक निदेशक | 7697385506 | nitishv.g071601@gov.in |
| 10 | आकाश जौहरी, निरीक्षक | — | — |
| 11 | सुमित कंसल, निरीक्षक | 8769110020 | sumit.kansal@gov.in |
| 12 | दीप्तिशिखा, निरीक्षक | — | — |
| 13 | प्रेरित महाडिक, कार्यपालक सहायक | 8989833885 | preritm.g141605@gov.in |
| 14 | सुबोध कुमार, कार्यपालक सहायक | — | — |
| 15 | जुबैर आलम, कर सहायक | 9329872032 | — |
| 16 | विकास सिंह सेंगर, स्टेनो | 7803091778 | vikassings.d211401@gov.in |
| 17 | विशाल धांका, स्टेनो | 7877155138 | vishal.d7877@gov.in |
| 18 | कमलेश प्रसाद , प्रधान हवलदार | — | — |

(x) मासिक वेतन

31/08/2019 के अनुसार, परिसर में 5 ग्रुप A, 9 ग्रुप B और 4 अन्य अधिकारी कार्यरत हैं, जो सरकार के वेतन नियमों के अनुसार वेतन प्राप्त करते हैं।

(xi) सब्सिडी कार्यक्रम

लागू नहीं होता।

(xii) छूट, परमिट या प्राधिकरण

लागू नहीं होता।

(xiv) इलेक्ट्रॉनिक रूप में उपलब्ध जानकारी

कुछ प्रशिक्षण सामग्री इलेक्ट्रॉनिक रूप में उपलब्ध है।

(xiii) जानकारी प्राप्त करने की नागरिकों के लिए सुविधाएं

लागू नहीं होता।

(xiv) लोक सूचना अधिकारी – सार्वजनिक सूचना 01/2026 अनुसार

| क्र.सं. | नाम और पद | आरटीआई अधिनियम में पद | पता और संपर्क |
|---------|----------------------------------|---|---|
| 1 | डॉ संजय कुमार, अपर निदेशक | प्रथम अपीलीय प्राधिकारी | NACIN, क्षेत्रीय परिसर, 3rd फ्लोर, GST भवन, टिकरापारा, रायपुर - 492001 फोन: 0771-2273300 |
| 2 | मोहन लाल उबनारे, सहायक निदेशक | केंद्रीय लोक सूचना अधिकारी (CPIO) | NACIN ZC, 3rd, 4th & 5th फ्लोर, सागर लैंडमार्क, अयोध्या बायपास रोड, भोपाल – 462041 फोन: 0755-4942268 |
| 3 | अजय भटकर, सहायक निदेशक | केंद्रीय सहायक लोक सूचना अधिकारी (CAPIO), रायपुर | NACIN RC, 3rd फ्लोर, GST भवन, टिकरापारा, रायपुर – 492001 फोन: 0771-2273300 |