

**NATIONAL ACADEMY OF CUSTOMS, EXCISE AND NARCOTICS
NACEN COMPLEX, SECTOR 29, FARIDABAD – 121 008.**

F.No.II(12)2/2015-NACEN

Dated: 06.01.2016

OFFICE ORDER

As per the present scheme of training, the evaluation of the Probationers is done exclusively on the basis of the "End of the Term Examination" conducted at the end of each Module i.e. Customs and Central Excise/Service Tax Module and the Probationers are required to pass ten written papers plus Viva-voce in Customs & Central Excise/Service Tax as detailed below:

Paper No.	Subject	Maximum Marks	Pass Marks
PART-I			
I	Customs Law, Tariff & Procedure - Without Books	150	100
II	Customs Law, Tariff & Procedure (With Books)	150	100
III	Public Finance, International Trade and Customs Conventions – (Without Books)	150	75
IV	Law - Statutory Law (With Books) - Administrative Law (Without Books)	100	50
V	Administration {With Books Except For CCS (Conduct) Rules}	150	75
	CUSTOMS VIVA-VOCE	200	120
PART-II			
VI	Central Excise Law, Tariff and Procedure (Without Books)	150	100
VII	Central Excise Law, Tariff and Procedure (With Books)	150	100
VIII	Service Tax Law & Procedure (With Books)	150	100
IX	Elements of Accountancy and Audit (Without Books)	100	50
X	Hindi	100	50
	CENTRAL EXCISE/SERVICE TAX VIVA-VOCE	200	120

2. Keeping in view that a Training Academy of the officers is not only responsible for imparting the technical skills and theoretical knowledge to the Probationers but is also responsible for developing officer-like qualities and inculcate in them the right values and team work. It is, therefore, essential that the Probationers must be put through a rigorous process of continuous internal assessment with a view to ensure that the Probationers take the classroom training and other extra-curricular activities seriously throughout their training at NACEN. Due weightage, therefore, must be given to the sincerity, punctuality and participation in the class, performance of the probationers in various classroom tests, attendance, physical activities and participation in extra-curricular activities.

3. It has, therefore, been decided that w.e.f. from the 67th Batch onwards, for assessing the performance of the Probationers during training, 50% weightage shall be given to written papers of the Departmental Examination (End Term) and 50%

weightage to the continuous internal assessment. The internal assessment will comprise of academic assessment (35% weightage) and non-academic internal assessment (15% weightage) as detailed below:

- (i) Academic Assessment (35% weightage) shall comprise of the following:
 - (a) Class Tests – both surprise and scheduled (10% weightage)
 - (b) Physical Training including attendance/participation in PT/Yoga (10% weightage)
 - (c) Class Discipline (5% weightage)
 - (d) Attachment Reports (5% weightage)
 - (e) "On-the-Job Training (OJT)" Reports (5% weightage)

Internal assessment of the 67th Batch Probationers on the above points in NACEN, Faridabad shall be done by Shri Chander Shekhar, Additional Director & Course Director and Ms. Minu Shukla Pathak, Deputy Director and Associate Course Director.

- (ii) Non-academic internal assessment shall comprise of the following:
 - (a) Cultural Activities (5% weightage)
 - (b) Sports Activities (5% weightage)
 - (c) Committee Work (5% weightage)

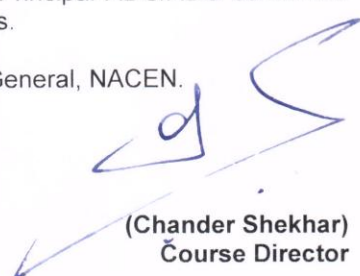
For the non-academic internal assessment the Officer Trainees are required to fill in their self-appraisal designed for the various activities (copies enclosed) which will be evaluated by concerned faculty members or jury as the case may be.

Non-academic internal assessment of the Probationers of the 67th Batch in NACEN, Faridabad on the above points shall be done by the following officers:

- (a) Cultural Activities (5% weightage) – Shri Anoop Verma, Dy. Director
- (b) Sports Activities (5% weightage) – Shri Rakesh Grover, Asstt. Director
- (c) Committee Work (5% weightage) – Shri Manoj Lakra, Asstt. Director

4. The officers designated to complete the academic and non-academic assessment process shall ensure that the same is done with minimum subjectivity so as to ensure the integrity of the process. The Principal ADG/ADG concerned shall closely monitor the internal assessment process.

5. This issues with the approval of the Director General, NACEN.

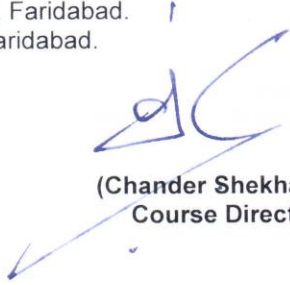

(Chander Shekhar)
Course Director

To

All IRS (C&CE) Probationers of the 67th Batch

Copy for information and necessary action to:

1. P.S. to DG, NACEN (for information of the DG).
2. The Pr. ADG, NACEN, Hyderabad with a request to devise a similar system of internal assessment for the 67th Batch of Probationers at NACEN, Hyderabad.
3. The ADG (Admn./IST)/ADG (MCTP/ICT), NACEN, Faridabad
4. All Additional/Joint Directors, NACEN, Faridabad
5. Shri Chander Shekhar, Additional Director, NACEN, Faridabad.
6. Ms. Minu Shukla, Pathak Deputy Director, NACEN, Faridabad.
7. Shri Anoop Verma, Deputy Director, NACEN, Faridabad.
8. Shri Rakesh Grover, Assistant Director, NACEN, Faridabad.
9. Shri Manoj Lakra, Assistant Director, NACEN, Faridabad.



(Chander Shekhar)
Course Director

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**PROFORMA FOR SELF APPRAISAL FOR INTERNAL ASSESSMENT OF THE INDIAN
REVENUE SERVICE (CUSTOMS & CENTRAL EXCISE) OFFICER TRAINEES FOR
COMMITTEE WORK**

SELF APPRAISAL FOR THE PERIOD FROM _____ TO _____

1. Name of the Officer Trainee:
2. Batch (Year of joining)
3. Roll No.

Please describe your achievement/work done (in 100 words) with regard to your participation in/contribution to Committee Work during the above period:

Signature:

Date:

Marks given by respective faculty (out of 05 marks)

_____ (in figure)

_____ (in words)

Signature:

Name:

Date:

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**PROFORMA FOR SELF APPRAISAL FOR INTERNAL ASSESSMENT OF THE INDIAN
REVENUE SERVICE (CUSTOMS & CENTRAL EXCISE) OFFICER TRAINEES FOR
SPORTS ACTIVITIES**

SELF APPRAISAL FOR THE PERIOD FROM _____ TO _____

1. Name of the Officer Trainee:
2. Batch (Year of joining)
3. Roll No.

Please describe your achievement/work done (in 100 words) with regard to your participation in Sports Activities during the above period:

Signature:

Date:

Marks given by respective faculty (out of 05 marks)

_____ (in figure)

_____ (in words)

Signature:

Name:

Date:

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**PROFORMA FOR SELF APPRAISAL FOR INTERNAL ASSESSMENT OF THE INDIAN
REVENUE SERVICE (CUSTOMS & CENTRAL EXCISE) OFFICER TRAINEES FOR
CULTURAL ACTIVITIES**

SELF APPRAISAL FOR THE PERIOD FROM _____ TO _____

1. Name of the Officer Trainee:
2. Batch (Year of joining)
3. Roll No.

Please describe your achievement/work done (in 100 words) with regard to your participation in Cultural Activities during the above period:

Signature:

Date:

Marks given by respective faculty (out of 05 marks)

_____ (in figure)

_____ (in words)

Signature:

Name:

Date: