

NACIN COCHIN- Information disclosed under Section 4(1)(b) of RTI Act, 2005

1. Organisation and Function:

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 & Narcotics (NACIN) 3 rd & 4 th Floor, Kaloor- Kadavanthra Road, Cochin- 682017
		(ii) Head of the Organization	Shri Manish Chandra, IRS Additional Director General
		(iii) Vision, Mission and Key objectives	<ul style="list-style-type: none"> • Training officers by imparting quality skills thereby enabling them to hone their leadership and managerial attributes. • Creation of knowledge base with an endeavour to empower officers in achieving holistic development abreast with the needs of the fast-changing realm of indirect tax administration and public governance.
		(iv) Functions and duties	<ul style="list-style-type: none"> • To conduct training in Indirect Tax matters for all the officers under CBIC posted in the state of Kerala and Union Territory of Lakshadweep • Capacity building for Officers of Customs, Central and State GST Officers of the state of Kerala and Union Territory of Lakshadweep in Indirect Taxation & allied acts, NDPS, etc. • To educate all stakeholders on various trade facilitation measures.
		(v) Organization Chart	Enclosed as Annexure I
		(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.	<ul style="list-style-type: none"> • NACIN Cochin, Zonal Campus, (then NACEN, Regional Training Institute) was established in October 2014, formally inaugurated on 15.12.2014. • Upon its inception, NACIN, Cochin functioned under the additional charge of ADG, NACIN, Hyderabad until September, 2016 when Dr. Mathew Jolly took independent charge as the Additional Director General of ZC, Cochin. Presently, Shri. Manish Chandra holds the charge of Additional Director General, ZC, Cochin since 06.08.2019.
1.2	Power and duties of its officers and	(i) Powers and duties of officers (administrative, financial and	<ul style="list-style-type: none"> • The Powers under Fundamental Rules / Supplementary Rules.

	employees {Section 4(1)(b)(ii)}	judicial)	<ul style="list-style-type: none"> • The duties include design of training & carrying out the training & capacity building activities. • No judicial powers.
(ii) Power and duties of other employees		Same as above	
(iii) Rules/orders under which powers and duty are derived and exercised		FR/SR; Guidelines issued by DoPT & CBIC from time to time	
1.3	Procedure followed in decision making process {Section 4(1)(b)(iii)}	(i) Process of decision making- Identify key decision-making points	Inspector- Superintendent- Astt. Director/Dy. Director- Joint Director- Addl. Director General
		(ii) Final decision-making authority	Additional Director General
		(iii) Related provisions, acts, rules etc.	Guidelines from DoPT & CBIC
		(iv) Time limit for taking a decision, if any	NA
		(v) Channel of supervision and accountability	Principal Director General, NACIN Faridabad
1.4	Norms for discharge of functions {Section 4(1)(b)(iv)}	(i) Nature of functions/services offered	Training activities & Capacity Building & Feedback to Policy Makers
		(ii) Norms/Standards for functions/ service delivery	Norms as prescribed by CBIC from time to time
		(iii) Process by which these services can be accessed	Applications under Right to Information Act
		(iv) Time-limit for achieving the targets	NA
		(v) Process of redress of grievances	The Organization functions has no direct interface with public. However, the grievance redressal mechanism such as CPGRAMS as applicable to any organization under Central Government is available
1.5	Rules, regulations, instructions manual and records for discharging functions {Section 4(1)(b)(v)}	(i) Title and nature of the record/ manual/instruction.	NA
		(ii) List of Rules, regulations, instructions manuals and record.	
		(iii) Acts/Rules manuals etc.	
		(iv) Transfer policy and transfer orders	Transfer Policy by CBIC
1.6	Categories of documents held by the authority under its control {Section 4(1)(b)(vi)}	(i) Categories of documents	Training & Administration
		(ii) Custodian of documents/ categories	Concerned Section Officer

1.7	Boards councils, Committees and other Bodies constituted as part of the Public Authority {Section 4(1)(b)(vii)}	i) Name of Boards, Council, Committee etc.	NA
		ii) Composition	
		iii) Dates from which constituted	
		iv) Term/ Tenure	
		v) Powers and Functions	
		vi) Whether their meetings are open to the public?	
		vii) Place where the minutes of the meetings are open to the public?	
		viii) Place where the minutes, if open to the public, are available?	
1.8	Directory of officers and employees {Section 4(1)(b)(ix)}	i) Name and designation	Enclosed as Annexure - II
		ii) Telephone, fax and email id	
1.9	Monthly Remuneration received by officers & employees including system of compensation {Section 4(1)(b)(x)}	i) List of the employees with Gross monthly remuneration	Enclosed as Annexure - III
		ii) System of compensation as provided in its regulations	NA
1.10	Name, designation and other particulars of public information officers {Section 4(1)(b)(xvi)}	i) Name and Designation of the public information officer (PIO), Assistant Public Information Officer(s) & Appellate Authority	Enclosed as Annexure - IV
		ii) Address, telephone numbers and email ID of each designated official.	Enclosed as Annexure - IV
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	NIL
		i) Pending for Minor penalty or major penalty proceedings ii) Finalised for minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	i) Educational programmes	Training Program & Workshops on RTI
		ii) Efforts to encourage public authority to participate in these programmes	Training Program & Workshops on RTI
		iii) Training of CPIO/APIO	Training Program & Workshops on RTI
		iv) Update & publish guidelines on RTI by the Public Authorities concerned	Yes

2. Budget and programme:

2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. {Section 4(1)(b)(xi)}	(i) Total Budget for the public authority	Enclosed as Annexure - V
		(ii) Budget for each agency, and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F. No. 1/8/2012-IR dt. 11.09.2012)	(i) Budget	Enclosed as Annexure - V
		(ii) Foreign and domestic tour by ministers and officials of the rank of Joint Secretary to the government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	NA
		(iii) Information related to procurements a) Notice/tender enquires and corrigenda, if any, thereon, b) Details of the bids awarded for goods/services being procured, c) The works contracts concluded- in any such combination of the above- and d) The rate/rates and the total amount at which such procurement or works contract is to be executed.	Enclosed as Annexure - V
2.3	Manner of execution of subsidy programme {Section 4(i)(b)(xii)}	(i) Name of the programme or activity	NA
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/scheme	
		(v) Physical and Financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary	(i) Discretionary and non-discretionary grants/allocations to state Govt./NGOs/other Institutions.	NA

	grants [F.No. 1/6/2011-IR dt. 15.04.2013]	(ii) Annual accounts of all legal entities who are provided grants by public authorities.	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1)(b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	NA
		(ii) For each concession, permit or authorization granted, a) Eligibility criteria b) Procedure for getting the concession/grant and/or permits of authorizations c) Name and address of the recipient given concessions/ permits or authorizations d) Date of award of concessions /permits of authorizations	NA
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both Houses of the Parliament.	NIL

3. Publicity Band Public Interface:

3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of {Section 4(1)(b)(vii)} [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultation with or representation by the members of the public i) Relevant Acts, Rules, Forms and other documents which are normally accessed by the citizens	NA
		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 detail of Information & provide publications frequently sought by RTI applicants	NA
		Public- private partnerships (PPP) i) Details of Special purpose vehicle (SPV), if any	NA
		ii) Detailed Project Reports (DPRs)	NA
		iii) Concession agreements.	NA
		iv) Operation and Maintenance manuals	NA
		v) Other documents generated as part of implantation of the PPP	NA
		vi) Information related to the fees, tolls, or other kind of revenues that may be collected under authorisation from the government	NA
		vii) Information related to outputs and	NA

		outcomes	
		viii) The process of the selection of the private sector party (concessionaire etc.)	NA
		ix) All the payments made under PPP project.	NA
3.2	Are the details of policies/decisions, which effect public informed to them [Section 4(1)(c)]	Publish all the relevant facts while formulating important policies or announcing decision which affect public to make the process more interactive; i) Policy decisions/ legislations taken in the previous one year	NA
		ii) Outline the public consultation process	NA
		iii) Outline the arrangement for consultation before formulation of policy	NA
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [section 4(3)]	Use the most effective means of communication: i) Internet (website)	nacin.gov.in
3.4	Forms of accessibility of information manual/ handbook [Section4(1)(b)]	Information manual/handbook available in i) Electronic format	NA
		ii) Printed format	NA
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available i) Free of cost	NA
		ii) At a reasonable cost of the medium	NA

4. E-governance:

4.1	Language in which information Manual/ Handbook Available [F.No. 1/6/2011- IR dt. 15.04.2013]	i) English	NA
		ii) Vernacular/ Local Language	NA
4.2	When was the	Last date of Annual updation	NA

	information Manual/Handbook last updated? F.No.1/6/2011-IR dt 15.04.2013]		
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	i) Details of information available in electronic form	NA
		ii) Name/Title of the document/record/ other information	NA
		iii) Location where available	NA
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	i) Name & location of the faculty	NA
		ii) Details of Information made available	NA
		iii) Working hours of the faculty	NA
		iv) Contact person & contact details (Phone, fax email)	NA
4.5	Such other information as may be prescribed under the section 4(i)(b)(xvii)	i) Grievance redressal mechanism	NA
		ii) Details of application received under RTI and information provided	Enclosed as Annexure- VI
		iii) List of completed schemes/ programme underway	NA
		iv) List of schemes/projects/programme underway	NA
		v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	NA
		vi) Annual report	NA
		vii) Frequently Asked Question (FAQs)	NA
		viii) Any other information such as	NA
		a) Citizen's Charter	
		b) Result Framework Document (RFD)	NA
	c) Six monthly reports on the performance against the benchmarks set in the Citizen's Charter	NA	
4.6	Receipt & Disposal of RTI applications & Appeals [F. No 1/6/2011- IR dt. 15.04.2013]	i) Details of applications received and disposed	Enclosed as Annexure- VI
		ii) Details of appeals received and orders issued	Enclosed as Annexure- VI

5. Information may be prescribed:

5.1	Such other information as may be prescribed {F.	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIOs & FAAs from 01.01.2015	Enclosed as Annexure IV
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no. 1/2/2016-IR dt. 17.08.2016, F. No. 1/6/201//-IR dt. 15.04.2013	(ii) Details of third-party audit of voluntary disclosure (a) Dates of audit carried out (b) Report on the audit carried out	NA
	(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD (a) Date of appointment (b) Name & Designation of the officers	NA
	(iv) Consultancy committee of key stake holders for advice on Suo-motu disclosure (a) Dated from which constituted (b) Name & Designation of the officers	NA
	(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	NA

6. Information Disclosed on own Initiative:

6.1	Item /Information disclosed so that public have minimum resort to use of RTI Act to obtain information		NA
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 Grievance and Pensions, Govt. of India)	(i) Whether STQC certification obtained and its validity (ii) Does the website show the certificate on the website	NA

