



E-MAIL / FAX / SPEED POST

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS
REGIONAL TRAINING INSTITUTE
PLOT NO.3/56-E, 2ND STREET
AMBATTUR INDUSTRIAL ESTATE, CHENNAI - 600 088

Phone No.044-2625 0083(ADG), 2625 0157, 2625 0159 Fax No.044-2625 0155, 2625 0156

C.No: II/15/02/2015-Trg.

Dated: 22.12.2015

To

The Chief Commissioner(s) of Central Excise/Customs,
Chennai/Coimbatore Zone & Trichy (P).

The Chief Commissioner of Service Tax.

The Commissioner of Central Excise,
Chennai I/II/III/IV/Puducherry/Audit I/Audit II/LTU/Appeals I/Appeals II.

The Commissioner of Service Tax,
Chennai I/II/III/Audit I/Appeals I/Appeals II.

The Commissioner of Central Excise,
Coimbatore/ Audit/Appeals I/Appeals II/Salem/Madurai/Trichy/Thirunelveli.

The Commissioner(s) of Customs,
(Export-Import)/Air Port, Chennai/Trichy/Tuticorin.

The Additional Director General of Directorates, Chennai.

Sir/Madam,

Sub: Training - Calling for Nomination of Officers for the Training Courses to be conducted at Chennai during January, 2016 - Regarding.

The following is the schedule of courses proposed to be conducted during the month of January, 2016 at NACEN.

Sl. No	Name of the Course	Month of Jan, 2016	Level of Officers (Group)	Nominations called for from	Course Director S/Shri/Ms.	Counsellor Shri/Smt.
1	Induction course for Inspectors of C. Ex. & S. Tax	04.01.2016 to 12.02.2016	Group B (Non-Gast.)	Central Excise / Customs/Service Tax / LTU & Directorates	P.V.K.Rajasekhar, Deputy Director	R. Arun Singh, Supdt
2	Course for Retiring Officers	06.01.2016 to 08.01.2016	Group A, B & C	Central Excise / Customs/Service Tax / LTU & Directorates	P.Venkatasubramanian, Assistant Director	Babita. A. S., Supdt
3	Course on Intellectual Property Right	18.01.2016	Group A, B & C	Central Excise / Customs/Service Tax / LTU & Directorates	S. Anand Kumar, Assistant Director	R. Srivatsan, Supdt
4	Course for Marine staffs in Customs	19.01.2016 to 22.01.2016	Marine staffs	Customs Department	P.V.K.Rajasekhar, Deputy Director	R. Srivatsan, Supdt

5	Course on Drafting of SCN, Preparation of OIO, Filing of Appeals, Preparation of Memorandum of cross objections and other legal matters	21.01.2016 & 22.01.2016	Group A, B & C	Central Excise / Customs/Service Tax / LTU & Directorates	P.Venkatesubramanian, Assistant Director	V. P. Hari, Supdt
6	Course for On-Site Post Clearance Audit (OSPCA)	27.01.2016 to 29.01.2016	Group A, B & C	Central Excise / Customs/Service Tax / LTU & Directorates	S. Anand Kumar, Assistant Director	V. P. Hari, Supdt

2. All Nominations may please be sent in the following format so as to facilitate contact, registering them in NACEN Training Software and for obtaining online feedback. All such nominations may please be sent so as to reach this Office atleast 10 (ten) 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 NACEN 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)	Empl oyece code	SSO ID
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3. The Induction Course is specially designed for Inspectors, it may kindly be ensured that only newly recruited/promoted Officers are nominated for this course, which is of 6 weeks duration. Further, the course schedule includes extra-curricular activities, like Yoga, Meditation, Stress Management and Communication Skills, Visit to Custom House/Factory/Coast Guard Vessel, Fire Arms Training for 02 (two) weeks, the nominated officers may be informed to bring with them (i) Dress suitable for Yoga and other extra-curricular activities and (ii) Departmental Photo ID Card for taking part in such activities.

4. Exemption will not be granted from the above activities. The Officers attending the Induction Course may be asked to report to the respective Course Director/Course Counsellor at 09.45 hrs on the date of commencement of the Induction Training in proper Uniform.

5. 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 NACEN before starting their journey.

6. The Officers so nominated may please be informed that;
- a) they should report to the respective Course Directors/Counsellors for the above courses, sharply at 09.45 hrs on the date of commencement of respective course.
 - b) they will be able to leave the Academy on the concluding date only after 17.45 hrs and accordingly they may arrange their return tickets.
 - c) the Academy (NACEN) is functioning from the premises situated at 1st to 3rd Floor of Plot No: 3/86-E, Ambattur Industrial Estate, Ambattur, Chennai 600 058.
 - d) the Hostel facilities are available at Block No: 30/2, Central Revenue Quarters, 15th Main Road, Anna Nagar, Chennai-600 040 (Telephone No. 26160412/ 26160474) and there is transport facility from Hostel to NACEN and back. The hostel accommodation will be provided on first come first serve basis.

Yours faithfully,



22/2.2015
(Pullala Nageswara Rao)

Principal Additional Director General

