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भारत सरकार/ GOVERNMENT OF INDIA
वित्त मंत्रालय/ MINISTRY OF FINANCE
राजस्व विभाग/ DEPARTMENT OF REVENUE
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी /
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS,
आंचलिक परिसर/ ZONAL CAMPUS,
३ एवं ४ तल, एम.टी. प्लाजा /3rd & 4th FLOOR, MT PLAZA,
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प.स./C.No. II/35/61/2018-19 CIIN

दिनांक/Dated: 13.03.2019

To,

1. The Chief Commissioner of Central Tax, Central Excise and Customs, Kerala Zone.
2. The Principal Commissioner of Central GST and Central Excise, Cochin
3. The Commissioner of Central GST and Central Excise, Calicut/Trivandrum.
4. The Commissioner of Customs, Custom House, Cochin.
5. The Commissioner of Customs (Preventive), Cochin.
6. The Commissioner of Central Excise (Audit), Audit Commissionerate, Cochin.
7. The Commissioner of Central Excise (Appeals), Appeals Commissionerate, Cochin.
8. The Deputy Director, DGGI, Cochin.
9. The Additional Director, DRI, Cochin.

Sir,

Sub: Training Calendar for the Financial year 2019-20 - reg.

Training calendar of NACIN, Cochin for the year 2019-20 is attached for information and necessary action.

The training calendar is prepared taking in to consideration the needs of the organisation and for ensuring expertise of officers posted at various formation in performing the duties entrusted to them. In conformity with National Training Policy the aim is to impart training at all levels to improve efficiency of the organisation. Suggestion for improvement based on pragmatic assessment and specific requirements at field level are welcome and can be accommodated subject to other systemic constraints.

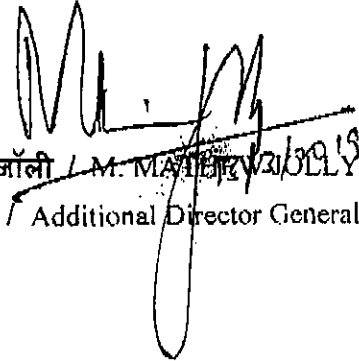
2. Though all efforts will be made to adhere to the calendar, the dates are subject

to change according to operational constraints and specific needs. Nomination for each training will be called and course schedule will be communicated for separately in respect of each training programme.

3. This year emphasis is placed on creating awareness of the general public and the assesses on GST . Specific outreach programmes are planned for targeted audience at ZTI NACIN Cochin. However, if required outreach programmes can be arranged at other places on specific request. The Divisional officers may be advised to ponder over the need and contact NACIN to arrange outreach programmes.

4. It is requested that the training calendar may be circulated among officers to make them aware about the courses offered for the year.

भवदीय/ Yours faithfully



एम. मैथ्यू जॉली / M. MATHEW JOLLY
अतिरिक्त महा निदेशक / Additional Director General

NACIN COCHIN -TRAINING CALENDAR 2019-2020

| Sl. No. | Name of the Course | No of days | Date | Course Director | Objective | Target group |
|---------------|--|------------|------|-----------------|---|---|
| Apr-19 | | | | | | |
| 1 | Training GFR Module I | 2 | | | Training on the provisions of Law relating to Budgeting Implementation of Budget, Procurement of Goods and services in Government ,GEM | Ministerial officers and Group B Executive officers |
| 2 | Training Methodology and use of Audio visual equipment | 1 | | | To introduce the trainers with learning tools | Trainers/Faculties |
| 3 | GST outreach program for AO/DDO at Cochin | 1 | | | To equip and educate DDOs /head of Office in government and public sector on GST and related aspects for better compliance of law | AO/DDO of Govt Offices and Public sector undertakings |
| 4 | Arms & Parade Training for Inspectors at KPA | 10 | | | To impress upon and to educate the right way of parade and etiquette in Uniform and use of fire arms | Inspectors of Central Excise & Customs those who have not undergone arms training |
| 5 | TFA I | 1 | | | Introduction to WTO/trade facilitation agreement /India and WTO journey so far / Conventions and protocols /Customs International Network | All officers of Customs |

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|--------|--|----|--|--|---|--|
| 6 | Out reach programme on GST for Steamer Agents/ Customs Brokers/Tax practitioners | 1 | | | To equip and educate stake holders on GST and related aspects for better compliance of laws | Steamer Agents/ Customs Brokers/Tax practitioners |
| May-19 | | | | | | |
| 7 | Soft Skills | 3 | | | Intended to improve communication skills , Attitude to work, management in Government , Stress management , Knowledge management, Interpersonal relations | Group A and B officers including Ministerial Officers |
| 8 | Refresher for Superintendents | 10 | | | For Superintendents who have completed 5 years of Service as midcareer training | Superintendent who have completed 5 years in the cadre |
| 9 | Preparation of Bills PFMS/EIS | 1 | | | To improve system delivery | Ministerial Officers and Executive Group B officers |
| 10 | Sevottam/Bhavishya | 1 | | | Functioning as Internal Auditors for Sevottam. Sensitising officers about the importance and requirements of Sevottam | All Officers |

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|--------|-------------------------------------|---|--|--|--|---|
| 11 | GSTN back end | 2 | | | Updating GSTN ecosystem and introduction to new features | Executive Officers Group A and B |
| 12 | Out reach programme on GST for MSME | 1 | | | To educate MSME sector on GST and related aspects for better compliance of laws | MSME entrepreneurs |
| Jun-19 | | | | | | |
| 13 | ADMN Module 1 welfare measures | 1 | | | Covering various welfare measures Viz Advances , Health scheme, CEA , Quarters , PF Medical attendance For understanding the provisions of Law | Ministerial / executive officers |
| 14 | Baggage rules and soft skills | 1 | | | Baggage rules Verbal and Non verbal communication skills to improve customs facilitation at airports | Officers working in/Posted to Airport at Trivandrum |
| 15 | RTI & CPGRAM | 2 | | | Various facets of RTI /CPGRAM | |

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|--------|----------------------------------|---|--|--|---|---|
| 16 | Drug law Enforcement | 3 | | | Covering legal and procedural aspects of drug law enforcement / identification / procedure / pre-trial disposal etc | Executive Officers Group A and B |
| 17 | Course on Financial Accounting | 5 | | | Basics of Accounting and Book-keeping | Executive Officers Group A and B especially working in Audit |
| 18 | Classification of steel products | 1 | | | identification and classification of steel products / BIS specification | Executive Officers Group A and B |
| 19 | GST Out Reach programme Banking | 1 | | | To educate stake holders in Banking on GST and related aspects for better compliance of laws GST overview / TDS and ITC | Officers working in Banks and other stake holders |
| Jul-19 | | | | | | |
| 20 | Training on drawback | 1 | | | To impart training on Drawback in GST environment | Executive Officers Group A and B especially working in CCP and Custom house |
| 21 | MS word and Excel | 3 | | | To improve knowledge / skill on word and excel | All Officers |

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|---------------|---|----------|--|--|---|--|
| 22 | MS Power point and Access follow on course | 2 | | | To improve knowledge /skill on PP and excel as a follow on course to MS word | All Officers |
| 23 | TFA II | 1 | | | AEO/PCA/TRS/Problems in implementing TFA /Freedom of Transit | Officers of Customs |
| 24 | GST Out Reach programme Construction | 1 | | | To equip and educate stake holders in Construction on GST and related aspects for better compliance of laws. GST overview and ITC | Builders / contractors/ Other stake holders |
| Aug-19 | | | | | | |
| 25 | Induction training for Inspectors of CGST | 10 weeks | | | Newly recruited /promoted inspectors of central excise | Inspectors of Central taxes |
| 26 | Induction training for Inspectors of Customs/Examiner | 9 weeks | | | Newly recruited /promoted inspectors of customs and examiners | Newly recruited /promoted Inpr/examiner of Customs |

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|--------|---|---|--|--|--|--|
| 27 | GST refresher for Executive officers | 3 | | | Updating of GST law and concepts with emphasis on pragmatic approach and problems | Executive Officers Group A and B |
| 28 | GST Out reach programme AO/DDO at Calicut | 1 | | | To equip and educate DDOs /head Office in government and public sector on GST and related aspects for better compliance of law | AO/DDO of Government Offices and Public sector |
| Sep-19 | | | | | | |
| 29 | Course on Financial Accounting | 5 | | | Basics of Accounting and Book-keeping | Executive Officers Group A and B especially working in Audit |
| 30 | MS office word Excel | 3 | | | To impart training on word and excel to fine tune the skills | All Officers |
| 31 | MS office Power point / Access | 2 | | | To impart training on word and excel to fine tune the skills | All Officers |
| 32 | Seminar on Management in Government | 1 | | | Create awareness to officers | All Officers |

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| 33 | Out reach programme on ITC for GST practitioners | 1 | | | To equip and educate stake holders and GST practitioners on GST and related aspects for better compliance of laws GST overview /TDS and ITC | GST practitioners /assesseees |
| Oct-19 | | | | | | |
| 34 | Baggage Rules / Soft Skills for Airport Officers | 1 | | | Baggage rules Verbal and Non verbal communication skills to improve customs facilitation at airports | Officers working in/Posted to Airport in Cochin |
| 35 | Admin Module II | 1 | | | As a course on Pay allowances DA HRA Pay fixation income tax TA LTC | Ministerial and executive officers of Group B |
| 36 | Export Promotion Schemes | 2 | | | To educate on different export promotion schemes - uses and misuses . Prevention of leakage of revenue | Executive Officers Group A and B |
| 37 | GST Refresher | 3 | | | Updating of GST law and concepts with emphasis on pragmatic approach and problems | Executive Officers Group A and B |
| 38 | Out reach programme GST MSME | 2 | | | To educate stake holders and MSME on GST and related aspects for better compliance of laws . GST overview / and ITC | MSME entrepreneurs |

| Nov-19 | | | | | | |
|--------|-------------------------------|----|--|--|---|---|
| 39 | TFA III | 1 | | | STM/PREFERENTIAL TREATIES / MULTI LATERAL AGREEMENTS/ RULES OF ORIGIN /DPD and DPE | Officers of Customs |
| 40 | Induction Course for TA | 15 | | | Induction course for newly recruited /Promoted TA s | newly recruited /Promoted TA s of Customs and excise |
| 41 | Examination of cargo | 3 | | | Examination Inspection and identification of cargo | Supdt of customs/Appraiser/examiner/Inspectors doing customs work |
| 42 | Understanding Export | 2 | | | Globalisation and trade /export / Different agencies /Role of reserve bank/ Banking and procedures LOC/ Nostro vostro/Nostro accounts | Executive Officers of Customs and central taxes |
| 43 | Out reach programme on ITC | 1 | | | For accountants and Practitioners | GST practitioners /assesseees |
| Dec-19 | | | | | | |
| 44 | Training on Official Language | 2 | | | Promoting the use of Hindi in Official communication | All officers |

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| 45 | Course on Tally Accounting | 5 | | | Basics of Tally intended | Executive Officers Group A and B especially working in Audit |
| 46 | Training for Havildar/ Head Havildar | 10 | | | Office ecosystem , Etiquette in uniform, Functions related to office work usage of Fax /Photocopying / basics of Computer knowledge / Soft skills /Language courses | Havildar/Head havildar |
| 47 | Administration Module III | 1 | | | Training on Conduct rules / Disciplinary Rules /DPC/ Promotion/Deputation | Ministerial/ Executive Officers Group A and B |
| 48 | GST Out reach programme on commercial coaching | 1 | | | To educate stake holders on GST and related aspects for better compliance of laws. GST overview / and ITC | commercial coaching centres and GST practitioners |
| Jan-20 | | | | | | |
| 49 | Audit Plan & Desk Review | 3 | | | Audit officers | Audit officers |
| 50 | Revenue Recovery under Customs & Excise | 2 | | | Executive Officers Group A and B | Executive Officers Group A and B |

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|--------|---|----|--|--|---|---|
| 51 | GSTN back end | 2 | | | Executive Officers Group A and B | Executive Officers Group A and B |
| 52 | GST Out reach programme on Restaurant Catering and Hotels | 1 | | | To educate stake holders on GST and related aspects for better compliance of laws. GST overview / and ITC | Entrepreneurs in the field of Restaurant/Hotel /catering |
| 53 | TFA IV | 1 | | | Temporary admission/Express shipment/Perishable goods /RKP | Offices of customs |
| Feb-20 | | | | | | |
| 54 | Refurbisher course for Inspectors of Central excise | 10 | | | For Inspectors of Central excise who have completed 5 years of Service as midcareer training | Inspectors |
| 55 | Cyber forensics | 5 | | | To create awareness on the need for collection of evidence | Officers engaged in investigation and Preventive work |
| 56 | Course on gender sensitisation | 1 | | | All officers | All Officers |
| 57 | Refresher course for Inspector/Examiner | 10 | | | As a midcareer training Inspectors of customs/ Examiners | Examiner/Inspector of customs who have completed 5 years of service |

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| 58 | Out reach programme on E way bill | 1 | | | GST assesseees in general | |
| Mar-20 | | | | | | |
| 59 | Women Empowerment | 2 | | | To create awareness | All Officers (women) |
| 60 | GSTN | 2 | | | Executive Officers Group A and B | Executive Officers Group A and B |
| 61 | MS word and Excel | 3 | | | To improve knowledge /skill on word and excel to fine tune the skills to improve efficiency | All Officers |
| 63 | MS Power point and access as follow on course | 2 | | | To improve knowledge /skill on PP and excel to fine tune the skills to improve efficiency | All Officers |
| 64 | Out reach programme on E way Bill | 1 | | | General Public and traders | Entrepreneurs |