



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.3/86-E, 2ND STREET
AMBATTUR INDUSTRIAL ESTATE, CHENNAI - 600 058

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

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

Date:19.01.2016

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 February, 2016 - Regarding.

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

Sl. No	Name of the Course	Month of Feb, 2016	Level of Officers (Group)	Nominations called for from	Course Director S/Shri./Ms.	Counsellor Shri./Smt.
1	Training of Audit Officers	08.02.2016 to 11.02.2016	Group A, B & C	Central Excise / Customs/Service Tax / LTU & Directorates	P. Venkatasubramania, Assistant Director	R. Srivatsan, Supdt
2	Training of Audit Officers	16.02.2016 to 19.02.2016	Group A, B & C	Central Excise / Customs/Service Tax / LTU & Directorates	S. Anand Kumar, Assistant Director	R. Arun Singh, Supdt
3	Mid-Career Refresher programme for Administrative staff (AO/DOS/STA/TA) or Mandatory training for Administrative Staffs	22.02.2016 to 26.02.2016	Group - B (Gaz-Non Gaz) & C	Central Excise / Customs/Service Tax / LTU & Directorates	P.V.K.Rajasekhar, Deputy Director	Babita. A. S., Supdt

System

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

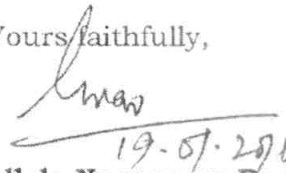
Sl. No	Name / If NACEN Trainee code has already been generated, indicate the same	e-mail ID	Mobile No.	Gender (M/F)	Date of Birth	Name of the Comm'te / Directorate	Designation	Category (SC / ST / OBC / Others)	Empl oyee code	SSO ID
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3. It may also please 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.

4. 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 -58.**
- 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,



19.07.2016
(Pullela Nageswara Rao)

Principal Additional Director General