



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE  
NATIONAL ACADEMY OF CUSTOMS, EXCISE AND NARCOTICS  
REGIONAL TRAINING INSTITUTE  
PLOT NO: 3/86-E, ATC STREET,  
AMBATTUR INDUSTRIAL ESTATE,  
(NEAR AMBIT IT PARK), CHENNAI 600 058

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

Dated:16.01.2017

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, 2017 – Regarding.

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The following is the schedule of courses proposed to be conducted during the month of **February, 2017** at NACEN.

Sl. No	Name of the Course	Month of February, 2017	Level of Officers (Group)	Nominations called for from	Course Director S/Shri./Ms.	Counsellor Shri./Smt.
1	Course on Service Tax – Select Topics	08.02.2017	Group A, B & C	Central Excise & Service Tax, LTU & Directorate	Rosa Usha Antony, AD	R.Srivatsan, Supdt
2	Course on Drafting of Show Cause Notices, Preparing of orders in Original, Filing of Appeals and Preparation of Memorandum of Appeals	13.02.2017 to 14.02.2017	Group A, B & C	Customs, Central Excise & Service Tax, LTU & Directorate	S.Anand Kumar, AD	V.P.Hari, Supdt
3	Course on Vigilance, Establishment and Admn. Matters	20.02.2017	Group A, B & C	Customs, Central Excise & Service Tax, LTU & Directorate	P.Venkatasubramanian, AD	Babita.A.S, Supdt

4	Course on Cyber Crimes and Digital Forensic Auditing	22.02.2017	Group - C	Customs, Central Excise &, Service Tax, LTU & Directorate	Rosa Usha Antony, AD	R.Arun Singh, Supdt
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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 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	Mobil e No.	Gender (M/F)	Date of Birth	Name of the Comm'te / Directorate	Designation	Category (SC / ST / OBC / Others)	Empl o yee 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

a) asked to report to the respective Course Directors/Counsellors for the above courses, sharply at 09 45 AM on the date of commencement of respective course.

b) informed that they will be able to leave the Academy on the **concluding date only after 05 45 PM** and accordingly they may arrange their return tickets.

c) **informed that the Academy (NACEN) is functioning from the premises situated at 1<sup>st</sup> to 3<sup>rd</sup> Floor of Plot No: 3/86-E, Ambattur Industrial Estate, Ambattur, Chennai 600 058.**

d) informed that Hostel facilities are available at Block No: 30/2, Central Revenue Quarters, 15<sup>th</sup> 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,

*Vas Seshagiri RAO*  
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(VASA SESHAGIRI RAO)  
ADDITIONAL DIRECTOR GENERAL