

**Agenda for Training on Intelligence, Information Gathering, and Investigation for
Bhutan Customs officials**

5-9 February 2018: Phuentsholing, Bhutan

Day	Time	Topic	Sub-topic	Resource Person	Resource Requirements
Day-1 Monday 29.01.18	0930-1000	Inauguration and group photo			
	1000-1115	Overview of Enforcement Architecture	<ul style="list-style-type: none"> - Enforcement in Revenue: context and content - Key components - Typology of Offences / Frauds & Trends. - Typical Institutional Architecture 	PK Dash (PKD), & Dr. Manoj Kumar (MK)	Power point presentation tools (Projector, Screen, Pointer); Writing Board & Flip Chart
	1115-1145		Tea /Coffee Break		
	1145-1300	Overview of Enforcement Architecture (continues)	Previous session continues	PKD & MK	
	1300-1400		Lunch		
	1400-1515	Information and Intelligence Gathering	<ul style="list-style-type: none"> - What is Intel? - Difference between information and intelligence - Various Sources of Intel - Tools & Methods of Intel gathering - Profiling of Passengers - Human Source : How to cultivate and handle Informers - Evaluation, Assessment and Recording of Information; Precautions; Spl. situations. - Special precautions in Drugs cases - Processing Info/Intel into 	Dr. Arvind Kumar (AK) & MK	

			actionable Intel - Working out Intel (PoA) (Fielding, Reconnaissance & Survey)		
	1515-1545	Tea /Coffee Break			
	1545-1700	-do-	<p>PRACTICAL EXERCISE: Intel development, recording and processing.</p> <p>NOTE: The trainees to be divided into five groups for practical exercises. Each Group will handle respective exercises under the supervision of the Faculty. Same grouping will continue for practical exercises on all the days.</p>	PKD, MK, & AK	<p>1. Five small discussion rooms: one for each group;</p> <p>2. Envelope sealing tools,</p> <p>3. Sample Forms, Files & Registers as used by Bhutanese Customs.</p>
Day-2	0930-1000	Recap and Review			
Tuesday 30.01.18	1000-1115	<p>Investigation : Search & Seizure, Superdignama, Prov. Release.</p>	<ul style="list-style-type: none"> - Pre-search Work - Search Warrant : issue & execution - Search Kit - Legal basis & procedure to be followed - Seizure : legal basis - When, what & how to seize? - Diff between offending goods & documents or things required for inv. - Drawal of Panchnama, SeizureMemo/List - Drawal of samples - Securing seized goods: custody of seized 	MK & PKD	

			<ul style="list-style-type: none"> - /detained goods - Supertnama : when & how? - Provisional release of seized goods - Do's & Don't 		
	1115-1145	Tea /Coffee Break			
	1145-1300	Investigation : Scrutiny of documents; Gathering evidence by other means	<ul style="list-style-type: none"> - Scrutiny of documents - CDR Analysis - Cyber Forensics : process & procedure - Gathering of evidence otherwise: Summons/ Tendering, Letter Rogatory, etc. 	AK & MK	
	1300-1400	Lunch			
	1400-1515	Investigation : Interview & Interrogation; Arrest.	<ul style="list-style-type: none"> - Legal provisions - Pre-requisites - Interview/Interrogation tools & techniques - Sustained interrogation - How to record a good statement? - Rebuttal - Admissibility & need for independent corroboration - Arrest : process & procedure - Do's & Don't 	MK & PKD	
	1515-1545	Tea /Coffee Break			
	1545-1730		PRACTICAL EXERCISE : Mock Search & Panchnama	PKD, MK, & AK	5 Rooms: pre-prepared for search purposes.
Day-3	0930-1000	Recap and Review			

Wednes day 31.01.18	1000-1115	Investigation : Financial Investigation	<ul style="list-style-type: none"> - Importance of FI - Tools & Techniques of FI - Case Studies 		
	1115-1145	Tea /Coffee Break			
	1145-1300	Inv. Report/ Show Cause Notice	<ul style="list-style-type: none"> - Legal provisions - Difference between IR/SCN - Basics of IR/SCN drafting - Format & Structuring - Drafting techniques - Analysis of Evidence and linking of Evidence to charges - Using Technology tools to adduce evidence - RUDs - Service of Show Cause Notice - Do's & Don'ts 	PKD & MK	
	1300-1400	Lunch			
	1400-1515	Investigation & SCN	<ul style="list-style-type: none"> - Case Studies on Inv. & SCN 	PKD & MK	
	1515-1545	Tea /Coffee Break			
	1545-1700		PRACTICAL EXERCISE : Interview/Interrogation	PKD, MK & AK	
	Day 4 Thurs day 01.02.18	9.30 -1000		Recap and Review	
1000 - 1115		Rewards	<ul style="list-style-type: none"> - Legal Basis - Relevant Instructions & Guidelines - Reward to informer and Govt. Servants - Processing of reward proposal to informer/Govt. servants - Informer's reward 	AK & MK	

			disbursement authority and procedure		
	1115-1145	Tea /Coffee Break			
	1145-1300	Money Laundering & TBML	<ul style="list-style-type: none"> - ML : context& spread - Typology of TBML - Linkage between Customs fraud& Money Laundering - Security implications - Case Studies 	PKD & AK	
	1300-1400	Lunch Break			
	1400-1515	Prosecution	<ul style="list-style-type: none"> - Adjudication vs. Prosecution - Case presentation to Courts: drafting & filing of complaint. - Guidelines & instructions - Tendering evidence before the court - Do's and Don'ts 	AK & MK	
	1515-1545	Tea /Coffee Break			
	1545-1700		PRACTICAL EXERCISE : Drafting of SCN	PKD, MK & AK	

Day 5 Friday 02.02.18	0930-1000	Recap and Review		
	1000-1115	Alerts & Modus operandi circulars; Overseas Enquiry	<ul style="list-style-type: none"> - Alerts typology - Modus operandi circulars - Overseas enquiry legal basis - CMAAs - Letter Rogatory 	MK & PKD
	1115-1145	Tea /Coffee Break		
	1145-1300	Case presentation by Participants	Each Group to present their draft SCN before the whole class, followed by discussion Each group gets 30 min	PKD, MK &AK
	1300-1400	Lunch		
	1400-1515	-do-	-do-	-do-
	1515-1530	Feedback		PKD, MK & AK
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