

## Revenue Headquarters

### LIST OF SUBJECTS ALLOCATED TO THE DEPARTMENT OF REVENUE IN THE GOVERNMENT OF INDIA (ALLOCATION OF BUSINESS) RULES, 1961

1. All matters relating to: -
  - (i) Central Board of Excise and Customs;
  - (ii) Central Board of Direct Taxes.
2. Grants-in-aid to the National Institute of Public Finance and Policy.
3. Stamp duties on bills of exchange, cheques, promissory notes, bills of lading, letters of credit, policies of insurance, transfer of shares/debentures, proxies and receipts.
4. All questions relating to income tax (except questions relating to the Income-tax Appellate Tribunal)  
corporation tax, capital gains tax and estate duty, wealth tax, expenditure tax and gift tax and also  
questions relating to Railway Passenger Fares Act.
5. Administration of the Benami Transactions (Prohibition) Act, 1988 (45 of 1988).
6. Administration of excise in the Union Territories, i.e. all questions relating to: -
  - (a) Alcoholic liquors for human consumption;
  - (b) Opium, Cannabis (Indian Hemp) and other Narcotic Drugs and Narcotics.
7. Administration of the Medicinal and Toilet Preparations (Excise Duties) Act, 1955 (16 of 1955).
8. All matters relating to cultivation of opium poppy, manufacture of opium derivatives from such opium, sale of such opium and opium derivatives and excise of control thereon.
9. Administration of the Narcotic Drugs and Psychotropic Substances Act, 1985 (61 of 1985).
10. All matters relating to International Conventions, agreements, protocols, etc i. r. o. narcotics drugs ,  
psychotropic substances and precursor chemicals which the Deptt. of Revenue and organizations  
under it are authorised to deal with except matters allocated to the Ministry of Home Affairs.
11. All matters relating to Customs (Sea, Air and Land) including the Customs Tariff Act, 1975 (51 of 1975), Tariff Valuations, Customs Cooperation Council, Customs nomenclature and similar matters,  
duties on goods imported or exported; prohibitions and restrictions on imports and exports under the  
Customs Act; and interpretation of Customs Tariff.
12. Matters relating to Central Excise Including Central Excise Tariff Act, 1985 (5 of 1986) and Service  
Tax administration..
13. Sales Tax: -
  - (a) administration of Sales Tax Laws Validation Act, 1956 (7 of 1956).
  - (b) levy of tax on the course of inter-state trade or commerce - problems arising out of the administration of the Central Sales Tax Act, 1956 (74 of 1956).
  - (c) declaration of goods as of special importance in inter-state trade or commerce under article 286(3) of the Constitution, laying down of the conditions and restrictions to which the State laws providing for the levy of tax on them would be subjected.
  - (d) all questions relating to replacement of sales tax by additional excise duty including administration of the Additional Duties of Excise (Goods of Special Importance) Act, 1957 (58 of 1957).
  - (e) all Bills, etc. relating to sales-tax levy in States coming up for the previous instructions, recommendations or assent of the President.
  - (f) legislative matters concerning sales tax in the Union Territories.
  - (g) Problems arising out of the invalidation of sugarcane cess levies of States including Validation of such levies.
14. Subordinate Organisations:-
  - (a) Income Tax Department
  - (b) Customs Department
  - (c) Central Excise Department; and
  - (d) Narcotics Department: (excluding Narcotics Control Bureau).
15. Preventive detention for the purposes of conservation and augmentation of foreign exchange and

- prevention of smuggling activities and matters connected therewith.
16. Enforcement, viz., investigation and adjudication of cases arising out of breaches under the Foreign Exchange Management Act, 1999 (42 of 1999); Directorate General of Revenue Intelligence and Directorate of Enforcement.
  17. All matters relating to Economic Intelligence.
  18. Matters relating to the Customs, Excise and Service Tax Appellate Tribunal (CESTAT).
  19. All matters covered by the smugglers and Foreign Exchange Manipulators (Forfeiture of Property) Act, 1976 (13 of 1976).
  20. Administration of the Prevention of Money Laundering (PML) Act, 2002 (15 of 2003).

#### **A. The Department of Revenue functions under overall direction and Control of the Secretary (Revenue)**

The various Divisions/Organisation and names of their Heads are given below: -

##### **Division/Organisation Heads of Division/Organisation**

- Administration Wing Sh.K.Mohandas, Additional Secretary (Revenue)
- Sales Tax Wing Sh.K.Mohandas, Additional Secretary (Revenue)
- Competent Authority Cell Sh.K.Mohandas, Additional Secretary (Revenue)
- Narcotics Control Division Sh.K.Mohandas, Additional Secretary (Revenue)
- Committee of Management Sh.K.Mohandas, Additional Secretary (Revenue)
- Economic Security Cell Sh.K.Mohandas, Additional Secretary (Revenue)
- Integrated Finance Unit Sh.M.Deenadayalan, Financial Adviser
- Revision Application Unit Sh.Dinesh Kacker, Joint Secretary (RA)
- Appellate Tribunal for Forfeited Property Hon'ble Justice A.K. Srivastava Chairman, ATRP
- Authority for Advance Rulings Hon'ble Justice S.S.M.Quadri, Chairman, AAR (Income Tax, Customs, Central Excise & Service Tax and Central Sales Tax Appellate Authority)
- Customs, Excise, Service Tax Appellate Tribunal Justice R.K.Abichandani, President, CESTAT
- National Committee for Promotion of Social & Sh. S.P.Barucha, Chairman.
- Economic Welfare
- Customs & Central Excise Settlement Commission Sh.Dalbir Singh, Chairman
- Settlement Commission (IT/WT) Sh.S.K.Dasgupta, Chairman
- Central Economic Intelligence Bureau Sh.S.Chandra, Special Secy.-cum-Director General
- Enforcement Directorate Sh.Sudhir Nath, Director
- Financial Intelligence Unit – India Sh. Sunil Kumar Bhargava, Director

#### **FUNCTIONS AND STRUCTURE OF THE DEPARTMENT OF REVENUE**

The Department of Revenue is mainly responsible for the following functions: -

1. All matters relating to levy and collection of Direct Taxes.
2. All matters relating to levy and collection of Indirect Taxes.
3. Investigation into economic offences and enforcement of economic laws.
4. Framing of policy for cultivation, export and fixation of price of Opium etc.
5. Prevention and combating abuse of Narcotic drugs and psychotropic substances and illicit traffic therein.
6. Enforcement of FEMA and recommendation of detention under COFEPOSA.
7. Work relating to forfeiture of property under Smugglers and Foreign Exchange Manipulators (Forfeiture of Property) Act, 1976 and Narcotics Drugs and Psychotropic Substances Act, 1985.
8. Levy of taxes on sales in the course of inter-state trade or commerce.
9. Matters relating to consolidation/reduction/exemption from payment of Stamp duty under Indian Stamp Act, 1899.
10. Residual work of Gold Control
11. Matters relating to CESTAT.
12. Cadre Control of IRS (Group-A) and IRS (C&CE) (Group-A)

#### **The Department of Revenue administers the following Acts:-**

1. Income Tax Act, 1961;
2. Wealth Tax Act, 1958;
3. Expenditure Tax Act, 1987;
4. Benami Transactions (Prohibition) Act, 1988;
5. Super Profits Act, 1963;
6. Companies (Profits) Sur-tax, Act, 1964;

7. Compulsory Deposit (Income Tax Payers) Scheme Act, 1974;
8. Chapter VII of Finance (No.2) Act, 2004 (Relating to Levy of Securities Transactions Tax);
9. Chapter V of Finance Act 1994 (relating to Service Tax);
10. Central Excise Act, 1944 and related matters;
11. Customs Act, 1962 and related matters;
12. Medicinal and Toilet Preparations (Excise Duties) Act, 1955;
13. Central Sales Tax Act, 1956;
14. Narcotics Drugs and Psychotropic Substances Act, 1985;
15. Prevention of illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988;
16. Smugglers and Foreign Exchange Manipulators (Forfeiture of Property) Act, 1976;
17. Indian Stamp Act, 1899 (to the extent falling within jurisdiction of the Union);
18. Conservation of Foreign Exchange and Prevention of Smuggling Activities Act, 1974;
19. Foreign Exchange Management Act, 1999; and
20. Prevention of Money Laundering Act, 2002.

The administration of the Acts mentioned at Sl.Nos.3,5,6 and 7 is limited to the cases pertaining to the period when these laws were in force.

The Department looks after the matters relating to the above-mentioned Acts through the following attached/subordinate offices:

1. Commissionerates/Directorates under Central Board of Excise and Customs;
2. Commissionerates/Directorates under Central Board of Direct Taxes;
3. Central Economic Intelligence Bureau.
4. Directorate of Enforcement;
5. Central Bureau of Narcotics;
6. Chief Controller of Factories
7. Appellate Tribunal of Forfeited Property;
8. Income Tax Settlement Commission;
9. Customs and Central Excise Settlement Commission;
10. Customs, Excise and Service Tax Appellate Tribunal;
11. Authority for Advance Rulings for Income Tax;
12. Authority for Advance Rulings for Customs and Central Excise;
13. National Committee for Promotion of Social and Economic Welfare; and
14. Competent Authorities appointed under Smugglers and Foreign Exchange Manipulators (Forfeiture of Property) Act, 1976 & Narcotic Drugs and Psychotropic Substances Act, 1985; and,
15. Finance Intelligence Unit, India (FIU-IND)

### **Functions of the various Divisions/Organisations in the Deptt. of Revenue.**

**ADMINISTRATION DIVISION:** All administrative matters of Department of Revenue.

Maintenance of

CR Dossiers of the staff and officers of the Secretariat proper of the Department and IRS (Group-A), IRS

(Custom & Central Excise) (Group-A). Coordination work and work relating to translation of languages

and implementation of Hindi.

**SALES TAX DIVISION:** Administration of sales tax laws (Validation) Act, 1956, Central Sales Tax,

State-level Value Added Tax (VAT), Indian Stamp Act, 1989 etc.

**NARCOTICS CONTROL DIVISION:** Framing of licensing policy for cultivation of Opium poppy, production of opium and export and pricing of opium. Coordination of the working of Committee of

Management and issues relating of UN and International Organisations

**COMMITTEE OF MANAGEMENT:** Administering the departmental undertakings viz. Govt.

Opium

and Alkaloid work Neemuch (M.P.) and Ghazipur which are engaged in processing of raw opium for

export purposes and also for extraction of alkaloids from opium, which are used by the Pharmaceutical

industry.

**REVISION APPLICATION UNIT:** Work relating to revision applications filed against the orders of Commissioners of Customs (Appeals) and Commissioners of Central Excise (Appeals) and the cases filed

before 11.10.1982 against CBEC.

**INTEGRATED FINANCE UNIT:** Tendering advice in all financial matters pertaining to

Department of

Revenue and the field formations under CBDT & CBEC. Deals with expenditure and financial proposals.

Prepare expenditure budget for grants relating to Department of Revenue, Direct Taxes & Indirect Taxes.

**CENTRAL BOARD OF EXCISE AND CUSTOMS:** All matters relating to levy and collection of indirect taxes.

**CENTRAL BOARD OF DIRECT TAXES:** All matters relating to levy and collection of direct taxes.

**COMPETENT AUTHORITY CELL:** Administration of Smugglers and Foreign Exchange Manipulators (Forfeiture of Property) Act, 1976 and issues relating to Competent Authorities and Appellate Tribunal for Forfeited Property.

**COMPETENT AUTHORITIES:** Work relating to forfeiture of property under Smugglers and Foreign Exchange Manipulators (Forfeiture of property) Act, 1976 and Chapter VA of Narcotics Drugs and Psychotropic Substances Act, 1985.

**APPELLATE TRIBUNAL FOR FOFEITED PROPERTY:** Adjudication of appeals filed by persons against orders of forfeiture of properties passed by Competent Authorities under the SAFEM (FOP) Act, 1976 and Chapter V A of NDPS Act, 1985.

**CUSTOMS, EXCISE, SERVICE TAX APPELLATE TRIBUNAL:** Hearing appeals against the orders of Executive Commissioners and Commissioners (Appeals).

**NATIONAL COMMITTEE FOR PROMOTION OF SOCIAL AND ECONOMIC WELFARE:** Recommending projects of social and economic welfare to the Central Government for issuance of

notification under section 35 AC of the Income Tax Act, 1961.

**AUTHORITY FOR ADVANCE RULINGS:** Giving advance rulings on a question of law or fact specified in an application filed by Non-Residents in relation to transaction, which has been undertaken or proposed to be undertaken by the applicant.

**CUSTOMS AND CENTRAL EXCISE SETTLEMENT COMMISSION:** Settlement of applications filed by the assesseees under the Customs Act and Central Excise Act.

**SETTLEMENT COMMISSION (IT/WT):** Settlement of applications filed by the assesseees under the Income Tax Act, 1961 and the Wealth Tax Act, 1957.

**CENTRAL ECONOMIC INTELLIGENCE BUREAU:** Coordinating and strengthening of the intelligence gathering activities, the investigative efforts and enforcement action by various agencies

concerned with investigation into economic offences and enforcement of economic laws.

**ENFORCEMENT DIRECTORATE:** Responsible for enforcement of the provision of Foreign Exchange

Regulation Act. Recommending cases for detention under the Conservation of Foreign Exchange and

Prevention of Smuggling Activities Act, 1974. Under Foreign Exchange Management Act, 1999, the

Enforcement Directorate is mandated primarily as the investigation and adjudicating agency.

**FINANCE INTELLIGENCE UNIT:** To coordinate and strengthen collection and sharing of financial

intelligence through an effective national, regional and global network to combat money laundering and related crimes.

**FINANCE MINISTER  
MINISTER OF STATE (FINANCE)  
SECRETARY (REVENUE)**

<b>Chairman (CBDT)</b>	<b>Chairman (CBEC)</b>	<b>A.S.(R)</b>
Administration of all direct taxes enactments and rules made thereunder. For detailed	Administration of all indirect taxes enactments and rules made thereunder. Entrusted	Besides administration of the Head quarters, the Addl. Secretary (R) is entrusted with

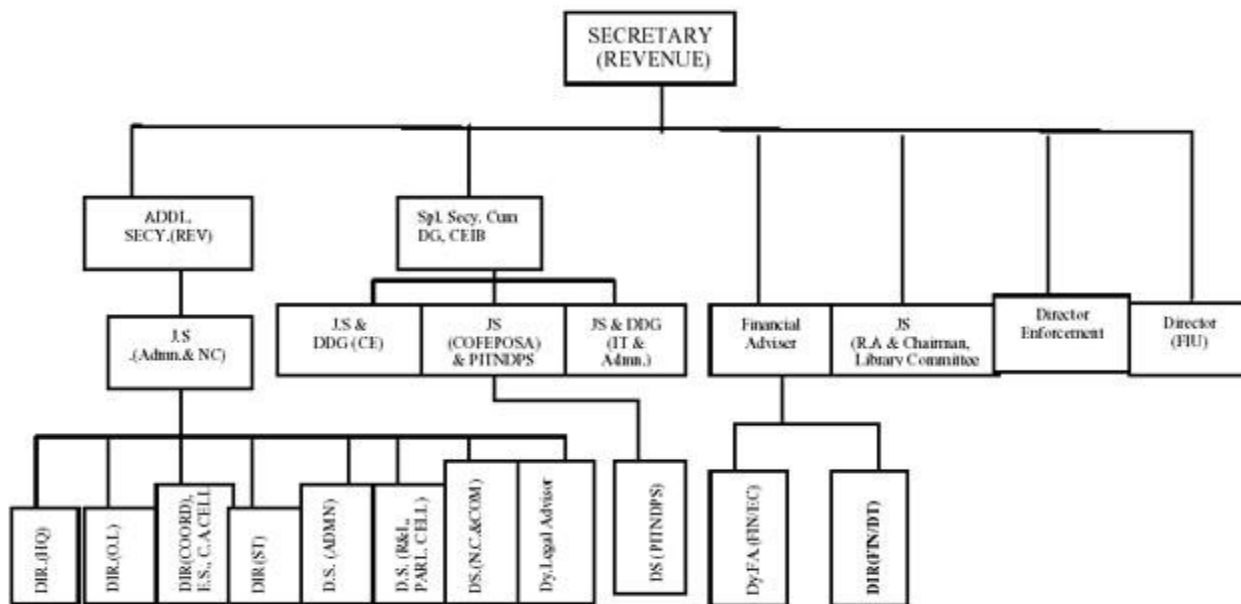
<p>execution the Board has under it the following attached and subordinate offices: -</p> <ol style="list-style-type: none"> <li>1. Chief Commissioner of Income Tax</li> <li>2. Director General of Income Tax (Inv.)</li> <li>3. Director General of Income Tax (Admn.)</li> <li>4. Director General of Income Tax (Exmp.)</li> <li>5. Director General of Income Tax (Training)</li> <li>6. Additional Director General of Income Tax (Training)</li> <li>7. Commissioner of Income Tax</li> <li>8. Commissioner of Income Tax (Appeals)</li> <li>9. Members Appropriate Authority</li> <li>10. Directorate of Income Tax (IT)</li> <li>11. Directorate of Income Tax (Audit)</li> <li>12. Directorate of Income Tax (Recovery)</li> <li>13. Directorate of Income Tax (Inv.)</li> <li>14. Directorate of Income Tax (RSP&amp;PR)</li> <li>15. Directorate of Income Tax (Vig).</li> <li>16. Directorate of Income Tax (Systems)</li> <li>17. Directorate of Income Tax (Spl. Inv.)</li> <li>18. Directorate of Income Tax (Exemption)</li> <li>19. Directorate of Income Tax (O&amp;MS)</li> <li>20. Princial Chief Controller of Accounts.</li> </ol>	<p>with matters relating to Anti-Smuggling. For the performance of its administrative &amp; Executive functions the Board is assisted by the following attached and subordinate offices: -</p> <ol style="list-style-type: none"> <li>1. Chief Commissioner of Customs</li> <li>2. Chief Commissioner of Central Excise</li> <li>3. Chief Commissioner of Customs &amp; Central Excise</li> <li>4. Commissioner of Central Excise</li> <li>5. Commissioner of Central Excise (Judicial)</li> <li>6. Commissioner of Customs (Judicial)</li> <li>8. Commissioner of Customs (Preventive)</li> <li>9. Commissioner of Customs &amp; Central Excise</li> <li>10. Commissioner of Customs &amp; Central Excise (Appeals)</li> <li>11. Directorate of Inspection: - <ol style="list-style-type: none"> <li>i) Directorate General</li> <li>ii) Directors</li> </ol> </li> <li>12. Directorate of Revenue Intelligence: <ol style="list-style-type: none"> <li>i) Directorate General</li> <li>ii) Directors</li> </ol> </li> <li>13. Directorate General of Central Excise Intelligence: <ol style="list-style-type: none"> <li>i) Directorate General</li> <li>ii) Directors</li> </ol> </li> <li>14. National Academy of Customs, Excise &amp; Narcotics: <ol style="list-style-type: none"> <li>i) Directorate General</li> <li>ii) Directors</li> </ol> </li> <li>15. Directorate of Logistics – Director</li> <li>16. Directorate of O&amp;M Services - Director</li> <li>17. Directorate of Data Management.- Director</li> <li>18. Directorate of Publicity &amp; Public Relations. - Directors</li> <li>19. Directorate of Systems: Director.</li> <li>20. Directorate of Valuation: Director</li> <li>21. Custom, Excise &amp; Service Tax Appellate Tribunal :- <ol style="list-style-type: none"> <li>i) Chief Departmental Representatives</li> <li>ii) Joint Chief Departmental Representatives.</li> </ol> </li> <li>22. Directorate of Vigilance, Commissioner (Vig.)</li> <li>23. Commissioner (TRU).</li> <li>24. Commissioner (Review)</li> </ol>	<p>the matters relating to the Money Laundering Act, the Indian Stamp Act, Central/State Taxes including CST, AED, VAT, Economic Security, Opium Wing and the implementation of Official Language Act and the Rules framed thereunder. The Department of Revenue (Main) has under its aegis the following bodies / organizations :-</p> <ol style="list-style-type: none"> <li>1. Settlement Commission (IT&amp;WT)</li> <li>2. Customs &amp; Central Excise Settlement Commission</li> <li>3. Offices of five Competent Authorities [SAFEM (FOP) Act, 1976 &amp; NDPS Act, 1985]</li> <li>4. Appellate Tribunal for Forfeited Property</li> <li>5. Customs Excise &amp; Service Tax Appellate Tribunal.</li> <li>6. Enforcement Directorate</li> <li>7. Authority on Advance Ruling (IT)</li> <li>8. Authority on Advance Ruling (Customs &amp; Central Excise)</li> <li>9. Finance Intelligence Unit.</li> </ol>
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25. Chief Chemist, Central Revenue Control Laboratory.  
26. Principal Chief Controller of Accounts.

<b>DG (EIB)</b>	<b>F.A.</b>	<b>J.S.(R.A.)</b>	<b>Narcotics Commissioner</b>	<b>Chief Controller of Opium &amp; Alkaloid Factory</b>
<p>Coordination &amp; strengthening of the intelligence gathering activities the Investigative efforts and enforcement action by various agencies concerned with investigation into economic laws. The Bureau is responsible for maintaining liaison with the concerned departments and directorates both at the Central &amp; State Govt. level, and in addition is responsible for the overall direction and the control of the Investigative agencies within the D/o Revenue itself. The Bureau is also responsible for the administration of COFEPOSA Act, 1974. As Head of Economic Intelligence Council, coordination</p>	<p>All financial budget &amp; expenditure matters relating to the Deptt. Including the CBEC, CBDT &amp; the field formations of the Department.</p>	<p>Revision Application under Customs Act, 1962 and central Excise and Salt Tax, 1944 (other than cases covered by (CESTAT).</p>	<p>Superintendence &amp; control over cultivation of opium poppy and production of opium and prevention of diversion of opium to illicit channels</p>	<p>Over all administration of the Government Opium and Alkaloid works undertaking at Ghazipur and Neemuch; export of opium and import of opiate drugs for medicinal use; sale of excise opium and opiate drugs to manufacturing chemists within the country.</p>

amongst various enforcement agencies dealing with economic offences, functions include formulation of coordinated action plan against tax evaders and black money operators, suggest measures for dealing with various modus operandi adopted by them and advise Govt. on amendment of laws etc. for plugging loopholes.				
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**ORGANISATION CHART OF DEPARTMENT OF REVENUE (HEAD QUARTERS)**



LEGEND	LEGEND	LEGEND
<b>REV:</b> Revenue <b>HQ:</b> Head Quarter <b>ADDL. SECY:</b> Additional Secretary <b>Spl. Secy. Cum DG, CEIB:</b> Special Secretary cum Director General, Central Economic Intelligence Bureau.	<b>JS &amp; DDG (IT &amp; Admn.):</b> Joint Secretary & Deputy Director General (Income Tax & Administration) <b>J.S. (COFEPOSA) &amp; PITNDPS :</b> Joint Secretary	<b>S.T.:</b> Sales Tax <b>Dir:</b> Director <b>D.S.:</b> Deputy Secretary <b>R &amp; I, PARL.:</b> Receipt & Issue, Parliament <b>NC &amp; COM:</b> Narcotic Control & Committee of Management <b>Dy. F.A (FIN/EC):</b> Deputy Financial Adviser

<b>J.S. (Admn. &amp; NC):</b> Joint Secretary (Administration & Narcotic's Control) <b>J.S. &amp; DDG (CE) :</b> Joint Secretary & Deputy Director General (Central Excise). <b>O.L.:</b> Official Language <b>Coord.:</b> Coordination <b>E.S.:</b> Economic Security <b>C.A.</b> Competent Authority Cell	(Conservation of Foreign Exchange and Prevention of Smuggling Activities Act ) , and Prevention of illicit Traffic in Narcotic Drugs and Psychotropic Substances Act. <b>R.A. :</b> Revision Application.	(Finance/Excise & Customs) <b>D.T.</b> Direct Tax <b>FIU :</b> Finance Intelligence Unit
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## I. REVENUE (HEADQUARTERS)

### A. Administrative Division

#### 1. Ad. I Section

##### List of Subjects:

1. Administration of C.B.R. Act 1963 and amendment thereto.
2. Central Board of Direct Taxes / Central Board of Excise and Customs (Regulation of Transaction of Business Rules, 1964 – amendments thereto and laying the same on the Table of both the Houses of Parliament and circulation of up to-date Rules annually.
3. Updating the Register of general statutory Rules, Orders etc., and submission of the same to DS (Admn)
4. Preparation of Budget Estimates - Pension and DCR Gratuities..
5. Preparation of Pension/Commutation papers of all Gazetted officers of the Department of Revenue (Headquarters Establishment) excluding PPSs/PSs and PAs.
6. Re-verification of Character & Antecedents of officers associated with Budget Work and Officers handling Secret, Top Secret work in the Department of Revenue through Local as well as District Authorities concerned and IB
7. Quarterly returns relating to finalisation of pension cases – return to be sent to Controller of Accounts/Pay & Accounts Officer/FA
8. Recruitment rules.
9. Conversion of posts into permanent ones.
10. Authorisation of Permanent Strength of all posts.
11. Creation/continuation of posts.
12. Upgradation of posts.
13. Filling up of the Group A posts covered by the Central Staffing Scheme.
14. Issue of notification/transfer orders/posting orders.
15. Extension/re-employment.
16. Maintenance of Working Strength Register of Group A & B officers. Maintenance of record of tenure of the deputations in the Department for timely reversion to the parent offices.
17. Encadrement of the ex-cadre posts in the cadre posts.
18. CCS (Conduct) Rules.
19. Vigilance cases.
20. Grant of encashment of leave to retiring officers.
21. Appointment of Chairman and Members of the two Revenue Boards viz. CBDT & CBEC.

22. Appointment of Chairman, Vice-Chairman, and Members in Settlement Commission (IT/WT) and Customs & Central Excise Settlement Commission.
23. Appointment of Chairman /Members in the ATFP.
24. Appointment of Income Tax Ombudsman
25. Appointment falling under Central Staffing Scheme in CEIB.
26. Appointment of Director, Enforcement Directorate.
27. Setting up of Commissions/Committees under Department of Revenue.
28. Parliament Questions relating to the above subjects.
29. All cases of deputation of IRS (IT) & IRS(C&CE) officers to Central Government or any Board/ PSU/ Autonomous body etc.
30. Appointment of Director FIU-IND.
31. Appointment of Chairman/ Members in AAR (IT) and AAR (C&CE).
32. CAT/Court cases related with the above subjects.

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Director (HQ)</b>	<b>Joint Secy. (Rev)</b>	<b>Addl. Secretary(R)</b>
Tel: 23092284	Tel.No.2309 <u>5416</u>	Tel.No.23092504	Tel.No.23094595	Tel.No.23092264
Inter Com: 5380	Inter Com: 5416	Inter Com 5361	Inter Com: 5387	Inter Com .5356

## 2. Ad. I (i) Section

### List of Subjects:

1. Filling up of all posts of Under Secretary/Section Officer level in Department of Revenue and their posting/transfer.
2. Filling up of ex-cadre/deputation posts of Under Secretary/Section Officer level and framing of recruitment rules therefor.
3. Furnishing of related information/reports etc.
4. Air Travel by non-entitled officers.
5. Matters relating to SC/ST – Reports and returns.
6. New Group Insurance Scheme 1980, Repayment of Insurance money on death and accumulations in the saving fund on retirement.
7. Deputation/Delegation abroad of officers in the department.
8. Warrant of Precedence/PM Rally/26<sup>th</sup> Jan/15<sup>th</sup> August/Official Directory / Furnishing of reports/returns etc.
9. Furnishing of material to Parliament Section for incorporation in the Annual Report of the Ministry of Finance
10. C.R. forms supply to all gazetted officers (Except PS/PPS).
11. Fixation of Pay and Grant of Increment, Deputation Duty Allowance, Special pay, HRA.
12. Grant of incentive for promoting small family.
13. Calculation of qualifying service and review of cases after completion of 30 years service.
14. Maintenance of service records.
15. Change in Home Town declaration
16. Preparation and Forwarding the list of all the Gazetted officers (except PS/PPS) who are due to retire within the next 24 - 30 months.
17. Grant of leave to all the Gazetted Officers (except PS/PPS)
18. Matters relating to LTC to Gazetted Officers (Except PS/PPS).
19. Grant of TA Advance/Tuition fee re-imburement.
20. Vigilance cases, Gr. B

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Director (Hqrs.)</b>	<b>Joint Secy. (Rev)</b>	<b>Addl.Secretary(R)</b>
<b>Tel: 23092284</b>	<b>Tele.No.2309<u>5416</u></b>	<b>Tel.No.23092504</b>	<b>Tele.No.2304595</b>	<b>Tele.No.23092264</b>
Inter Com: 5380	Inter Com: 5416	Inter Com: .No.5361	Inter Com: 5387	Inter Com .5356

### 3. AD.I (A) Section

#### List of Subjects:

1. All establishment matters pertaining to PPSs/ PSs/PAs/Stenographers Grade 'D' and Class IV Staff of the Department.
2. Court Cases pertaining to PPSs / PSs/PAs/Stenographers Grade 'D' and Class IV Staff of the Department.
3. Matters relating to:
  - i. Children Educational Allowance of all officers and staff of the Department
  - ii. Forwarding of Applications for outside jobs.
  - iii. Preparation of Panel of Invigilators /Invigilation duty.
  - iv. Training Programmes in India and abroad of all officers and staff in the Department.
  - v. Grant of Budget Honorarium to Officers/Staff of the Department.
  - vi. T. A. etc to non-official members of Advisory Committees.
  - vii. Central Secretariat Library and Finance Library - Membership and issue of 'No Demand Certificates' to all officers and staff in the Department.
  - viii. Payment of Fees to Counsels etc. engaged by Department.
4. All work regarding issue of sanctions under Head " Hospitality".
5. Medical Reimbursement Claims of all officials under the Administrative Control of Ad.IA Section and S.Os.
6. All work regarding issue of sanctions under the Head "Advertising & Publicity".
7. All work regarding issue of sanctions pertaining to Publication & Printing of Notifications issued by the Department of Revenue.
8. All work regarding issue of sanction pertaining to the Grant of Awards/incentives for the progressive use of Hindi.
9. All work regarding issue of sanctions of Tour TA of all officials under the Administrative Control of Ad. IA Section.
10. Issue of sanctions for payment of annual contribution to the Customs Cooperation Council, Brussels and other international agencies.
11. Re-verification of character and antecedents of Stenographers (all grades) and Group D staff engaged in Top Secret/ Secret work pertaining to annual budget.
12. Grant of Fan and Cycle advance to the entire staff of Department of Revenue (HQ).
13. Work relating to the Optimisation of Direct recruitment to Civilian Posts and Constitution of Screening Committees by Ministries/Departments for preparation of Annual Recruitment Plans to limit recruitment.
14. Appointment of Security Officer/Assistant Security Officer
15. Matters regarding cases of loss of documents and fix responsibilities.
16. Forwarding of applications of male Muslim officers/officials (Government employees only) to MEA for temporary deputation to Consulate General of India Jeddah, Saudi Arabia as Assistant Haj Officers and Haj Assistants for Haj.
17. Forwarding of applications of officers for liaison officers for Kailash Mansarovar Yatra to MEA.
18. Matters relating to staff councils as well as the Departmental Council of Ministry of Finance.
19. Matters relating to canteen/Tiffin Rooms.
20. Independence Day/Republic Day Celebrations - Issue of Invitation Cards.
21. Processing of Pension cases and related matters of all officers and staff under the Administrative control of Ad.IA section.
22. Parliament Questions relating to the above subjects.

<b>Section Officers</b>	Under Secretary Tel.23093277 I.Com: 5368	Dy. Secretary(Admn.) Tel.23092103 I.Com:5534	Joint Secy. (Rev) Tel.23094595 I. Com:5387	Addl. Secy.(R) Tel.23092264 I.Com :5356
	Tel.23095375 I.Com:5375			

### 4. Ad. I. (B) Section

#### List of Subjects:

1. Filling up of Group B (Non-Gazetted) and Group C posts including Staff Car Drivers (except stenographers).
2. Issue of Transfer/Posting orders.
3. Preparation/Commutation of pension papers.
4. Supply of C.R. forms to all the above mentioned officials.
5. Fixation of Pay and Grant of Increments, Special Pay, Personal Pay etc.
6. Grant of Incentive for promoting small family.

7. Grant of Incentive under Hindi teaching Scheme.
8. Sanctioning of GPF Advances & withdrawals of all Officers and staff of Department of Revenue (HQ).
9. Medical Reimbursement claims of all official under administrative control of Ad.IB Section (except SCD and Translators) and Ad.I Section (except S.Os).
10. All kinds of loans and advances like House Building Advance, Motor Car Advance, Motor Cycle/Scooter Advance, Computer Advance, Festival Advance etc.
11. Matters relating to CGHS Scheme like:
  - (a) Issue of CGHS cards to all Officers and Staff of Department of Revenue (HQ).
  - (b) Change of address/change of dispensary.
  - (c) Addition/deletion of names in CGHS cards.
  - (d) Issue of temporary/duplicate CGHS cards.
  - (e) Issue of 'no Demand Certificate'.
12. Sanction of LTC advance and Verification of LTC bills.
13. Vigilance cases.
14. Issue of order of Budget Honorarium to the staff concerned.
15. Maintenance of service records.
16. Forwarding the list of officers who are due to retire within the next 24-30 months.
17. Sanction of leave.
18. Forwarding of application for bi-monthly Typewriting Test.
19. Forwarding of application for Inter-departmental transfers.
20. Forwarding of application for outside jobs/deputation posts.
21. Forwarding of application for Departmental Examination.
22. Yearly, half- yearly, quarterly and monthly reports & returns.
23. Deputing Polling parties for Elections and Bye-elections.
24. Change of Home Town declarations.
25. Calculation of qualifying service and review of cases after completion of 30 years of service.
26. Filling up of ex-cadre posts of Group B&C and establishment matters pertaining to them.
27. Parliament Questions relating to the above subjects.
28. Sanction of Tuition Fee.
29. Formation of Screening Committee for ACP and grant of ACP of officials under administrative control of Ad.IB section

<b>Section Officers</b>	<b>Under Secretary</b>	<b>Dy.Secretary(Admn.)</b>	<b>Joint Secretary(R)</b>	<b>Addl. Secretary (R)</b>
	Tel.No.23093277	Tel: 23092103	Tele:-23094595	23092264
<b><u>Tele.No.23092821</u></b>	Inter Com.5368	Inter Com 5534	Inter Com: 5598	Inter Com:5356
<b><u>Inter Com: 5382</u></b>				

### **5. I.W.S.U. (Revenue)**

#### **List of Subjects:**

#### **I. O & M Functions**

##### **(i) Records Management:**

- (a) Ensuring preparation and review of record retention schedules concerning substantive functions of the Ministry/Department by the concerned Sections and furnishing guidance therefore as necessary.
- (b) Scrutiny of monthly reports of arrears relating to recording, indexing, weeding etc of files and suggesting remedial action required.

##### **(ii) O & M Inspection:**

- (a) Drawing up of programme of inspection of Sections.

- (b) Scrutiny of inspection reports to locate more common or serious defects with a view to suggesting appropriate/remedial action and/or reporting to the Department of Administrative Reforms as necessary.
- (iii) Monthly statement of cases pending disposal for over a month.
- (iv) Fortnightly statement of letters/communications received from Ministers/MPs/VIPs etc.
- (v) Manual of Office Procedure, amendments to, interpretation regarding.
- (vi) Liaison with the Department of Administrative Reforms and Public Grievances in the matters of Annual review of reports and returns.
- (vii) Overseeing prompt compilation and manualisation of administrative orders and instructions by the Sections concerned.
- (viii) Overseeing implementation of SIU reports and liaison with Staff Inspection Unit.
- (ix) Preparation of Organisational Chart of the Department and Preparation and issue of Induction Material periodically.
- (x) Computerisation in the aforesaid areas.

<b>Section Officer</b> Tel: 23093514	<b>Under Secretary</b> Tel: 23093277 I. Com: 5368	<b>Dy. Secretary(Admn)</b> Tel: 23092103 I. Com: 5534	<b>Joint Secretary</b> Tel: 23094595 I. Com: 5387	<b>Addl. Secretary(R)</b> Tel: 23092264 I. Com:5356
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## 6. Protocol Section

### List of Subjects:

- i) Foreign travel visa/passport deposit etc. and visa formalities of the officers traveling abroad ; and responsibilities of taking custody of personal passport of such officers. Liaisoning with airport staff to facilitate Department officers during officual journey;
- ii) Receive and see-off important dignitries , foreign delegations and VIPs visiting senior functionaries in Department of Revenue/Boards at North Block;
- iii) Logistic arrangement at meeting taken by the Revenue Secretary/Additional Secretaty/Chairpersons of the two Boards in Kalpvriksha and other palces;
- iv) Arrangement of tea/coffee/sancks for the meetings held in Kalpvriksha;
- v) Organisation of official lunches/diners and other similar events,including sanction of expenditure;
- vi) Coordination with the representatives of M/s. Balmer Lawrie and Co. Ltd. for settlement of bills etc. and
- vii) Contacing M/s, Balmer Lawrie to quote competitives rates for tickets.

<b>Section Officer</b> Tel: 23093947 I. Com.5552	<b>Under Secretary</b> Tel: 23093277 I. Com: 5368	<b>Dy. Secretary (Admn)</b> Tel: 23092103 Inter Com: 5534	<b>Joint Secretary</b> Tel: 23094595 Inter Com: 5387
<b>Addl. Secretary (R)</b> Tele No.23092264 Inter.com:5356			

## 6. Ad. IC Section

### List of Subjects:

All administrative matters concerning the following offices under the Department of Revenue:-

- (a) Income-Tax Settlement Commission. All matters concerning the office except appointment of the Chairman, Vice-Chairman and Members, which is handled by Ad.I section.
  - (b) Customs & Central Excise Settlement Commission. All matters concerning the office except appointment of Chairman, Vice-chairman and Members which is handled by Ad.I Section.
  - (c) Customs, Excise & Service Tax Appellate Tribunal (CESTAT) New Delhi.
  - (d) Authority for Advanced Rulings for Income Tax. All matters concerning the office except appointment of the Chairman and Members, which is handed over the Ad. I Section.
  - (e) Authority for Advanced Rulings for Custom & Central Excise. All matters concerning the office except appointment of the Chairman and Members, which is handed over the Ad. I Section.
  - (f) Appointment of Consultant (CST) against the sanctioned post of Addl. Commissioner in the Authority of Advance Rulings (Income Tax).
2. The matters relating to the release of the grant-in-aid to the National Institute of Public Finance & Policy and various other administrative matters concerning the Institute.

<b>Section Officers</b>	<b>Under Secretary</b>	<b>Director (Hqrs)</b>	<b>Joint Secretary (Rev.)</b>	<b>Addl. Secretary (R)</b>
Tele.No.23095369	Tele No.23095578	Tel.No.23092504	Tel. No.23094595	Tel. No.23092264
Inter Com: 5369	Inter Com: 5578	Inter Com.:No.5361	Inter.Com.5387	Inter Com: 5356

## 7. Ad. (E.D.)

1. Creation/continuance of posts.
2. Framing/amendment of Recruitment Rules
3. Disciplinary matters.
4. Complaints received from various sources against the officers/staff of the said organization.
5. Court cases pertaining to service matters.
6. Representations regarding seniority, promotion etc.
7. Deputation of officers abroad.
8. Engagement of Advocates and other connected matters.
9. Matters relating to accommodation, telephones, provision of vehicles and other infrastructure.
10. Parliament Question/ Parliament Assurances
11. Filling up the post of Special Director, Additional Director, Deputy Director (Deputation & Promotion), Assistant Director, Grade-I (Deputation & Promotion), Deputy Legal Adviser & Assistant Legal Adviser in ED.
12. Filling up of the posts of Technical Director, Principal Systems Analyst & System Analysts in FIU-IND.

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Director (Coord)</b>	<b>Joint Secy. (Rev.)</b>
Tel No.23095459	Tel No.23095377	Tel. No.23092282	Tel No.23094595
Inter Com: 5459	I.C.No.5377	Inter Com: 5363	Inter Com: 5387

**Addl. Secretary(R)**  
Ph..No.23092264  
Inter Com: 5356

## 8. Economic Security Cell

### List of Subjects:

The E. S Cell which was created in March, 2004 is dealing with following matters:-

1. Coordination work relating to investigation and enforcement agencies, such as Directorate of Revenue Intelligence, Directorate of Enforcement, Directorate of Inspection, Income Tax Investigation.
2. Coordination between the Department of Revenue and Economic Offences Wing of CBDT and other agencies like the Company Law Department.
3. Implementation of recommendations made by the Group of Ministers/various Committees etc. relating to economic security matters.
4. Matters relating to foreign organizations such as Asia/Pacific Group on Money Laundering, EGMONT Group etc.
5. Matters relating to Economic Intelligence Council, Regional. Economic Intelligence Council etc.
6. Administration/amendments of Prevention of Money Laundering Act.

In addition, the organizations shown below are administratively controlled by E.S. cell:-

1. Financial Intelligence Unit-India.
2. Adjudicating Authority under the Prevention of Money-laundering Act.
3. Appellate Tribunal under the Prevention of Money-laundering Act.

The Cell is handling the following matters of these organizations:-

1. Creation/continuance of posts.
2. Framing/amendment of Recruitment Rules.
3. Deputation of officers abroad.
4. Matters relating to accommodation, telephones, provision of vehicles and other infrastructure.
5. Financial sanctions on related issues.
6. Parliament Questions.

The E.S.Cell comprises the following officers:-

Section Officer	Under Secretary	Director	Joint Secretary (Rev)	Addl.Secretary (Rev)
Tele No.23095388 Inter Com: 5388	Tele.No.23095371 Inter Com: 5371	Tele.No.23092282 Inter Com.5363	Tel No.23094595 Inter Com: 5598	Tele.No.23092264 Inter Com: 5356

## 9. Personnel Section

### List of Subjects: -

#### (A) Department of Revenue

- (i) Maintenance of CCRs of all officers and staff of the Secretariat proper of the Department.
- (ii) Custody of IPRs of Group 'B' officers of CSS/CSSS and obtaining and forwarding to the Department of Personnel & Training the IPRs of Group A Officers of CSS.
- (iii) Scrutiny of the Confidential Reports of the officers of CSS.
- (iv) Communication of adverse remarks, if any.
- (v) Dealing with Representations/Appeals/Memorials/Petitions to the President against adverse remarks in a Confidential Report.
- (vi) Furnishing of complete CR Dossiers to the various authorities requiring them for various administrative purposes.
- (vii) Writing of Confidential Reports on officers of IRS(C&CE) and Income tax, working in the NCB, CEIB and Dte. of Enforcement.
- (viii) Writing and maintenance of CCRs of Chief Commissioners of Customs and Central Excise/Chief Commissioners of Income tax.
- (ix) Empanelment of officers of IC&CES/IRS for appointment to various posts i.e. Under Secretary, Deputy Secretary, Director, Joint Secretary, Additional Secretary and Secretary at the Centre in various Ministries and Departments.

<b>S. O. (Vig.-HQ)</b> Tel. 23095386	<b>Under Secy.</b> <b><u>Tel. 23095416</u></b>	<b>Dir (Admn.)</b> Tel.23092504	<b>Joint Secy. (Rev)</b> Tel. 23094595	<b>Addl.Secy. (Rev.)</b> Tel. 23092264
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**(B) Central Board of Excise and Customs**

- (i) Maintenance of CCRs and IPRs of the Officers belonging to ICCES and Group A officers of Central Revenues Chemical Service and Telecommunication service.
- (ii) Scrutiny of the Confidential Reports of these officers.
- (iii) Communication of adverse remarks, if any.
- (iv) Dealing with the Representations/Appeals/Memorials/Petitions to the President against adverse remarks in a Confidential Report.
- (v) Furnishing of complete CR dossiers to the various authorities requiring them for various administrative purposes.

**Section Officer (Per.-EC)**

Tel: 23095386  
Int. Com: 5386

**Under Secretary**

Tel: 23095532  
Inter Com: 5532

**Deputy Secretary**

Tel: 23092401  
Inter Com: 2401

**Jt Secretary (Admn)**

Tel: 23095508  
Inter Com: 5508

**(C) Central Board of Direct Taxes**

- (i) Maintenance of CCRs of officers of Indian Revenue Service (Group A).
- (ii) Scrutiny of the Confidential Reports of these officers.
- (iii) Communication of adverse remarks, if any.
- (iv) Dealing with the Representations/Appeals/Memorial/Petitions to the President against adverse remarks in a Confidential Report.
- (v) Furnishing of complete CR dossiers to the various authorities requiring them for various administrative purposes.

**Section Officer (P/DT)**

Tel.23095373

**Under Secretary**

Tel.23095577  
Inter Com. 5577

**Director**

Tel.23095456  
Inter Com: 5456

**Jt Secy. (Admn.)**

Tel .23094543  
Inter Com: 5435

**Member (P&V)**

Tel :23092791  
Inter Com:2791

**10. Cash Section****List of Subjects:**

1. Receipt & Disbursement of Pay and Allowances.
2. Preparation of Pay Bills of gazetted and non-gazetted staff of Department of Revenue.
3. Preparation of Bills and maintenance of accounts of G.P.F. Advance/Final Withdrawal, House Building Advance, Motor Cycle/ Scooter Advance, Festival Advance & Fan Advance etc
4. T.A. and LTC Bills and daily wages bills.
5. All Contingency bills.
6. Preparation of Budget Estimates and matter relating to reconciliation of Accounts. Replies to Audit objections concerned with Cash -Section.
7. Maintenance of expenditure registers for regulating and controlling of expenditure in respect of Deptt. of Revenue (Hqr) proper. Monthly/Quarterly report of expenditure to be sent to IFU/CCA/Director (Admn).
8. Maintenance of Accounts of long term Advance/Loans to Gazetted and Non-Gazetted staff of the Department.
9. Parliament Questions relating to the above subjects.

**Section Officers**

**Under Secretary**  
Tel.No.23095366

**Dy.Secretary (Admn)**

Tel.No.23092103

**Jt Secy. (Revenue)**

Tel. No.23094595

Tele No. 23095383  
Inter Com. 5398/5383

### 11. R&I (R) Section

#### Lists of Subjects:

1. Receipt of ordinary postal dak and speed post dak thrice a day.
2. Receipt of registered dak once a day.
3. Receipt of Secret/Confidential dak, telegram/telex and courier dak throughout the day.
4. Receipt of Orders/Notices from various Courts and local dak from other Ministries and Departments throughout the day.
5. Receipt of personal dak from different parties.
6. Sorting of the above mentioned dak, name-wise, designation-wise, opening of dak, stamping of dak, diarising of registered dak, U.O letters, files secret/confidential letters, Court Cases, personal dak, telegrams etc., placing it in the dak pads for different sections and officers of the whole department and their distribution by the close of the office timings.

**Section Officer**

Tele.No.23095395  
Inter Com 5395

**Under Secretary**

**Tele.No23095366**  
**Inter Com: 5366**

**Dy. Secretary (Parl./R&I)**

**Tele.No.23092103**  
**Inter Com: 5534**

**Jt Secretary (Rev.)**

Tele. 23094595  
Inter Com: 5387

**Addl Secretary (Rev.)**

Tele.No.23092264  
Inter Com: 5356

### 12. R&I (D) Section

#### Lists of Subjects:

1. Dispatch of:
  - (i) Letters/Parcels-ordinary, registered/unregistered and speed post letters received from all officers/ sections in this Department, by post.
  - (ii) Departmental dak /files to all Ministries/ Departments through dak messengers and through hand delivery locally.
  - (iii) Circulars to all CITs/CCEs/Chambers and other lower formations by post or by messenger.
2. Distribution of circulars/dak/files etc. to all Officers/Sections of this Department.
3. Cyclostyling of the stenciling work of the Department.
4. Night Duty Work:
  - (i) Receiving dak from other Ministries/Departments for urgent delivery to departmental officers.
  - (ii) Dispatch of Immediate, out-to-day letters/circulars and Telegrams.
  - (iii) Dispatch of registered letters through Parliament Street Post Office/C.T.O. when received after office hours.
  - (iv) Issuing telegrams;
  - (vii) Maintenance of a Diary for telegrams received after Office hours to be handed over to R&I(R) next morning when office opens.
  - (vi) Opening and closing of doors and looking after key-board after office hours.
  - (vii) Maintenance of Stamp Account for Postal dak issued.

**Section Officer**

Tel.23095389

**Under Secretary**

**Tele.23095366**

**DS (Parl. /R&I)**

Tele.23093050

**Jt Secretary (Rev.)**

Tele.23094595

**Addl. Secretary(Rev)**

Tele.23092264

**13. General Administration (Rev.) Section****List of Subjects:**

1. Caretaking job of the Rooms occupied by the Department of Revenue in North Block, Jeevan Deep Building and RFA Barracks, Church Road, Hudco Vishal Building.
2. Accommodation requirements.
3. Purchase, issue and Maintenance of Furniture
4. Purchase, issue and maintenance of Coir Mats, Curtains, Carpets, Doormats, Wall Paintings and Towels.
5. Purchase, issue and maintenance of Computers, Photocopying machines, Electronic typewriters, Manual Typewriters, Calculators, Wall Clocks, Paper shredders and Duplicating Machines etc.
6. Procurement and issue of Stationery and Sundry items for the Department of Revenue.
7. Purchase, issue and Maintenance of Electric Items such as Air- conditioners, Room Coolers, Fans, Heaters, Blowers, Table lamps UPS, Inverters etc.
8. Hiring of Desert Coolers and Room Coolers.
9. Installation of Telephone and Intercom, payment of bills relating to telephone, telex and teleprinters.
10. Purchase and issue of telephone instruments from ITI, purchase, issue and maintenance of FAX and Auto-dialers.
11. Purchase, issue and maintenance of Staff Cars/Three Wheeler Scooters.
12. Temporary & Photo Identity Cards. Issue of No-Demand Certificates.
13. Allotment, Change of Accommodation and other related Correspondence with the Directorate of Estates.
14. Name Plates & Rubber Stamps.
15. Binding and Printing.
16. Arrangement of Conferences/Meetings and provision of refreshment items to Official Meetings.
17. Purchase and issue of liveries (including Rain Coats, Umbrella) for Staff Car Drivers and Group 'D' employees.
18. Purchase, issue and Maintenance of cycles.
19. Railway Consignment and Air Consignment.
20. Economy in expenditure in general, paper, stationary in particular & reviewing of printing requirements of Min./Deptt and conveying them to C.C.P. & S
21. Regular Office Inspection & ensuring cleanliness in office.
22. Checking of uniforms of Class IV Staff.
23. Distribution of diaries and calendars to all Officers/Sections of the Department of Revenue.
24. Issue of car parking labels.

**Section Officer**

Tel.No.23095384/5385

Inter Com: 5384/5385

**Under Secretary**Tele.23095366Inter Com: 5366**Dy.Secretary (Admn)**

Tel.23092103

Inter Com: 5534

**Jt Secretary (Rev)**

Tel.. 23094595

Inter Com: 5387

**Additional Secretary (Rev.)**

Tele.No.23092264

Inter Com: 5356

**14. Parliament Cell****List of Subjects:**

1. To coordinate work relating to Parliament Questions to be answered by Department of Revenue in Lok Sabha/Rajya Sabha.
2. To send advance notices as also printed versions of admitted Parliament Questions to Divisions concerned;
3. To collect, consolidate and forward fair copies of the Replies to Parliament Questions to Lok Sabha/Rajya Sabha Secretariat, PIB, etc .on the days previous to Question days
4. To circulate daily business of Lok Sabha/ Rajya Sabha during the sessions to officers concerned;

5. To circulate Parliamentary Committees Reports to the Divisions concerned, collect action taken replies from them and forward the same Lok Sabha/Rajya Sabha Secretariat.
6. To collect status report on implementation of recommendations of Standing Committee on Finance relating to Department of Revenue, for statement to be made in Parliament by Finance Minister under Direction 73A of the "Directions of Speaker".
7. To forward Calling Attention Notices, Private Members' Bills and other Parliamentary papers to the Divisions concerned for further action.
8. To collect legislative and non-legislative proposals from all Divisions of the Department and to forward the same to Ministry of Parliamentary Affairs or inclusion in the Govt. Business of the ensuing session.
9. To forward Matters raised by MPs under Rule 377 in Lok Sabha and Special Mentions made in Rajya Sabha, to the Divisions concerned for replying to MPs concerned;
10. To collect materials from all Divisions of the Department on important issues likely to be raised in Parliament and forward to the PMO;
11. To arrange for laying of notifications and statutory orders issued by the Department on the Tables of both Houses of Parliament;
12. To send the information regarding Parliament Assurances to the concerned and monitor fulfillment of the Assurances.
13. To arrange for official gallery passes/entry passes for the officers of Department of Revenue visiting Parliament during session;
14. To circulate important instructions receive from Lok Sabha/Rajya Sabha Secretariat and Ministry of Parliamentary affairs, from time to time; and,
15. To collect the materials from all Divisions of the Department of Revenue for incorporation in the Annual Report of Ministry of Finance and consolidated material to Deptt of Economic Affairs.

<b>Section Officer</b>	<b>Under Secretary</b>	<b>DS (Parl/(R&amp;I )</b>	<b>Jt. Secretary (R)</b>	<b>Addl. Secretary (R)</b>
Tel.No. 23092579	Tel.No. 23092579	Tel.No.23093050	Tel.23094595	Tel.No. 23092264
Inter Com: 5374	I. Com.5374	I. Com: 536	I. Com: 5387	I. Com:5356

#### 15. Hindi-I Section

##### List of Subjects:

Translation work of the material for Public Accounts Committee, Consultative Committee and Agreements, and of the work received from the various sections of CBEC & CBDT located in Jeevan Deep Building.

<b>Assistant Director (OL)</b>	<b>Dy. Director (OL-I)</b>	<b>Director (OL)</b>	<b>J.S. (Revenue)</b>
Tele.No.26161574	<b><u>Tele.No.23095378</u></b>	Tele.No. 23095365	Tele.No.23094595
Inter Com:	<b><u>Inter.Com. 5378</u></b>	Inter Com: 5365	Inter Com.5387

#### 16. Hindi -II Section

##### List of Subjects:

1. Translation from English to Hindi and vice-versa of all communications received from public by officers/sections under Central Board of Excise & Customs.
2. Translation of Cabinet Notes originating from the Sections under Central Board of Excise & Customs and annual report of CBEC.
3. Translation into Hindi of material relating to No Confidence Motion, Calling Attention Notices, Parliament Questions and Assurances relating thereto received from the Sections of C.B.E.C.
4. Translation of Gazette Notifications, Explanatory Memoranda, Statutory Notifications, Standing orders, Circulars and Instructions issued by various sections under C.B.E.C.
5. Translation of Public Notices issued by the Drawback Directorate.
6. All work relating to implementation of Official Language Policy of the Government in the Central Board of Excise and Customs, preparation of Quarterly Progress Reports in regard to progressive use of Hindi, providing data for CBEC for quarterly meetings of the Official Language Implementation Committee and its decisions, compilation of information required by the Committee of Parliament on Official Language and follow-up action on the assurances given to the Committee.
7. Any other work entrusted to it in connection with the progressive use of Hindi in the Central Board of Excise & Customs.

**Assistant Director**  
**Tele.No.23095392**  
**Inter Com: 5392**

**Dy. Director (OLII)**  
**Tel.No.23095378**  
**Inter.Com: 5378**

**Director (OL)**  
Tele.No.23095365  
Inter Com: 5365

**J.S. (Admn.-CBEC)**  
Tele.No.23092262  
Inter Com: 5508

### 17. Hindi-III Section

#### List of Subjects:

1. Translation from English to Hindi and vice-versa of all communications received from public by officers/sections under Central Board of Direct Taxes (CBDT).
2. Translation of Cabinet Notes originating from the Sections under CBDT.
3. Translation into Hindi of material relating to No Confidence Motion, Calling Attention Motions, Notices, Parliament Questions and Assurances relating thereto received from the Sections of C.B.D.T.
4. Translation of Gazette Notifications, Explanatory Memoranda, Statutory Notifications, Standing Orders, Circulars and Instructions issued by various sections under C.B.D.T.
5. Translation into Hindi of annual report of CBDT and of all other material pertaining to the CBDT.
6. All work relating to implementation of Official Language Policy of the Government in the CBDT, preparation of Quarterly Progress Reports in regard to progressive use of Hindi, providing data for CBDT for quarterly meetings of the Official Language Implementation Committee and implementing its decisions, compilation of information required by the Committee of Parliament on Official Language and follow-up action on the assurances given to the Committee.
7. Any other work entrusted to it in connection with the progressive use of Hindi in the Central Board of Direct Taxes.

**Assistant Director (OL)**  
**Tel.23095391**  
**Inter Com. 5391**

**Dy. Director (OL-I)**  
Tel. 23095378  
Inter Com. 5378

**Director (OL)**  
Tel. 23095365  
Inter Com 5365

**JS (Admn.-CBDT)**  
Tel.23094257  
Inter Com. 5435

### 18. Hindi-IV Section

#### Lists of Subjects:

1. Hindi Implementation work in the Department of Revenue (Hqrs.).
2. Coordination of Hindi Implementation work of the entire Department of Revenue, including two Boards.
3. Work relating to the Hindi Salahakar Samiti of the Departments of Revenue & Expenditure, including reconstitution of Samiti, holding its meetings, preparation of papers thereafter ensuring follow up action and other connected work.
4. Work relating to the Official Language Implementation Committee of the Department of Revenue including two Boards holding its meetings and coordinating implementation its decisions.
5. Implementing the decisions taken by the Kendriya Hindi Samiti.
6. Matters relating to Committee of Parliament on Official Language (Sansdiya Rajbhasha Samiti), in the of Revenue as a whole which includes inspection and oral evidence etc.
7. Preparation and review of Quarterly Progress Reports regarding use of Hindi in the Department of Revenue and in the offices under its' administrative control.
8. Inspection of officers under administrative control of the Deptt. of Revenue and Sections of the Headquarter Department of Revenue , for acquainting them with the provisions of O.L. Act and Rules.
9. Conducting Hindi Workshops in the Deptt of Revenue for officers and staff of Headquarters and the two Boards.
10. Running Cash Award Scheme for the employees and officers of the Department of Revenue to encourage use of Hindi in noting and drafting.
11. Running Shield/Trophy schemes for encouraging use of Hindi in sections & offices under the administrative control of the Deptt. of Revenue.
12. Work relating to Hindi Teaching Scheme i.e. nominating persons for Prabodh, Praveen, Pragya, Hindi Typing and Stenography and liaison with Hindi Pradhayapak, Dy. Director (Hindi Typing & stenography) and Administrations.
13. Circulation of all general orders relating to Hindi Implementation received from Raj Bhasha Vibhag to all field formations of the two Boards and Department of Revenue.

14. Taking steps like celebrating Hindi Day/Week, organizing various competitions etc., with a view to propagate and encourage the use of Hindi in Official Work.
15. Scheme for original Book writing in Hindi on the subjects related to Customs, Excise, Income Tax and Narcotics and reviewing of the books written in Hindi.
16. Translation of all communications including Parliament Questions and related matters from English to Hindi and vice-versa received from the various officers/sections of the Hqr. Division of the Deptt. of Revenue (including CEIB).
17. Translation of Cabinet Notes originating from the Sections under Headquarter.
18. Translation of the material for Annual Report of the Deptt. of Revenue (Hqrs.) and its controlling officers.
19. Work relating to Parliament Questions and Assurances regarding Hindi.
20. Translations of orders of detentions and grounds of detention issued by the COFEPOSA section.
21. Organization of Hindi Workshops, implementation of Annual Programme, prescribed by the Raj Bhasha Vibhag.

**Asst. Director (OL)**

Tele: 23095393  
Inter Com: 5393

**Dy. Director (OL-I)**

**Tele.No. 23092378**  
Inter Com. 5378

**Director (OL)**

**Tele.No. 23095365**  
Inter Com 5365

**JS (Revenue)**

Tele.No.23094595  
Inter Com.5387

### 19. Coordination Section

**List of Subjects**

1. Parliament Questions on Administrative matters requiring coordination among CBEC, CBDT & Hqrs.
2. Assurances given by other Ministries/Departments on Administrative matters requiring coordination among CBEC, CBDT & Hqrs.
3. Coordination and compilation of information in r/o specified National awards such as Padma Awards etc.
4. References received from PMO, Cabinet Sectt., Ministry of Home Affairs, D/o Expenditure etc. on various miscellaneous issues.
5. Welfare work for women staff in D/o Revenue, Setting up of a Complaint Cell for redressal of grievances of women.
6. VIP references requiring coordination of Boards/Divisions/Offices in the Deptt.
7. Issues relating to Welfare of SCs/STs/OBCs & Minorities - References received from Commission/DOPT.
8. Circulation of Orders/Instructions/Rules received from various Ministries/ Departments.
9. Welfare/Sports matters of Department of Revenue (Grants-in-aid to C.R.S.B. & Recreation Club of Department of Revenue).
10. Assistance to various Sections in the Department in recording and indexing.
11. Annual Statement regarding recruitment of OBCs/SCs/STs/Minorities and Physically Handicapped persons in the Government Services.

**Section Officer**

Tel No: 23092395  
Inter Com: 5372

**Under Secretary**

Tel. No: 23095539  
Inter Com: 5539

**Director(Coord)**

Tel No: 23092282  
Inter Com: 5363

**Joint Secretary (R)**

Tel No: 23094595  
**Inter Com: 5387**

**Addl. Secretary. (R)**

Tel.No. 23092264  
Inter Com: 5356

### 20. Technical Coordination Section

**List of Subjects:**

1. All technical matters (including VIP references) involving coordination between CBDT and CBEC
2. Parliament Questions involving coordination between CBDT and CBEC.
3. Cabinet/CCEA's Notes/CoS Notes/Draft Agreements, etc. involving coordination between CBDT & CBEC.
4. Technical matters referred to Additional Secretary (Admn.) by Secretary Revenue for processing.
5. Convening and follow-up on the Co-ordination Meetings chaired by RS.
6. Preparation of Monthly Report on significant events of the Deptt. of Revenue.
7. Preparation of Monthly Cabinet Summary in respect of activities of the Department of Revenue.

**Section Officer**

Tel.No. 23092395  
Inter Com: 5394

**Under Secretaries**

Tel.No. 23095540  
Inter Com:5540

**Director**

Tel.No.23092282  
Inter Com. 5363

**Joint Secretary (R)**

Tel. No.23094595  
Inmter Com: 5387

**Addl. Secretary (R)**

Tel.No.23092264  
Inter Com: 5356

## 21. Library

### List of Subjects:

1. Procurement of books, publications in consultation with the Members of Library Committee.
2. Issue /return of Books, Publications etc.
3. Maintenance of an effective and responsive reference services according to needs of the Library users.
4. Lending and borrowing books on inter-library loan and provide information on telephone
5. Development and proper maintenance of adequate and up-to-date collection of books, periodicals etc.
6. Weeding out of old obsolete books, publication & periodicals with approval of Chairman, Library Committee.
7. Binding of Publication materials
8. To arrange Library Committee Meetings for development and welfare of the Library.
9. Processing of bills of purchase of books, publications, periodicals, etc. by the Library.
10. Supply of Newspapers to the Officers above the rank of JS at their office/residence with the approval of chairman, Library Committee
11. Supply of magazines, periodicals to the offices on circulation basis for official use.
12. Round the clock (including lunch hours 9 am to 5:30 PM) retrieval of information facility to the offices of the Department
13. Assess Annual Budget Estimates for the Library & project to the concerned authorities.
14. Requisitions through Deputy Secretaries are processed to obtain the financial sanction of JS (RA), Chairman, Library Committee to purchase.

#### Librarian

Tele.No.23364619  
Inter Com: 214, 248

#### Chairman, Library Committee

Tele.No.26177599  
6<sup>th</sup> Floor, H.V. Bldg.  
Bhikaji Cama Place  
New Delhi.

#### Members, Library Committee

#### Sh. Pranab Khullar, (Fin./EC)

Dir. (OL)  
Dir. (DBK)  
D.S. (OT)

#### US (GAR)

## 22. A. COMPUTERISATION CELL (HQRS.)

### List of Subjects:

1. Computerization of the Secretariat of the Department of Revenue.
2. Organizing basic training in Computers, Cyber and IT Security for officers and staff of the Department.
3. Content management of the Website of the Department of Revenue.
4. Assessing the requirements of hardware and software of the Department (excluding procurement, supply, maintenance etc.).
5. Drafting and circulation of minutes of the meetings of Empowered Committee(on Computerization of CBEC and CBDT) held by Revenue Secretary.
6. Implementation of decisions regarding Computerization of the Department taken by the Empowered Committee on IT of Ministry of Finance.
7. Any other related matter.

#### Section Officer

Tel. No.23095473  
Intercom No.5473

#### Director

Tel. No.23092686  
Intercom No.5450

#### Jt. Secretary(Rev.)

Tel No.23094595  
Intercom No.5387

#### Addl. Secretary(Rev.)

Tel. No.23092264  
Intercom No.5356

## B. State Taxes Section

### List of Subjects:

1. All matters relating to State level Value Added Tax (VAT).
2. All matters relating to Service-Tax legislation.
3. Enactment and Amendment of the Central Sales Tax Act, 1956 and the Central Sales Tax (Registration & Turnover Rules), 1957.
4. Levy of tax on sales in the course of inter-State trade or commerce and problems arising out of the administration of the Central State Tax Act, 1956.
5. Declaration of Goods as of special importance of inter- State trade or commerce under Article 286 (3) of the Constitution & laying down of the conditions and restrictions to which State Laws providing for the levy of tax on them would be subjected to.
6. All Bills etc., relating to sale tax/ VAT levy in States coming up for previous instructions, recommendations or assent of the President.
7. Legislative matters concerning sales tax/VAT to be enacted as President's Act for States which are under President's Rule.
8. Legislative matters concerning sales tax/VAT in the Union Territories.
9. Legislation to validate imposition and collection of cesses on sugarcane under certain Acts of Uttar Pradesh and other States.
10. Tax on goods transferred otherwise than by way of sales/Questions relating to levy of tax where the scope of the term 'sale' has been whittled down by court judgment, etc.
11. All work relating to Regional Councils for sales tax/VAT set up under Article 263 of the Constitution.
12. Bengal Finance (Sales Tax) (Delhi Validation of Appointment and Proceedings) Act, 1971.
13. Processing of recommendations made by Law Commission on Sales Tax matters contained in 61<sup>st</sup> Report of the Law Commission.
14. Enactment and amendment of the Indian Stamp Act, 1899 and matters relating to reduction/exemption from payment of Stamp Duty and prescribing rates of Stamp Duties on Bills of Exchange, Cheques, Promissory Notes, Bills of Lading, Letters of Credit, Policy of Insurance, Transfer of Shares, Debentures Proxy and Receipts.
15. Processing of recommendations made by Law Commission in their 67<sup>th</sup> Report on Stamp Duty matters.
16. All matters relating to levy of Consignment Tax.
17. All Bills, etc. relating to Stamp Duty in States coming up for previous instruction, recommendation and assent of the President.
18. All questions relating to replacement of Sales Tax by Additional Excise Duty including Tripathi Committee Report.
19. Legislative matters concerning Stamp Duty to be enacted as President's Acts for States which are under President's Rule.
20. Matters relating to Constitution (46<sup>th</sup> Amendment) Act, 1982.
21. Representations received from Trade, Federations etc. with regard to Sales Tax/VAT matters.
22. All matters relating to Inter-State Councils
23. Court Cases.
24. Private Members' Bills on the above subjects.
25. Parliament Questions on the above subjects

**Section Officer**  
Tel.23093068  
Inter Com. 5381

**Under Secretaries**  
Tel. 23093068  
Inter Com: 5381

**Director**  
Tel.23092878  
Inter.Com.5364

Tele.No.23095376  
Inter Com: 5376

**Joint Secretary**  
Tel. 23092262  
Inter Com.: 5509

**Addl. Secretary (Rev)**  
Tel. 23092264  
Inter Com.: 5356

## C. Competent Authority Cell.

### List of subjects:

1. All matters relating to administration of the Smugglers and Foreign Exchange Manipulators (Forfeiture of Property) Act, 1976.
2. All matters relating to forfeiture of illegally acquired properties, done by CAs under the Smugglers and Foreign Exchange Manipulators (Forfeiture of Property) Act, 1976 and Chapter V-A of Narcotics Drugs and Psychotropic Substances Act, 1985 and court cases involving challenge to provisions of the said Acts.
3. Administrative and policy matters relating to the four offices of the Competent Authorities; filling up of all Groups 'A' posts in CA Offices.
4. To assist the offices of the Competent Authorities in conducting their cases in the Supreme Court of India and to assist the offices of Competent Authorities (except C.A., New Delhi) in conducting their cases in High Court of Delhi.
5. Administrative matters relating to ATFP including appointments of Registrar.
6. Parliament Questions regarding Competent Authorities and ATFP.

Section Officer	Under Secretary	Director	Joint Secretary	Addl. Secretary
Tele. No 23095586 Inter Com: 5586	<b><u>Tele.No.23095367</u></b> <b><u>Inter Com: 5367</u></b>	Tel.No.23092504 Inter Com: 5361	Tele.No.23094595 Inter Com: 5387	Tele.No.23092264 Inter Com: 5356

## D. NARCOTICS CONTROL DIVISION

### 1. N.C. I Section

### List of Subjects:

1. Framing of general Licensing Conditions and follow up action.
2. Notifying tracts for cultivation of opium poppy in pursuance of General Licensing Conditions.
3. Matters relating to poppy straw & poppy seeds.
4. Fixation of procurement price of opium payable to poppy cultivators.
5. Matters relating to licit cultivation of opium poppy.
6. Appointment of SPPs in various courts to handle NDPS cases of Central Bureau of Narcotics.
7. Court cases of CBN in Supreme Court arising out of NDPS Act.
8. Matters relating to CBN e.g. representations from poppy cultivators, complaints against officials of CBN etc.
9. Furnishing of material relating to production and export of opium for Annual Report of the Ministry of Finance,
10. VIP References and Parliament Questions on the matters relating to opium Licensing Order, appointment of SPPs etc.
11. Proposals of CBN for purchase of vehicles and purchase/hire of land/ building etc.
12. Opening of new offices under CBN.
13. Audit paras relating to CBN.
14. All Miscellaneous matters relating to CBN.

<b>Section Officer</b> Tel: 23095418 Inter Com: 5418	<b>Under Secretary</b> Tel. No.23095415 Inter Com: 5415	<b>Director</b> Tel. No 23095450 Inter Com: 5450	<b>Joint Secy. (Rev.)</b> Tel. No.2 3094595 Inter Com: 5387
<b>Addl.Secy. (Rev.)</b> Tel. No.23092264 Inter Com: 5356			

## 2. N.C.II Desk

### List of Subjects:

1. All matters relating to UN/UNDCP/Colombo Plan/ECOSOC/INCB and other matters relating to India's Contribution to all International Agencies.
2. Matters relating to Cabinet Sub-Committee on Drug abuse Control.
3. Matters relating to NDPS Consultative Committee
4. Matters relating to Narcotics Coordination Committee of Secretaries.
5. All matters relating to U.N. Sub-Commission.
6. Matters relating to three U.N. Conventions.
7. Reports and Returns to International Agencies.
8. Administration/Amendment of NDPS Act /Rules in consultation with Other Ministries/Departments/Organisations
9. Issue of Notification /guidelines/Instructions for implementation of the NDPS Act/Rules and Coordination & Correspondence with various Govt. agencies.
10. All matters relating to SAARC
11. India's contribution to. UN/UNDCP/Colombo Plan/ECOSOC/INCB and other matters relating to India's Contribution to all International Agencies.
12. Matters relating to Precursor Chemicals.
13. Matters relating to Zonal Councils
14. Setting up of Special Courts & correspondence relating thereto..
15. Material other than (opium data) for Annual Report of Ministry of Finance
16. Bilateral agreement/MoUs and matters relating thereto.
17. Secretary/DG level talks with Pakistan
18. Miscellaneous matters of NCD including all reports and returns.
19. Courts Cases relating to the subject allotted to NC-II
20. Parliament Questions etc. pertaining to the subjects allotted to NC-II
21. Clemency petitions under NDPS Act.

### Section Officers

I.Com: 5577

### Under Secretary

Tel.No.23095577  
Inter Com: 5450

### Director

Tel. No.23092686  
Inter Com: 5387

### Jt.Secy. (R)

Tel. No. 23094595  
Inter Com.No 5356

### Addl.Secy.(R)

Tel.No.23092264  
Inter Com: 5419

### Junior Analyst

Tele.No.23095419

## 3. N.C. (Legal)

### List of Subjects:

- 1..Examination of proposals for amendment of the Narcotic Drugs and Psychotropic Substances Act, 1985 and the rules framed thereunder.
2. Attending to inquires relating to and implementation of the following International Conventions on drugs:
  - (a) Single Convention on Narcotic Drugs, 1961
  - (b) Convention on Psychotropic Substances, 1971, and
  - © United Nations Conventions Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances, 1988.
3. All legal matters, technical matters on law and procedures and court matters.
4. Study of court judgements for formulation of corrective steps and amendments in investigative procedure and legislation.
5. Coordination with Central Agency Section of the Ministry of Law in the Supreme Court regarding court matters.
6. Dissemination of information on important judgements and legal development to other enforcement agencies.

7. Appointment of Public Prosecutors in the various Sessions Courts/Special Courts for conducting cases relating to offences under the NDPS Act prosecuted by CBN and appointment of High Fee Councils in the various High Courts and Supreme Court for conducting cases of CBN relating to offences under the NDPS Act.
8. Legal aspects of International Conventions, returns, reports etc. bilateral agreements and study of drug laws of other countries forwarded by the UNDCP.
9. Bilateral agreement/ Memorandum of understandings and matters relating thereto.

**Deputy Legal Advisor (NC)**

Tel.No. 23092893

**Joint Secretary (Rev)**

Tele. No. 23094595

Inter Com: 5387

**Addl. Secretary (Admn.)**

Tele.No.23092264

Inter Com: 5356

## **E. INTEGRATED FINANCE UNIT**

### **1. I.F. U. (Budget & Accounts) - DT-I**

**List of Subjects:**

1. Control over expenditure in respect of Grant related to Direct Taxes.
2. Scrutiny of Monthly Expenditure Statement received from various Heads of Departments.
3. Scrutiny of consolidated Monthly Expenditure Statement received from Principal Chief Controller of Accounts (CBDT), New Delhi.
4. Appropriation Accounts and inspection reports in respect grant related to direct Taxes.
5. Budget Proposals of Grant related to Direct Taxes.
6. Consolidation of Accepted Budget Estimates in respect of Grant related to Direct Taxes.
7. Additional Requirements of funds, Supplementary Grant and Re-appropriation of funds for Direct Taxes grant.
8. Distribution of cost of collection against various Direct Taxes.
9. Circle-wise Distribution of Budget Provisions after these has been approved by the Parliament.
10. Miscellaneous (Accounts and Budget).
11. Release of funds for House Building Advance against applications received from field formations in Income-Tax Department
12. Loans and Advances in respect of Cycle/Scooter/Car/Fan etc. relating to Income-Tax Department.
13. Reports and Returns pertaining to above subjects.
14. Material for the Annual Report performance budget and outcome budget of Ministry of Finance in respect of Direct Taxes.

**Section Officer**

Tel.No.23092790(CRH)

**Under Secretary**

Tele.No.23092258(CRH)

**Director (Finance/DT)Financial Adviser**

Tele.No. 23093269

Tele.No. 23092332

Inter Com: 5402

Inter Com. 5685

### **2. I.F.U (Budget & Accounts) - EC-II**

**List of Subjects:**

1. All financial proposals pertaining to Customs & Central Excises Department e.g. Customs Central Excise Service Tax Commissionerates and Directorates like Directorate of Logistics,, Revenue Intelligence Export Promotion, Valuation, Service Tax, Inspection, Systems & Data Management,Vigilance, Audit, Publicity and Public Relations, National Academy of Customs, Excise and Narcotics.
2. All Proposals relating to Computerisation in Customs and Central Excise Department.
3. All Proposals regarding service matters of Personnel of the Customs & Central Excise Department.
4. All matters pertaining to expenditure budget of
  - (i) Central Excise and Service Tax Commissionerates and Directorates, CDR, CEGAT, Settlement Commission & Authority for Advance Ruling, Central Excise.
  - (ii) Customs Commissionerates and Directorates.
  - (iii) Loans and Advances (Car Advance, Scooter Advance, Cycle Advance, Table, Fan Advance etc.)Customs and Central Excise Department and Department of Revenue (Hqrs.);

- (iv) House Building Advance, Customs and Central Excise Department and Department of Revenue (Hqrs.);
- (v) Reports and Returns pertaining to above subjects;
- (vi) Appropriation Accounts, Audit & PAC matters, Standing Committee matters relating to Budget Grant for Customs and Central Excise.
- (viii) Proposals relating to procurement of Scanners, vessels, X-Ray Baggage Inspection systems and other anti-smuggling equipments, through regular Budget as well as from Customs Welfare (Special Equipment) Fund.
5. Proposals relating to Customs Welfare Fund.

<b>Section officer</b> Tele.No.23093594(CRH)	<b>Under Secretaries</b> Tele.No.23093386(CRH)	<b>Director (Finance/EC)</b> Tele.No.23093978 Inter Com: 5401	<b>Financial Advisor</b> Tele.No. 23092332 Inter Com.5685
Tele.No.23093594(CRH)			

### 3. INTERNAL FINANCE UNIT (IFU)-III

**I. Shri Krishan Gopal (S.O.)**

All Proposals pertaining to the Central Excise and Customs Department including field formation & concerning land and building purchase construction and maintenance. Proposals relating to vehicles. Proposals pertaining to CRCL, Narcotics Commissioner, Chief Controller of factories including Govt. Opium and Alkaloid factories. Expenditure Budget of Narcotics Commissioner, Chief Controller of Factories and Committee of Management etc. Review of Delegation of Financial Powers to Head of Departments.

**II. Sh S.B.Kaushik (U.S.)**

All matters pertaining to the Income-tax Department and field formations (including Directorates of Income Tax) Budget and Financial Proposals relating to Competent Authorities and A.T.F.P.

**III. Sh. Ravinder Singh (US)**

All financial proposals pertaining to the Secretariat of Revenue Department including Central Bureau of Narcotics, CBEC and CBDT, Central Economic Intelligence Bureau & Principal CCA (CBEC) &, Principal CCA (CBDT), Enforcement Directorate, Financial Intelligence Unit, PAOs, Appellate Tribunal (Customs Excise and Service Tax), National Institute of Public Finance & Policy, Committees etc. appointed in the Department. Proposals related to compensation to States/UTs for revenue loss due to introduction of VAT and other VAT related expenditure.

<b>Section Officer</b> <u>Tel : 23095405</u> <u>I.Com: 5405</u>	<b>Under Secretaries</b> <u>Tele.No.23092428</u>  <u>Tel : 23092428</u> <u>I.Com:5403, 5404</u>	<b>Director (FIN-EC)</b> <u>Tel No: 23093978</u> I.Com.5401	<b>Financial Adviser</b> Tel No.2 3092332 Inter Com: 5685
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### F. REVISION APPLICATION UNIT

#### 1. R. A. Unit (Customs)

**List of Subjects:**

1. Customs Revision Application under Section 129DD of Customs Act, 1962. Such cases should relate to orders-in-appeal passed by the Commissioner of Customs (Appeals), in any of the following: -
  - (a) Cases related to any goods imported or exported as baggage.
  - (b) Cases related to any goods loaded in a conveyance for importation into India, but which are not unloaded at their place of destination in India, or so much of the quantity of such goods as has not been unloaded at any such destination if goods unloaded at such destination are short of the quantity required to be unloaded at that destination;
  - (c) Payment of drawback as provided in Chapter X, and the rules made thereunder;
2. Revision Application Under Rule 15 of the Foreign Travel Tax Rules, 1979;
3. Revision Application under Rule 13 of the Inland Air Travel Tax Rules, 1989.

## 2. R.A. Unit (Central Excise)

### List of Subjects:

1. Central Excise Revision Applications and Review cases under Section 35EE of Central Excise Act, 1944. Such cases should relate to Orders-in-appeal passed by Commissioner of Central Excise (Appeals) in any of the following matters:
  - (a) a case of loss of goods, where the loss occurs in transit from a factory to warehouse or to another factory or from one warehouse to another or during the course of processing of the goods in a warehouse or in storage, whether in a factory or in a warehouse.
  - (b) a rebate of duty of excise on goods exported to any country or territory outside India or on excisable materials used in the manufacture of goods which are exported to any country or territory outside India;
  - (c) goods exported outside India (except to Nepal or Bhutan) without payment of duty.

**Section Officer (R.A)**  
Tel: 26177346 **(HVB)**

**S.T.O. (RA)**  
Tel: 26177345 **(HVB)**

**Under Secretary (RA)**  
**Tel: 26177336 (HVB)**

**Jt. Secretary (RA)**  
Tel: 26177599 **(HVB)**

Tel: 26177345 **(HVB)**

## G. OTHER BODIES /ORGANISATIONS

### 1. CENTRAL ECONOMIC INTELLIGENCE BUREAU

The Central Economic Intelligence Bureau (CEIB) was set up in September 1985 for coordinating and strengthening the intelligence gathering activities and enforcement action by various agencies concerned with investigation into economic offences and enforcement of economic laws.

The Bureau was made responsible for maintaining liaison with the concerned Departments & Directorates both at the Central and State Government level and in addition was made responsible for the overall direction and control of the regulatory agencies functioning under the administrative control of the Ministry of Finance.

In order to streamline and strengthen the functioning of the CEIB and to enable it to concentrate on its two roles, with one wing functioning as the Secretariat for Economic Intelligence Council (EIC) and the other related to Economic Intelligence (ECOINT). The Charter of CEIB was revised in 2003.

As per the revised Charter the Bureau inter alia deals with examination of trends on intelligence and changing dynamics of economic offences and undertake analysis of economic activities at the macro level; CEIB receives intelligence reports, and after due analysis disseminates the same to competent authorities. The Bureau also acts as the nodal agency for cooperation and coordination at international level with other international agencies in the area of economic offences; CEIB coordinates and supervises the functioning of Regional Economic Intelligence Committees (REICs) set up at 18 places across the country and implements the COFEPOSA Act.

The Bureau is headed by a Special Secretary and Director General who is assisted by two Deputy Director Generals, One Joint Secretary (COFEPOSA), five Assistant Director Generals, four Under Secretaries, one Senior Statistician, eight Senior Technical Officers, and other staff.

The Bureau has a sanctioned strength of 113 officers & staff who are drawn from the cadres of Indian Revenue Service (Income Tax and Customs & Central Excise), Central Secretariat Service, Central General Service, Indian Economic Service and Indian Police Service etc. The total sanctioned strength including secretarial staff is as under :-

Group A	23
Group B	15
Group C	45
Group D	30
<b>Total</b>	<b>113</b>

Note: - (20) Posts of CEIB abolished vide order No.21/2005 dated 30<sup>th</sup> March, 2005 of Ad.I. After abolition total Sanctioned strength of the Bureau is 113.

### The main functions of the Bureau are: -

- (i) Act as the Secretariat for Economic Intelligence Council (EIC) by
  - Providing all necessary support and assistance, including infrastructural support to the EIC in discharge of its functions.
  - Organizing meetings at prescribed intervals
  - Coordinating the progress of implementation of all decisions taken by the EIC.
- (ii) Act as nodal agency for ECOINT (Economic Intelligence) and ensure real time monitoring and effective interaction and coordination among the concerned regulatory agencies in the areas of economic offences. Intelligence having multi-agency ramification shall be communicated to other concerned agencies through the CEIB. Coordination among various agencies in such cases shall thereafter be done by the CEIB.
- (iii) To ensure prompt dissemination of intelligence having security implications among the NSCS and agencies under Ministry of Home Affairs and Cabinet Secretariat.
- (iv) Coordinate the functioning of Regional Economic Intelligence Councils (REICs).
- (v) Coordination with multi Agency Center (MAC).
- (vi) Organize meetings of the Working Group under the chairmanship of Revenue Secretary at prescribed intervals and submit a report to the Chairman of the EIC after every meeting.

### Economic Intelligence Council

The Economic Intelligence Council (EIC) was reconstituted in 1997 to improve coordination among various agencies and departments under the Ministry of Finance in view of the linkage between economic offences and threats to national security; its mandate has been redefined. EIC has accordingly reconstituted under the chairmanship of the Finance Minister on 9<sup>th</sup> July, 2003. The constitution was partially modified on 21<sup>st</sup> February, 2005. As per the existing constitution the EIC is serviced by a Secretariat of CEIB and Special Secretary cum Director General, CEIB is the Member Secretary of the EIC.

The mandate of EIC includes various aspects of intelligence relating to economic security; involving a strategy for effective collection of such intelligence and its dissemination to identified user agencies and departments.

The EIC reviews measures to combat economic offences and formulate coordinated strategy of action by various enforcement agencies alongwith important cases involving inter-agency coordination and approved modalities for improving such coordination. It also considers and approves measures to strengthen the working of individual intelligence and enforcement agencies under the M/F and examines the changing dynamics of economic offences, including new modus operandi for such offences and approve measures for dealing with them effectively. It advises on amendments of laws and procedures for plugging loopholes in taking effective action against economic offenders. It considers and approves lists of annual tasks, including their periodical updating, for each of its agencies in consultation with all user Departments and agencies, including the Intelligence Bureau (IB) and Research and Analysis Wing (R&W) and direct its Secretariat to make available the task lists to the NSCS.

### **List of subjects:**

- (i) All works relating the EIC, REICs, Working Group etc.
- (ii) EIC Secretariat.
- (iii) Collection of statistical data, research and analysis.
- (iv) News letter and Intellegence digest
- (v) Annual Report
- (vi) Compendium of economic trends, offences and analysis.
- (vii) Compiling the list of cases refered to REICs and further progress and final outcome of these cases.
- (viii) Any other work allotted to it.

### **Administration Wing**

#### List of subjects

- (i) All works relating to establishment.
- (ii) Parliament Matters.
- (iii) Audit Paras.
- (iv) Recruitment Rules relating to Deputation post

- (v) Reorganization of CEIB and Security matter
- (vi) Coordination with Head Quarter (Revenue)

**Central Economic Intelligence Bureau(CEIB)**

**Administration & Cash**

<b>Section Officer</b> Tel.23712452	<b>Under Sec. (Admn.) &amp; HoD</b> Tel. 23712295	<b>ADG</b> Tele.No.23739403	<b>DDG</b> Tel.No.23325976	<b>SS &amp; DG</b> Tel: 23328926/58
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Tele.No. 23712579

**Intelligence Wing**

<b>STO</b> Tel: 23328965  Tel.No: 23739468 Tel.No.23352963	<b>ADG</b> Tel.23325468  Tel. 23712455 Tel.23320039	<b>DDG</b> Tel: 23717665  Tel.23325976	<b>SS &amp; DG</b> Tel: 23328926/ 23739367
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**COFEPOSA**

<b>Section Officer</b>  Tel: 23325462	<b>Under Secretaries</b>  Tel: 23317660	<b>Deputy Secretary</b>  Tel.No.237112014	<b>Deputy Secretary</b>  Tele No.233202
<b>Joint Secretary</b>  Tel: 23325053	<b>Director General</b>  Tel: 23328958		

**COORDINATION WING**

<b>Statistician Gr. II</b>  Tel. 23712451	<b>STO</b>  Tel.No.23322963	<b>ADG</b>  Tel.No.23325051	<b>DDG &amp; JS</b>  Tel: 23325976
<b>SS&amp;DG</b> Tel: 23328958			

**2. PITNDPS SECTION**

**List of Subjects:**

1. Scrutiny of the proposals for detention under the PITNDPS Act, 1988.
2. Constitution of Screening Committee for the consideration of the proposals for detention and circulation of the proposals to the Committee for consideration.
3. Issue of detention orders, grounds of detention/declarations under the PITNDPS Act.
4. Constitution of Advisory Board under Section 9of the PITNDPS Act, reference of cases of detention to the Advisory Board for reports and revocation/confirmation of the detention orders in accordance with the reports of the Advisory Board.
5. Prescribing the conditions of detention, including maintenance, discipline etc.
6. All matters relating to legislation regarding PITNDPS Act, either by Ordinance or by legislation.
7. Compilation of statistics of detention.

8. Maintenance of Detention Register, Writ Petition Register etc.
9. Parliament Questions etc. relating to the above matters.
10. Declaring of persons who are evading arrest under the PITNDPS Act as absconders.
11. Consideration of representation from and on behalf of the detenus.
12. All questions of policy involving the administration of the Act.
13. All matters pertaining to the Criminal Writs filed by or on behalf of the detenus in the various High Courts and the Supreme Court including appointment of Counsel, conference and discussion with Counsels, attending Court hearings, filing of counter affidavits etc.
14. Scrutiny of the judgements of the Courts in PITNDPS cases for proper formulation of Policy matters.
15. Dealing with reports of detention of persons by State/Union Territory Governments.

<b>Section Officer</b>	<b>Under Secretary</b>	<b>Dy. Secretary</b>	<b>Jt. Secy. (PITNDPS)</b>	<b>Secretary (Rev)</b>
<b>Tele. No. 23093990</b>	<b>Tele.No.23093991</b>	<b>Tele.No.23093991</b>	<b>Tele.No.23325053</b>	<b>Tele.No.23092653</b>
			Inter Com: 5353	

### 3. COMPETENT AUTHORITIES

#### Functions :

The Authority is set up for forfeiture of illegally acquired property of the persons convicted under Sea Customs Act, 1878, Customs Act, 1962, Foreign Exchange Regulation Act, 1947 and Foreign Exchange Regulation Act, 1974 and the persons detained under COFEPOSA Act, 1974. The Narcotic Drugs and Psychotropic Substances Act, 1985(NDPSA) provides for tracing, freezing, seizure and forfeiture of illegally acquired property of the persons convicted under that Act or any corresponding law of any foreign country and those who are detained under PITNDPS Act, 1988 and J & K PITNDPS Act, 1988.

At present the offices of the Authority are located at Calcutta, Chennai, Delhi and Mumbai and the jurisdiction of these offices is as follows:-

<b>Headquarters</b>	<b>Areas of Jurisdiction</b>
1. Competent Authority/ Administrator, Delhi	States of Haryana, Himachal Pradesh  Jammu & Kashmir, Punjab, Rajasthan, Bihar, Jharkhand, Uttar Pradesh & Uttaranchal.and Union Territories of New Delhi, Chandigarh and Delhi.
2. Competent Authority/ Administrator, Mumbai.	States of Gujarat, Goa, Maharashtra, M.P., Chhattisgarh and of Daman and Diu and Dadra and Nagar Haveli.
3. Competent Authority/ Administrator, Kolkata	States of Arunachal Pradesh, Assam, Manipur, Mizoram Meghalaya, Kolkata. Nagaland, Sikkim, Orissa, Tripura and West Bengal and Union Territory of Nicobar Islands.
4. Competent Authority/ Administrator, Chennai.	States of Andhra Pradesh, Karnataka, Kerala, Tamil Nadu and Union Territories of Pondicherry and Lakshadweep.

### 4. DIRECTORATE OF ENFORCEMENT

#### ORGANISATIONAL SET UP

The Directorate of Enforcement was established in the year 1956 with its Headquarters at New Delhi. The Director of Enforcement who is an officer of the level of Additional Special Secretary, to the Govt. of India heads this Directorate. Besides the Directorate has two Special directors posted at Head Quarter and one special director posted at Mumbai. The Zonal Offices are headed by Dy. Directors and Sub-zonal offices by Assistant Director. The Director has been recently reorganized during the year 2006-07 and presently it has a following 10 Zonal offices and 11 sub Zonal Offices:-

Zones	Mumbai, Delhi, Chennai, Kolkata, Chandigarh, Lucknow, Cochin, Ahmedabad, Bangalore & Hyderabad.
Sub Zones	Jaipur, Jalandhar, Srinagar, Varanasi, Guwahati, Calicut, Indore, Nagpur,Patna, Bhubaneshwar & Madurai.

## 2. STAFF

The total sanctioned strength of the staff of all categories is 753. The break-up is as under: -

Group A Officers	-	54
Group B Officers	-	168
Group C Officers	-	383
Group D Officers	-	148
<b>Total: -</b>		<b>753</b>

## 3. FUNCTIONS

The main functions of the Directorate are as under:-

1. To collect, develop and disseminate intelligence relating to violations of the FEMA, 1999. The intellegnet inputs are received from various sources such as Central and State Intelligence agencies, complaint etc.
2. To investigate suspected violation of the provisions of the FEMA 1999 relating to activities such as "Hawala" Foreign Exchange racketeering, non-realization of export proceeds, non-repatriation of foreign exchange and other forms of violations under FEMA, 1999.
3. To adjudicate cases of violations of the erstwhile FERA, 1973 and FEMA, 1999.
4. To realize the penalties imposed on conclusion of adjudication proceedings.
5. To handle adjudication, appeal & Prosecution cases under erstwhile FERA, 1973.
6. To process and recomond cases for preventive detaintion under the Conservation of Foreign Exchange and Prevention of Smuggling Activities Act. (COFEPOSA).
7. Register Offence Case u/s 3 of Prevention of Money Laundering and punishable u/s 4 of Prevention of Money Laundering Act. 2005.
8. To undertake servey, serch, seizure, arrest and prosecution action etc. against offender of Prevention Money Laundering Act. 2005 (PMLA) offence.
9. Attachment of property involved in Money Laundering.
10. To provide and seek mutual legal assistants to/from contracting states in respect of attachment/confiscation of proceeds of crime as well as in respect of transfer of accused persons under PMLA.

## 5. SETTLEMENT COMMISSSION (IT/WT)

1. The Settlement Commission (IT/WT) was constituted under section 245 B of Income-tax Act, 1961 (Chapter XIX-A) and section 22B of the Wealth Tax Act, 1957 in 1976.
2. The Settlement Commission consists of one Chairman and two Members in the Principal Bench in New Delhi and one Vice Chairman and two Members in each of the 3 Additional Benches set at Mumbai, Kolkata and Chennai.
3. The Settlement Commission is a statutory body and deals with the settlement applications filed by the assesses under the Income-tax Act, 1961 and the Wealth-tax Act, 1957. An assessee can approach the Settlement Commission at any stage of the proceedings for assessment which may be pending before an Assessng Officer, subject to certain prescribed conditions. Further, where the application relates to income tax, the additional tax payable on the income disclosed in the application must be more than Rs. 3.00 lakh.
4. The Commission has the power to grant immunity from prosecution from any offence under Income-tax Act, 1961 or the Wealth-tax Act, 1957 and also from imoisition of penalty under the Income Tax Actor under the Indian Penal Code or any other Central Act and also from imposition of penalty under the Income-tax Act, 1961 and the Wealth-tax Act, 1957 in cases
5. where the applicants make a full and true disclosure of their income or wealth and fulfills certain other prescribed conditions. The order passed by the Settlement Commission is conclusive as to the matters stated therein and no appeal lies to any authority against the order passed by the Settlement Commission.

6. An assessee may make an application to the Settlement Commission to have the case settled, in such form and in such manner as may be prescribed, containing a full and true disclosure of his income/wealth which has not been disclosed before the Assessing Officer, the manner in which such income/wealth has been derived, the additional tax and interest thereon has to be paid on or before the date of making the application and the proof of such payment is to be attached with the application.

A settlement application has to be presented in prescribed form by the applicant in person or by his agent, to the Secretary at the Headquarters of the Commission at New Delhi or of the Bench within whose jurisdiction his case falls or to any officer authorized in this behalf by the Secretary, or is to be sent by Registered Post addressed to the Secretary, or to such officer.

## **6. APPELLATE TRIBUNAL FOR FORFEITED PROPERTY**

The Appellate Tribunal for Forfeited Property (ATFP) was constituted under the Smugglers and Foreign Exchange Manipulators (Forfeiture of Property) Act, 1976 (SAFEMA). It started functioning w.e.f 03.01.1977. Subsequently, the Tribunal was also constituted as the Appellate Tribunal under the Narcotic Drugs and Psychotropic Substances Act, 1985 (NDPS) after its amendment in the year 1989

2. The Tribunal was established pursuant to the enactment of SAFEMA which was brought with the objective to effective prevention of smuggling activities and foreign exchange manipulations as it was considered necessary to deprive persons engaged in such activities of their ill gotten money. Identical provisions were incorporated in the NDPS Act in the year 1989 as the illicit traffic in narcotic drugs and psychotropic substances also poses a serious threat to the health and welfare of the people, and the activities of persons engaged in illicit traffic have a deleterious effect on the national economy.

3. The Tribunal comprises a Chairman (who is or has been a Judge of the High Court or Supreme Court) and two Members (who are generally of the level of Additional Secretary to the Government of India). It is situated at New Delhi without any Benches elsewhere. However, in order to provide justice at the door step of public, the Tribunal holds camp sittings at different places in the country under the provisions of the above Acts. The Tribunal is the final appellate forum in the matters of forfeiture of properties under the SAFEMA and NDPS Act.

4. The Tribunal hears/considers for decision/order appeals and allied matters filed against the forfeiture, or other orders passed by the officers designated as Competent Authority under the SAFEMA and NDPS Act. At present there are four Competent Authorities with offices at Delhi, Mumbai, Kolkata and Chennai. The Orders are passed by these Competent Authorities for forfeiture of illegal properties of the persons convicted under Customs Act, 1962 or NDPS Act, 1985 or detained under COFEPOSA, 1974 or PITNDPS Act, 1988 and also the properties held by such persons in the names of their relatives and associated and seizure or freezing of illegally acquired property of the persons covered under NDPS Act.

5. The appeals and petitions are decided by the Benches consisting of at least two Members and constituted by the Chairman. At present the Tribunal is presided over by Shri Justice A.K. Mahajan, who is a former Judge of High Court of Delhi.

6. Besides judicial work, the Chairman also functions as Head of the Department for administrative work. The Registrar of the Tribunal besides registering the appeals functions also as Head of the Office.

7. Recently, this Tribunal has also been entrusted the appellate matters pertaining to confiscation of properties under the Prevention of Money-Laundering Act, 2002 (PMLA). The present Chairman and one Member of ATFP have been appointed as the Chairperson and Member of the Appellate Tribunal constituted under the PMLA. The Registrar, APFP, will function as Registrar of the Appellate Tribunal under the PMLA. While the Chairman and one Member of Appellate Tribunal under the PMLA, one new Member having accounting background (to be called Accountant Member) will also be appointed under PMLA.

## 7. CUSTOMS EXCISE AND SERVICE TAX APPELLATE TRIBUNAL (CESTAT)

CESTAT was created to provide an independent forum to hear the appeals against orders and decisions passed by the Commissioners of Customs & Excise under the Customs Act, 1962, Central Excise Act, 1944 and Gold (Control) Act, 1968. The Gold (Control) has been repealed. The Tribunal is also empowered to hear appeals against orders passed by the designated authority with regard to Anti Dumping Duties under the Customs Tariff Act, 1975 and matters relating to Service Tax. The sanctioned strength of the Members (including President and two Vice Presidents) is 21.

It has Principal Benche in Delhi and five regional Benches in Mumbai, Chennai, Kolkata, Bangalore and Ahmedabad. Each bench consists of a Judicial Member and a Technical Member. With a view to have expeditious disposal of small cases, a Bench of a Single Member may deal with the matters not exceeding ten lakhs. Except in the matters relating to classification and valuation of goods, the Tribunal is the final Appellate Authority though a reference to the Hon'ble High Court can be made on a question of law. An appeal lies against the order of the Tribunal in classification and valuation matter to the Hon'ble Supreme Court of India. The Customs, Excise & Service Tax Appellate Tribunal comprises of the Hon'ble President, two Vice President, Members (Judicial) and Members (Technical).

S. No	Name	Telephone (Office)	Telephone (Resdl.)
1.	Mr. Justice R.K. Abichandani, Hon'ble President	011-26106742	24638429
2.	Ms. Jyoti Bala Sundram, Hon'ble Vice President	022-23752339	23691325
3.	Mr. S. S. Kang, Hon'ble Vice President	011-26105874/	24677360
4.	Dr. S.L. Peeran, Hon'ble. Member (J)	080-22385860	26494412
5.	Mrs. Archana Wadhwa, Hon'ble Member (J)	07922-683272	-
6.	Mr. C.N.B. Nair, Hon'ble Member (T)	011-26105230	26886584
7.	Mr. P.G. Chacko, Hon'ble Member (J)	044-28252994	28330779
8.	Dr.C.Satapathy, Hon'ble Member (T)	033-22849212	24568222
9.	Mr. T. Anjaneyulu, Hon'ble Member (J)	022-23752149	24617800
10.	Mr. T.K. Jairaman Hon'ble Member (T)	080-22385862	235664534
11.	Mr. M.V.Ravindran, Hon'ble Member (J)	022-23712511	0251-2403878
12.	Mr. T.V.Sairam, Hon'ble Member (T)	011-26109941	25497189
13.	Mr. P.Karthikeyen, Hon'ble Member (T)	044-28252994	24465618
14.	Mr. K.K.Agarwal, Hon'ble Member (T)	022-23752024	23620074
15.	Mr. M.Veeraiyan, Hon'ble Member (T)	022-23752391	-
16.	Mr. Debendra Nath Panda ,Hon'ble Member (J)	033-2841887	24549426
17.	Mr. P.K.Das, Hon'ble Member (J)	011-26108237	24105717
18.	Mr. .S. Chandran Hon'ble Registrar.	011-26109589	29561003

## 8. CUSTOMS & CENTRAL EXCISE SETTLEMENT COMMISSION

1. Customs & Central Excise Settlement Commission was established under Sec. 32 of the Central Excise Act 1944 vide Notification No.40/99-Cx (NT) & 41/99-Cx (NT) dated 9.6.99. The Commission functions in the Department of Revenue as an attached office of the Ministry of Finance. The Commission comprises its Principal Branch presided over by the Chairman at New Delhi and 3 Additional Branches presided over by the Chairman at Mumbai, Chennai and Kolkata with 2 Members in each Bench. The present sanctioned strength is 118 officers and staff – 30 each for Delhi and Mumbai, Kolkata and 28 Chennai.

2. The basic objective of setting up of Settlement Commission is to expedite payments of Customs & Excise duties involved in disputes by avoiding costly and time consuming litigation process and to give an opportunity for tax payers who may have evaded payments of duty to come clean. It provides a forum for the assesseees to apply for settlement of their cases, on the basis of true and complete disclosure of their duty liability by them under Chapter -V of the Central Excise Act and Chapter XVIA of the Customs Act. Settlement Commission is therefore set up as an independent body, manned by experienced tax officers of "integrity and outstanding ability" (Sec32 (3) of CE Act), capable of inspiring confidence in Trade and Industry and entrusted with the responsibility of defining and safeguarding 'Revenue interest' The proceedings before it are declared 'judicial proceedings' within the meaning of Sec 193 & 228 of the IPC and for the purposes of Sec 196 of Penal Code.

## 9. NATIONAL COMMITTEE FOR PROMOTION OF SOCIAL & ECONOMIC WELFARE

Constituted in early 1992 under the Chairmanship of Justice P.N. Bhagwati, former Chief Justice of India, the Committee recommends projects for promotion of sports, social and economic welfare and pollution control to the Central Govt. for notification under Section 35AC of the Income-Tax Act. The funding of the approved projects is through donations on which the donors are entitled to 100 percent tax exemption under the Income Tax Law. Information on the Secretariat of the Committee is as under:

<b>Section Officer</b> <b>17</b> , RFA Barracks Church Road Tel :23092598	<b>Director</b> 266-A North Block Tel :23093907	<b>Joint Secretary (FT&amp;TR)</b> R. No.803 Hudco Vishala, Bhikaji Cama Place Tel : 26108402
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## 10. COMMITTEE OF MANAGEMENT

It is a high powered body running on the lines of Board of Directors set up by Govt. of India with effect from 1.3.1970 for administering and managing the overall functioning of the departmental Undertakings viz. Govt. Opium & Alkaloid Works at Neemuch, M.P. and Ghazipur, which are engaged in processing of raw opium for export purpose and also for extraction of alkaloids from opium, which are used by the pharmaceutical industry. The Committee comprises the following and enjoys the powers admissible to a Ministry of Govt. of India, subject to certain conditions:-

1. Spl. Secretary (Narcotics)/Additional Secretary, Govt. of India in charge of Govt. Opium and Alkaloid factories - Chairman
  2. Financial Adviser (Finance) - Member
  3. Chief Engineer (NZ), CPWD - Member
  4. Director, DGS & D - Member
  5. Narcotics Commissioner, Gwalior - Member
  6. Chief Controller, Govt. Opium and Alkaloid Factories - Member
  7. Chief Chemist, CRCL - Member
  8. Joint Secretary (NC/Admn.) - Member
2. The decisions of the Committee are executed through its Secretariat which has unique functioning and work as liaison office between CCF organization and the main Ministry and has independent status and separate budget head for its functioning.
3. Further, the Secretariat of Committee of Management apart from convening meeting of the Committee and taking follow up action on the decisions taken by it, is also engaged in dealing with various personnel and technical matters pertaining to the Undertakings, viz. :-
    - (b) Appointments, promotions/ confirmations to all class I posts.
    - (b) Creation of posts and framing of the recruitment rules in GOAWS & CCF's organization.
    - (c) Modernization programmes / upgradation of technology.
    - (d) Replies to audit paras, parliament questions and VIP references;
    - (e) Monitoring production and export performance fixation of price of various alkaloids-export Price of opium.
    - (f) Acceptance of tenders for purchases of stores and equipments required by the Undertakings.
    - (g) Writing off of bad debts/stores.
    - (h) Correspondence and meetings with foreign buyers and their Govt. representatives.

- (i) Demands and representations from Association/Unions of staff of the Undertakings.
- (j) Labour matters like industrial disputes, workmen's compensation, bonus.
- (k) Court cases relating to GOAWS.
- (l) Entering into lease of any immovable property for a period exceeding 5 years.
- (m) Disposal of any property, right or privilege exceeding CCF's powers.
- (n) Any change in the system of management of the undertaking.
- (o) Approval of rules of recruitment and promotion of staff in various cadres.
- (p) Fixation of salaries, emoluments and other terms and conditions of services in respect of all categories of employees.

- (q) Technical matters relating to GOAW Ghazipur and Neemuch.
- (r) Reference of any claim or demands by or against the undertaking to arbitration and observance and performance of the award.
- (s) Writing off of opium losses in the factories.

<b>Secretary</b>	<b>Under Secy. (NC)</b>	<b>Director (NC)</b>	<b>Jt. Secy. (Admn. /NC)</b>
<b>Committee of Management</b>			
	Tel: 23095415	Tel: 23095450	Tel: 23094595
Tel: 23095420	Inter Com: 5415	Inter Com: 5450	Inter Com: 5598
<b>Chairman Committee of Management</b>			
Tele. No. 230952264			
Inter Com.5356			

## 11. AUTHORITY FOR ADVANCE RULINGS FOR EXCISE & CUSTOMS

The Government of India vide Finance Acts, 1998 and 1999 proposed the setting up of an Authority for advance rulings for Excise and Customs in view of the need for foreign investors to be assured in advance of their likely indirect tax liability, by providing binding rulings on important issues. Authority for Advance Rulings (Customs & Central Excise) was constituted vide Notification No.16/2002-Ad, IC dated 7<sup>th</sup> May, 2002.

2. The Authority consists of a retired judge of the Supreme Court functioning as the Chairperson and two Members an officer of the Indian Customs & Central Excise Service qualified to be a Member of the CBEC and the other an Officer of the Indian Legal Service who is or is qualified to be, an Additional Secretary to the Government of India.

3. Application for advance ruling can be filed by:-

- (i) (a) a non-resident setting up a joint venture in India in collaboration with a non-resident or a resident; or
- (b) a resident setting up a joint venture in India in collaboration with a non-resident; or
- (c) a wholly owned subsidiary Indian company, of which the holding company is a foreign company, who or which, as the case may be, proposed to undertake any business activity in India;
- (ii) a joint venture in India; or
- (iii) a resident falling within any such class or category of persons, as the Central Government may, by notification in the Official Gazette, specify in this behalf, and which or who, as the case may be, makes application for advance ruling; Central Govt. vide notification No. 69/2005-Cus (N.T.) dated 29<sup>th</sup> July, 2005 has notified importers importing from Singapore under CECA.

4. Question on which advance rulings can be sought are:-

- (a) Classification of goods under the Customs Tariff Act, 1975. Central Excise Tariff Act, 1985, and any service as a taxable service under Chapter V of the Finance Act, 1994 (Service Tax);
- (b) Principles to be adopted for the purposes of determination of value of goods under the Customs Act, 1962, the Central Excise Act, 1944 and of taxable services under Chapter V of the Finance Act, 1994.
- (c) Valuation of taxable services for charging Service Tax;
- (d) Applicability of notifications issued under the Customs Act, 1962, Customs Tariff Act, 1975, Central Excise Act, 1944 and Central Excise Tariff Act, 1985 having a bearing on the rate of duty and any duty

chargeable under any other law for the time being in force in the same manner as duty of customs or excise and also of notifications issued under Chapter V of Finance Act 1994, as the case may be.

- (e) Admissibility of credit of excise duty paid or deemed to have been paid on the goods used in or in relation to the manufacture of excisable goods.
- (f) Admissibility of credit of Service Tax.
- (g) Determination of liability to pay Excise Duty;
- (h) Determination of liability to pay Service Tax;
- (i) Determination of origin of goods in terms of the Rules notified under the Customs Tariff Act, 1975 and matters relating thereto.

5. An advance ruling is statutorily required to be pronounced within 90 days of the receipt of application. An applicant has been given the liberty to withdraw his application within thirty days from the date of the application. The advance ruling pronounced by the Authority shall be binding only on the applicant who had sought it, in respect of any question as aforesaid and also on the Commissioner of Customs or Central Excise or Service Tax, as the case may be and the authorities subordinate to him, in respect of the applicant.

6. For filing an application under Customs, Central Excise & Service Tax laws, forms have been prescribed under Customs (Advance Rulings) Rules, 2002, Central Excise (Advance Rulings) Rule, 2002 and Service Tax (Advance Rulings) Rules, 2003. Detailed procedure has been laid down by the Authority for Advance Rulings (Customs, Central Excise and Service Tax) Procedure Regulations, 2005. (also known as AARUL (CEST) regulations) for regulating its own procedure in all matters arising out of the exercise of the powers under the respective Acts.

7. The details of the present Chairman, Members and Commissioner are as follows:-

Name	Tel. No.
Hon'ble Justice P.V. Reddy, Chairman	26876732
Ms. Chitra Shah, Member	26876731/26876726
Sh A. Sinha, Member	26876418/23384404
<b>Sh. Rajender Prakash</b> , Secretary	26876730/26876410(F)

Authority's address is as follows: -

Authority for Advance Rulings  
(Central Excise, Customs & Service Tax)

Hotel Samrat, 4<sup>th</sup> Floor,

Chankyapuri, New Delhi-110021

Phone: 91-11-26876402, 26876406, Fax: 91-11-26876410

Website : [www.cbec.gov.in/cae/aar.htm](http://www.cbec.gov.in/cae/aar.htm)

E mail – [aarcce@hub.nic.in](mailto:aarcce@hub.nic.in)

## 12. AUTHORITY FOR ADVANCE RULINGS (INCOME - TAX)

- 1 With a view to avoid a dispute in respect of assessment of income tax liability in the case of a non-resident (and also specified categories of residents) a Scheme on Advance Ruling was incorporated in Chapter XIX-B of the Income Tax Act. The Authority for Advance Ruling (AAR) pronounce rulings on the applications of the non-resident/residents submitted in the

prescribed form following prescribed procedure and such rulings are binding both on the applicant and the income tax department. Thus, the applicant can avoid expensive and time-consuming litigation on any question of law or fact, which might arise from normal income tax assessment proceedings. AAR (Procedure) Rules, 1996 provide detailed procedure for obtaining advance rulings.

2. The Authority consist of a retired Judge of Supreme Court as Chairman and two Members, one an officer of Indian Revenue Service equivalent to Member of CBDT and second an officer of Indian Legal Service of the rank of Additional Secretary as Member.
3. Any Non-Resident person whether individual, Company, firm, association of persons or other body corporate can make an application for seeking an advance ruling in regard to his/its tax liability. Similarly, certain category on residents can also seek advance rulings;

**A- For Non Residents**

For determination, in relation to a transaction which had been undertaken or is proposed to be undertaken by a Non-resident applicant on any question of law or fact specified in the application.

**B- For Residents**

- I. A resident who has undertaken or proposes to undertake a transaction with a non-resident may seek a ruling for determination on any question of law or fact in relation to such transaction involving the tax liability of the non-resident.
- II. A resident falling within notified categories may seek determination or decision by the Authority in respect of an issue relating to computation of total income which is pending before any Income Tax Authority or the Appellant Tribunal and such determination or decision shall include the determination or decision of any question of law or fact relating to such computation of total income.

(Central Government vide Notification No.11456 dated 3.8.2000 has specified public sector company as defined in clause (36A) of section 2 of the Income Tax Act being such class of persons under section 245N(b)(iii) of Chapter XIX B of the act.)

4. 35 posts in various grades including one post of Commissioner of Income-tax and two posts of Additional/Joint Commissioner of Income-tax (Group 'A') have been created to assist the Authority in performing its work.

**Commissioner of Income-tax**

Tel: 26117928

**Member (Rev.)**

Tel: 24122475

Sh. A. Sinha (Law)

Tel: 24100125

**Chairman**

Tel: 23012965/26117895

### **13. FINANCE INTELLIGENCE UNIT, INDIA (FIU-IND)**

Consequent to the enactment of the Prevention of money-laundering Act,2002 (PMLA), Financial Intelligence Unit-India (FIU-IND) was set up by the Government of India in the Department of Revenue, Ministry of Finance vide office memorandum dated 18<sup>th</sup> November, 2004. FIU-IND is the Ventral national agency for receiving, processing, analyzing and disseminating information relating to suspect financial tranactions. (IFU-IND) is also responsible for coordinating and strengthening efforts of national and international intelligence, investigation and enforcement agencies in pursuing the global efforts against money laundering and related crimes. It is to be a multi-disciplinary unit for establishing links between suspicious or unusual financial transactions underlying criminal activities so as to prevent and combat money laundering and related crimes.