PART-IV

ORGANISATION CHART OF CENTRAL BOARD OF EXCISE AND CUSTOMS (CBEC)

<table>
<thead>
<tr>
<th>CHAIRMAN</th>
<th>Member (Budget)</th>
<th>Member (CX)</th>
<th>Member (CX)</th>
<th>Member (Customs)</th>
<th>Member (Service Tax)</th>
<th>Member (L&amp;J)</th>
<th>Member (P&amp;V)</th>
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<tbody>
<tr>
<td>JS (TRU)</td>
<td>JS (TRU-I)</td>
<td>Commissioner (CX)</td>
<td>Commissioner (PAC)</td>
<td>JS (Customs)</td>
<td>Commissioner (Customs &amp; EP)</td>
<td>Commissioner (R&amp;I)</td>
<td>Commissioner (ST)</td>
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COMPOSITION AND FUNCTIONS OF CENTRAL BOARD OF EXCISE AND CUSTOMS

The Central Board of Excise and Customs consists of a Chairman and following Six Members:

1. Chairman
2. Member (P&V)
3. Member (Central Excise)
4. Member (Legal &Judicial)
5. Member (Customs)
6. Member (Budget)
7. Member (Service Tax)

ALLOTMENT OF WORK AMONGST THE CHAIRMAN AND MEMBERS OF CENTRAL BOARD OF EXCISE AND CUSTOMS

CASES OR CLASSES OF CASES WHICH SHALL BE CONSIDERED JOINTLY BY THE CENTRAL BOARD OF EXCISE AND CUSTOMS

1. Policy regarding discharge of statutory functions of the Central Board of Excise and Customs.
2. General policy relating to:
   (a) Tax planning and statutory changes;
   (b) Organization of other field formations;
   (c) Personnel management and training;
   (d) Methods and procedures of work; and
   (e) Performance budgeting.
5. Write-off or abandonment of revenue exceeding Rupees fifteen lakhs in a case.
6. Grant of Awards and Appreciation Certificates.
7. Any other matter that may be placed before the Board by the Chairman or by a Member with the approval of Chairman.

Note: Matters relating to the above subjects will be sponsored for Board's consideration by the Chairman or by the Member in whose charge the concerned item broadly falls.

CASES OR CLASSES OF CASES, WHICH SHALL BE CONSIDERED BY CHAIRMAN, CBEC.

1. Co-ordination and overall supervision of the work of the Board, including tours and inspections of the field formations by the Members. The following items of Chairman's work will come to him through the concerned Members.

2. All important policy matters relating to or arising out of the work allocated by this order in particular:-

   (a) Estimates of Revenue realization and measures to achieve these;
   (b) Administration and service matters relating to Group 'A' officers including Vigilance matters;
   (c) Public Grievances;
   (d) Court and Tribunal cases involving important or high revenue stakes; and
   (e) Intelligence discussions, negotiations, agreements and conferences and delegations to international conferences and meetings.

3. Budget matters and duty exemptions.

4. Matters relating to opium and narcotics.

5. World Customs Organisation, World Trade Organisation and ESCAP and other International Organisation.

   a. Any other matter which the Chairman or the concerned Member may consider necessary to be submitted to the Chairman.
   b. The entire work pertaining to DG (Vigilance)/CVO's office would be supervised by the Chairman.

CASES OR CLASSES OF CASES WHICH SHALL BE CONSIDERED BY MEMBER (CENTRAL EXCISE)

2. Central Excise Procedures.
3. Tariff Classification.
4. Arrears of Revenue.
6. Technical Co-ordination within the Board.
7. LTUs
8. PAC matters relating to Central Excise and Service Tax including C&AG Reports thereon.
9. Work relating to (i) Directors General of Central Excise Intelligence, (ii) Performance Management, (iii) Audit
10. Prosecution in Central Excise Cases.

CASES OR CLASSES OF CASES WHICH SHALL BE CONSIDERED BY MEMBER (CUSTOMS)

1. Customs Laws and its interpretation and application, policy and broad procedures (other than those concerning anti-smuggling).
2. I. T. C., ETC and other prohibition or restriction on imports and exports.
3. Foreign Travel Tax and cesses on imports and exports.
5. Customs Valuation.
6. Tariff classifications, tariff advises.
7. Customs procedures, customs house agent’s regulations.
8. Warehousing, inland bondage warehouses.
9. FTZs., EPZs, 100% EOU, E H T P’s STP’s and other special export schemes.
10. World Customs Organization, World Trade Organisation, ESCAP and International talks and agreements with organisation concerning customs.
11. Matters relating to drawback.
12. Matters relating to export promotions in Exim policy.
13. Revenue Intelligence and Anti Smuggling.
15. Customs & Central Excise procedures relating to above subjects.
16. Supervision and Control over Customs & Central Excise formations relating to above items of work and Directorate of Drawback.
17. Coordination with other ministries relating to export promotion and related issues.
18. Valuation
19. Supervision and control over:

   (a) Directorate General of Revenue Intelligence, (b) Directorate General of Export Promotion, (c) Safeguards, Valuation.

   (b) Directorate of Logistics.

   (c) Central Revenue Control Laboratory (CRCL)

CASES OR CLASSES OF CASES WHICH SHALL BE CONSIDERED BY MEMBER (Legal & Judicial)

1. All matters relating to Computerization and Business Process Re-Engineering in the CBEC.
2. All legislative proposals received from other Ministries/Departments other than those relating to Customs and Central Excise Tariff and Service Tax.
3. Judicial and Court work relating to Customs Central Excise and Service Tax in the Board (except that relating to service matters).
4. Supervision and monitoring of judicial and court work relating to Customs Central Excise and Service Tax of the field formations, particularly the litigation work in High Courts, excluding prosecutions, COFEPOSA.


6. Work of revision of orders passed by Commissioners under the Customs Act or Central Excises/Finance Act, 1994.

7. Review of orders passed by Commissioner and Commissioners (Appeals) for considering if appeals to CESTAT are required to be filed.

8. Work relating to functioning of:
   (a) DG (Systems & Data management)
   (b) CDR,
   (c) Directorate of Legal Affairs.
   (d) Settlement Commission,
   (e) CESTAT
   (f) Authority for Advance Rulings.

9. Prosecution in customs cases; Cofeposa and related work.

CASES OR CLASSES OF CASES WHICH SHALL BE CONSIDERED BY MEMBER (PERSONNEL & VIGILANCE)

1. Personnel management of all field formations under the Central Board of Excise & Customs, including:
   (i) Recruitment, recruitment policy and recruitment rules;
   (ii) Service matters, pay scales etc.
   (iii) Appointment, transfers and promotions in the department and service under the CBEC;
   (iv) Training;
   (v) Vigilance
   (vi) Evolution of norms and performance standards; and
   (vii) Staff Welfare.

2. Official Language Implementation Committee and connected matters.

3. Land and building programmes in all formations under the CBEC.

4. Litigation relating to service matters.

5. Publicity, Public Relations and Help Centres


CASES OR CLASSES OF CASES WHICH SHALL BE CONSIDERED BY MEMBER (BUDGET)

Supervision of the work of TRU & TRU II:

- Formulation of policy & levy of C.E. & Excise Tax.
CASES OR CLASSES OF CASES WHICH SHALL BE CONSIDERED BY MEMBER [SERVICE TAX]

Supervision of the work of Service Tax including Goods & Services Tax.

Work relating to GST policy wing including the related legislation, formulation of the CBEC's views on the GSTC Secretariat, matters relating to the subsuming of the various central taxes in GST, interaction with the Empowered Committee, acting as CBEC's interface with the trade and industry on matters relating to GST.

Organization and functions

Central Board of Excise & Customs (CBEC) deals with the tasks of formulation of policy concerning levy and collection of Customs and Central Excise duties, Service Tax, prevention of smuggling and evasion of duties and all administrative matters relating to Customs, Central Excise and Service Tax formations. The Board discharges the various tasks assigned to it, with the help of its field formations namely, the Zones of Customs & Central Excise, Commissionerates of Customs & Central Excise and the Directorates.

Union Cabinet approved the plan for Cadre Restructuring and Reorganization of the Field Formations under CBEC on 5th December, 2013. Reorganized organizational set up has been operationalized w.e.f 15.10.2014. The details about reorganized organizational set up are furnished below:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Formations</th>
<th>Pre-CR Number</th>
<th>Post-CR Number</th>
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<tr>
<td>1</td>
<td>Central Excise &amp; Service Tax Zones</td>
<td>23</td>
<td>23 CE+4 ST</td>
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<td>Central Excise Commissionerates</td>
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<td>6</td>
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<tr>
<td>7</td>
<td>Directorate General/Directorates/ Other formations</td>
<td>19</td>
<td>19</td>
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(i) Central & Service Tax Formations: There are 23 integrated Central Excise & Service Tax Zones, 4 exclusive Service Tax Zone, 119 Central Excise Commissionerates and 22 Service Tax Commissionerates. Each of the Central Excise and Service Tax Commissionerate normatively has 5 Divisions and 25 Ranges. Central Excise Commissionerates that will do Service Tax work also will have an additional Division and 5 Ranges exclusively for Service Tax work.
Following are integrated Central Excise & Service Tax Zones and Commissionerates:

Central Excise Zones (headed by Principal Chief Commissioner): Chennai, Delhi, Hyderabad, Lucknow, Mumbai-I, Kolkata, Vadodara.

Central Excise Zones (headed by Chief Commissioner): Ahmedabad, Bangalore, Bhopal, Bhubaneshwar, Chandigarh, Cochin, Coimbatore, Jaipur, Mysore, Meerut, Mumbai-II, Nagpur, Pune, Ranchi, Shillong, Vishakhapatnam.

Central Excise Commissionerates (headed by Pr Commissioner/Commissioner):


Service Tax Zones (headed by Chief Commissioner): Delhi, Mumbai, Chennai and Kolkata


Large Tax Payer Units (headed by Chief Commissioner): Bangalore, Kolkata, Chennai.

Pr. Commissioner/Commissioners at LTU, Mumbai, Chennai, Kolkata, Delhi and Bangalore
(ii) **Customs Formations:** There are Eleven (11) Customs Zones and sixty (60) Customs/Customs (Preventive) Commissionerates after reorganization. They have been assigned the following functions:-

(a) Implementation of the provisions of the Customs Act, 1962 and the allied acts, which includes levy and collection of customs duties and enforcement functions in their earmarked jurisdictions.

(b) Surveillance of coastal and land borders to prevent smuggling activities. Marine and telecommunications wings are available with the Board to assist these Commissionerates in their anti-smuggling work and surveillance of sensitive coastline.

Following are the details of Zones and Commissionerates:

**Customs Zones (headed by Principal Chief Commissioner/ Commissioner):**
- Mumbai-I,
- Kolkata, Chennai, Bangalore, Delhi Customs (P), Patna Customs (P), Tiruchirapalli Customs (P), Cochin Customs (P), Ahmedabad.

**Customs Commissionerates (headed by Principal Commissioner):**
- ACC (Import) Delhi, ICD Tughlakabad Delhi, Mumbai General, Nhava Sheva-I, Nhava Sheva-II, Mumbai Airport, Mumbai ACC Import, Mumbai Preventive, Kolkata Port, Kolkata Airport & ACC, Chennai-I Airport, Chennai-III, Chennai VII ACC, Bangalore Airport & ACC, Ahmedabad, Mundra, Hyderabad, NOIDA, Vishakhapatnam.

**Customs Commissionerates (headed by Commissioner):**
- Delhi General, Delhi Airport, Delhi ACC Export, ICD Tughlakabad Export, ICD Parpargang & other ICDs, Mumbai Import-I, Mumbai-Import-II, Mumbai Export-I, Mumbai Export-II, Nhava Sheva-III, Nhava Sheva-IV, Nhava Sheva-V, Nhava Sheva General, Mumbai Airport Special Cargo, Mumbai ACC Export, Mumbai ACC General, West Bengal Customs (P), Chennai-II, Chennai-IV, Chennai-V, Chennai-VI, Chennai VIII General, Bangalore City, Mangalore, Delhi Customs (P), Amritsar Customs (P), Jodhpur Customs (P), Ludhiana, Patna Customs (P), Lucknow Customs (P), Tiruchirapalli Customs (P), Tuticorin, Cochin, Cochin Customs (P), Jamnagar Customs (P), Kandla, Shillong Customs (P), Bhubaneswar Customs (P), Vijaywada Customs (P), Pune, Goa.

(iii) **Strengthening of Audit Set-up in Central Excise and Service Tax Zones:**
In the present non-intrusive indirect taxes administration, it was necessary to strengthen audit set-up in the Department in order to plug revenue leakages. Accordingly, 45 dedicated Audit Commissionerates, which are responsible for conducting Central Excise and Service Tax Audit as well as Post-clearance Audit in Customs, have been created.
Central Excise & Service Tax Audit Commissionerates (headed by Commissioner):
Chennai-I, Chennai-II, Delhi-I, Delhi-II, Hyderabad, Lucknow, Mumbai-I, Kolkata-I,
Ahmedabad-III, Bangalore, Bhopal-I, Bhopal-II, Bhubaneshwar, Chandigarh, Cochin,
Coimbatore, Jaipur, Mysore, Meerut-I, Meerut-II, Mumbai-II, Nagpur-I, Nagpur-II,
Pune-I, Pune-II, Patna, Guwahati, Vijaiwada, LTU (Delhi), LTU (Mumbai), Service
Tax Mumbai-I, Service Tax Mumbai-II, Service Tax Mumbai-III, Service Tax Pune,
Service Tax Bangalore, Service Tax Delhi-I, Service Tax Delhi-II, Service Tax
Chennai, Service Tax Kolkata.

(iv) Directorates General / Directorates: The functional requirements of the
Department needed strengthening of Directorates, which have pan-India jurisdiction
and assist CBEC in policy formulation. Particular emphasis has been placed in the
reorganization exercise on strengthening of Directorate General of Goods & Service
Tax, Directorate General of Revenue Intelligence, Directorate General of Systems &
Data Management, Directorate General of Central Excise Intelligence, Directorate
General of Vigilance and the National Academy of Customs, Excise & Narcotics
(NACEN).

(v) Appellate and Tax Recovery Machinery: Presently, there are 60
Commissioners of Central Excise Customs (Appeals) at the All India Level, DG
(DGPM) is responsible for Monitoring Arrear Recovery. The appellate machinery
comprising the Commissioners (Appeals) deal with appeals against the orders
passed by the officers lower in rank than Commissioner of Customs and Central
Excise under the Customs Act, 1962, the Central Excise Act, 1944 and Service Tax
laws.

(vi) Commissioners in CBEC: There are 6 Commissioners of Central Excise &
Customs in Central Board of Excise & Customs, who assist the Board in various
policy matters. They are assisted by 4 Addl./ Jt. Commissioners and 22 Dy./ Asst.
Commissioners.

(vii) Commissioners (Adjudication): There are presently 4 posts of Commissioner
(Adjudication)(2 each in DGRI and DGCEI) to decide the cases having all-India
ramifications and high revenue stakes. These Commissioners attend to Central
Excise as well as Customs cases.

(viii) Attached/ Subordinate Offices: In the performance of administrative and
executive functions, the following attached / subordinate offices assist the Board in
the reorganized set up:-

a) Directorate General of Central Excise Intelligence
b) Directorate General of Revenue Intelligence
c) Directorate General of Performance Management
d) Directorate General of Taxpayer Services
e) Directorate General of Human Resource Development
f) National Academy of Customs, Excise and Narcotics
The functions of the Directorates, the Office of the Chief Departmental Representative and the Central Revenues Control Laboratory, under the Central Board of Excise and Customs, in brief are as follows:-

A. Directorate General of Central Excise Intelligence

(a) To collect, collate and disseminate intelligence relating to evasion of central excise duties;
(b) To study the price structure, marking patterns and classification of commodities vulnerable to evasion of central excise duties;
(c) To coordinate action with other departments like Income Tax etc. in cases involving evasion of central excise duties;
(d) To investigate cases of evasion of Central excise duties having inter-Commissionerate ramification; and
(e) To advise the Board and the Commissionerates on the modus operandi of evasion of central excise duties and suggest appropriate remedial measures, procedures and practices in order to plug any loopholes.

B. Directorate General of Revenue Intelligence

(a) To study and disseminate intelligence about smuggling;
(b) To identify the organized gangs of smugglers and areas vulnerable to smuggling, targeting of intelligence against them and their immobilization;
(c) To maintain liaison with the intelligence and enforcement agencies in India and abroad for collection of intelligence and in-depth investigation of important cases having inter-Commissionerate and international ramification;
(d) To alert field formations for interception of suspects and contraband goods assessment of current and likely trends in smuggling;
(e) To advise the Ministry in all matters pertaining to anti-smuggling measures and in formulating or amending laws, procedures and practices in order to plug any loopholes; and,

(f) To attend to such other matters as may be entrusted to the Directorate by the Ministry or the Board for action/ investigation.

C. Directorate General of Performance Management

(a) To study the working of the Customs, Central Excise Departmental Machinery throughout the country.

(b) To suggest measures for improvement of its efficiency and rectification of important defects in it through inspection and by laying down procedures for smooth functioning.

(c) To carry out inspection to determine whether the working of the field formations is as per Customs and Central Excise procedures and to make recommendations in respect of the procedural flaws, if any noticed.

(d) To suggest measures for improvement in functioning of the field formations.

(e) To monitor performance of the field formations in key result areas through monthly performance report compilation in Customs, Central Excise and Service Tax.

(f) To process rebate claims in terms of Board’s notification or a treaty,

(g) To function as the nodal office for implementation of the Rajbhasha (Official Language) Policy of Government in the field formations.

(h) To function as the Programme Manager to implement Authorized Economic Operator (AEO) Programme.

(i) To conduct special studies as entrusted by CBEC, namely various manual up-dations from time to time, Result Framework Document (RFD) formulation and monitoring etc.

(j) To hold examination for Customs House Agents under Customs House Agents Licensing Regulation 2004.

(k) To supervise preparation of manuals under Customs, Central Excise and Service Tax Law and procedure.

(l) To assist the Board in setting CBEC performance monitoring and evaluation system under the Results Framework Document (RFD)

(m) Nodal officer for implementation of Official Policy of Government,

(n) Work related to Tax Arrear Recovery.

D. Directorate General of Taxpayer Services

(a) Taxpayer Services, Stakeholders Consultation & Grievance Redressal:-
i. Laying down service standards and monitoring, evaluating and reviewing the same from time to time assess their effectiveness and efficiency.

ii. Monitoring and reviewing Citizen’s Charter and Sevottam Programme at regular intervals and suggest improvements, where required.

iii. Conducting customer satisfaction surveys, independent third party audit and impact analysis so as to monitor the quality and efficiency of tax administration.

iv. Assistance the CBEC in enhancing customer understanding and maximizing voluntary compliance.

v. Monitoring the functioning of PTFCs, RACs and Open House Meetings so as to share good practices across Zones.

vi. Monitoring of e-Helplines set up by Customs, Central Excise and Service Tax Zones.

vii. Monitoring the implementation of directions and awards given by Ombudsman to make this initiative more effective.

viii. Monitoring the “Tax Payer Service Center” in the Commissionerates and Custom Houses and analysing the activities through periodic activity reports sent by the Commissionerates and Custom Houses and take appropriate steps for improvement in quality and timely delivery of services and

ix. Acting as a “Single Window Help Desk” for interface between taxpayers and field formations through a dedicated web based service portal in consultation with DGS & DM.

(b) Publicity and Public Relations:-

i. Providing taxpayer information taxpayer education and taxpayer assistance and designing and executing outreach programmes in coordination with NACEN, DG (GST)

ii. Ownership, Content Management & updating information on CBEC website through content owners.

iii. Finalising an appropriate channel strategy to ensure that the service delivery is effective and is accessible to all.

iv. Educating the tax payers as regards their rights and obligations in the matter of tax compliance.

v. Compiling and issuing hand-outs, Guidance Notes, brochures, leaflets, FAQs etc on various subjects, viz., baggage allowance, refund, drawback, rebate, Project imports, SSI exemptions, CENVAT scheme appellate remedies including alternate channels like AAR and Settlement Commission for the benefit of taxpayers.
vi. Organizing interactive sessions with trade and industry and based on the feedback received suggest changes in tax laws and procedures to the CBEC.

vii. Issuing internal communication aimed at attitudinal refinement of officials from that of regulators to facilitators and service providers.

viii. Monitoring and executing the stakeholders consultation process for changes in policy and procedures; and

ix. Creating, putting in place and executing an appropriate media policy including social media.

E. Directorate General of Human Resource Development

I. HRM Wing:

(a) Cadre Management Division:

a) To devise and design CBEC’s Human Resource Management plans in congruence with the goals and vision of the department;

b) To analyse and propose changes in the Recruitment Rules;

c) To prepare a charter of duties for various posts and periodically review the charter;

d) To provide support to CBEC in drawing its annual recruitment plan (ARP) or direct recruitment;

e) To support CBEC in framing and implementation of its recruitment policy;

f) To design HR policies, processes and systems, including proposals where posts are diverted temporarily from one functional area to another;

g) To maintain and update the Human Resource Information System (HRIS) for recommending officers/staff for training, placement, skill up-gradation and succession planning;

h) To provide data support to CBEC for placement and transfer of officers as part of the annual general transfer (AGT) and otherwise;

i) To receive feedback on the Transfer Policy and relay the same to CBEC for further action;

j) To provide support to CBEC in its Cadre Review and Restructuring exercise for the department in the context of changing economic scenario and needs;

k) To assist the CBEC in preparing for periodic interaction with associations of officers/staff;

l) To develop a Manual and other reference literature on Human Resource Management (HRM)/Administration related matters; and

m) To provide support to the CBEC in bringing about uniformity/ homogeneity in the administrative practices followed by field formations across the country.
b) Performance Management Division:

a) To develop an effective Management Information System (MIS) and Performance Management System (PMS) for capturing and assessing individual performances;

b) To develop performance indicators for the organization at the group and individual levels based on objective goal setting, taking into account manpower and infrastructural limitations;

c) To design a scientific appraisal system and a scheme for performance measurement, etc.;

d) To coordinate receipt of annual performance appraisals;

e) To link rewards with performance and design an appropriate reward policy;

f) To liaison with “external consultants” for developing a suitable system to track, support and monitor individual performance and maintain accountability, and

g) To review formats for annual performance appraisal (APAR) for all cadres and suggest meaningful changes to it from time to time;

(c) Capacity Building and Strategic Vision Division:

a) To identify training needs for officers at all levels and create a training needs inventory;

b) To disseminate information regarding HRD issues among officers and staff;

c) To coordinate in-service training programmes in consultation with DG, NACEN for officers and staff of the department at various service intervals (e.g. 6-9 years of service, 10-16, 17-19 and 20-30 years of service) in consultation with training institutions within and outside the country;

d) To assist the Ministry in development of viable models of ‘Training Needs Analysis’, ‘Designs for Training’ etc, and nominate of officers for training based on Training Needs Analysis in consultation with DG, NACEN;

e) To recommend officers for foreign training in those areas which are outside training programmes being conducted at present by NACEN;

f) To provide support to CBEC in the management of organizational relations including vertical relationship (within hierarchy), gender relations and prevention of discrimination and harassment on the basis of sex;

g) To manage changes for working of field formations under CBEC;

h) To form a Strategic Vision Group through inclusion of retired officers and outside experts on the subject;

i) To forecast future developments and suggest changes in the organization, personnel management and procedure to be able to respond to them; and

j) To assist the Ministry in processing the requests of the officers and staff for training programmes under the Domestic Funding Scheme of the Government of India.
II. Infrastructure & Welfare Wing:

(d) Infrastructure Division:
   a) To function as 'nodal authority' for examination and processing of all infrastructure proposals received directly by the Division from field formations and forward them along with its recommendations to the CBEC/Ministry for further action;
   b) To consider all issues pertaining to approval and sanction for infrastructural proposals including those for purchase and disposal of land, purchase and disposal of buildings, hiring of accommodation and continuation of hiring of already hired space, construction of office and residential buildings, repair /maintenance /renovation /modifications/replacement/ alternations in the department's buildings, residential complexes etc.,
   c) To account and document the assets of CBEC through the creation, maintenance and regular updation of an Asset Register;
   d) To consolidate and project budgetary requirement for ready built office space and residential accommodation for departmental staff to CBEC;
   e) To ensure conformity of infrastructure proposals, (whether in process or sanctioned) with policy guidelines and administrative instructions pertaining to their sanction;
   f) To secure as a link between the CBEC and its field formations by communicating the observations/queries/approvals/sanctions of the Ministry on the submitted proposals to the field formations.

(e) Welfare Division:
   a) To identify and recommend welfare measures to the CBEC;
   b) To process proposals received from field formations for sanction of funds by the Governing Body of the Welfare Fund;
   c) To coordinate with the Directorate of Logistics and Principal CCA's office for accounting of funds to be allocated between the Welfare Fund and the Special Equipment Fund;
   d) To manage superannuation of employees especially regarding their psychological, emotional and financial aspects (by arranging training through NACEN and/ or outside experts to psychologically prepare the employees on the verge of superannuation for life after retirement from service and proper management of retirement benefits);
   e) To prepare and maintain an inventory of specialization areas and skills of retiring officers, and advise them about exploring ministries and public sector undertakings, connected to their respective fields of knowledge and experience; and
   f) To disseminate information concerning welfare schemes/measures being promoted/implemented by the CBEC among officers and staff.
III. Expenditure Management Cell:

a) To issue the Budget Circular as prescribed by the Budget Division, Department of Economic Affairs;
b) To examine the Budget proposals received from various constituent formations /units under the Grant;
c) To consolidate the position at each stage of the Budget exercise i.e. Budget Estimates (BE), Revised Estimates (RE) and Final Requirement (FR) and submit the same to FA (Finance) for further action;
d) To allocate object head wise approved provisions to respective Budget controlling authorities;
e) To prepare the Statement of Budget Estimates (SBEs) for inclusion in the relevant Budget documents;
f) To monitor the progress in Expenditure vis-à-vis Sanctioned Grant and submit the Monthly and Quarterly Expenditure Review to FA (Finance) for further action;
g) To propose Re-appropriation orders, surrender of savings etc. to FA (Finance) for concurrence/approval of the competent authority;
h) To finalize the Appropriation Accounts in consultation with Principal CCA, CBEC and submit to FA (Finance) for concurrence;
i) To take necessary action in respect of the examination by the Standing Committee on Finance on Detailed Demand for Grants;
j) To take action in respect of Audit references in Expenditure matters, for example Action Taken Notes on Audit Paras/PAC Paras etc.
k) Any other matter related to the above.

F. National Academy of Customs, Excise and Narcotics

(a) To impart training to direct recruits and to arrange refresher courses for departmental officers;
(b) To assist in formulation of training policies and to implement the policies approved by the Board by devising schemes and syllabi of studies for training of direct recruits and departmental officers; and,
(c) To arrange study tours of Customs and excise officers from neighboring countries under United Nations Development Programme.

G. Directorate General of Vigilance

(a) To monitor the vigilance cases against the officers of Customs and Central Excise formations;
(b) To maintain proper surveillance on the officials of doubtful integrity; and,
(c) To maintain close liaison with the Central Bureau of Investigation, Directorate General of Revenue Intelligence and vigilance and anti-corruption in order to
ensure that the programmes on vigilance and anti-corruption are implemented in all Commissionerates of customs, central excise and narcotics formations.

H. Directorate of Systems and Directorate of Data Management

(a) Directorate of Systems

To look after all aspects of the implantation of customs, central excise and service tax computerization projects including acquisition of hardware, development and maintenance of software, training of personnel and monitoring of expenditure budget on computerization at the central and field levels.

(b) Directorate of Data management

(i) To collect and consolidate data and statistics pertaining to realization of revenue from indirect taxes and advise the Ministry and the Board in forecasting budget estimates; and

(ii) To collect statistics for compilation of statistical bulletins and statistical yearbook in respect of revenue, arrears, seizures, court cases etc. pertaining to indirect taxes.

I. Directorate of Audit

(a) To provide direction for evolution and improvement of audit techniques and procedures;

(b) To ensure effective and efficient implementation of new audit system by periodic reviews;

(c) To coordinate with the external agencies as well as other formations within the Department;

(d) To suggest measures to improve tax compliance;

(e) To gauge the level of audit standards and assesses satisfaction;

(f) To evolve the policy for development of a sound database as well as enhancing the skills of the auditors with a view to making the audit effective and meaningful;

(g) To aid and advise the Board in policy formulation and to guide and prove functional directions in planning, coordination and supervision of audits at local levels;

(h) To collate and disseminate the relevant information; and,

(i) To implement EA-2000 audits and related projects like risk management, CAAP audits etc.
J. Directorate General of Safeguards

(a) To investigate the existence of serious injury or threat of serious injury to the domestic industry as a consequence of increased imports of an article into India;
(b) To identify the article liable for safeguard duty;
(c) To submit the findings, provisional or otherwise, to the Central Government regarding ‘serious injury’ OR ‘threat of serious injury’ to the domestic industry consequent upon increased imports of an article from the specified country.
(d) To recommend the following;
   (i) The amount of duty which, if levied, would be adequate to remove the ‘injury’ or ‘threat of injury’ to the domestic industry;
   (ii) The duration of levy of safeguard duty and where the period so recommended is more than a year, to recommend progressive liberalization adequate to facilitate positive adjustment; and,
   (iii) To review the need for continuance of safeguard duty.

K. Directorate General of Export Promotion

(a) To interact with the Export Promotion Councils for various categories of export to sort out the difficulties being faced by the genuine exporters;
(b) To function in close liaison with allied agencies concerned with the exports to ensure that genuine exporters get the full advantages of the export schemes without any difficulties;
(c) To monitor the performance of the field formations through monthly and quarterly returns, like duty foregone statements, drawback payment statements and quarterly drawback payment statements and to compare and compile the same to enable the Ministry to review the policy;
(d) To carry out the appraisal studies to examine the efficacy of the existing legal provisions/ rules and procedures and suggest to the Ministry about the changes to be made, if any;
(e) To conduct post-audit of the Brand Rate fixed by the concerned commissioners and carry out physical verification of selected cases independently or with the help of the central excise formations;
(f) To conduct post audit of the select cases of duty free imports allowed under various Export Promotion Schemes in the customs and central excise formations; and,
(g) To work in close coordination with the Board with the Customs-IV Section and FTT Section of the Board’s office that deals with 100% EOU EDPs/EPZ Units/SEZ Units and various Technology parks and the schemes relating to the export of gems and jewellery.
L. Directorate General of Valuation

(a) To assist and advise the Board in the implementation and monitoring of the working of the WTO Agreement on Customs Valuation;
(b) To build a comprehensive valuation database for internationally traded goods using past precedents, published price information or prices obtained from other authentic sources;
(c) To disseminate the price information on a continuing basis to all customs formations for online viewing as a means of assistance for day to day assessments with a view to detecting and preventing under valuation as also for enabling assessments to be finalized speedily;
(d) To monitor valuation practices at various customs formations and bring to the notice of the Board the significant and emerging pricing patterns and to suggest corrective policy or other measures, where needed;
(e) To maintain liaison with the Valuation Directorates of other customs administrations and customs officers posted abroad;
(f) To study international price trends of sensitive commodities and pricing patterns of transnational corporations (e.g. transfer pricing) and Indian ventures with foreign collaborations and help evolve a system to combat planned under valuation as well as valuation frauds; and,
(g) To carry out inspection of the field formations to determine whether the valuation norms as evolved by the Directorate of Valuation are uniformly applied across the country.

M. Directorate of Publicity and Public Relations

a) To prepare, revise and publish the statutory and departmental manuals;
(b) To consolidate the instructions issued by the Board in technical and administrative matters of customs and central excise;
(c) To compile the important judgments delivered by High Courts and the Supreme Court on matters relating to indirect taxes;
(d) To update all departmental manuals through correction lists etc;
(e) To undertake publicity with a view to educating the public about indirect taxes through brochures, posters, hoardings, radio, TV and press media.

N. Directorate of Logistics

(a) To inspect, assess and evaluate the effectiveness of the staff deployed on anti-smuggling duties in the Commissionerates and in vulnerable areas;
(b) To monitor, coordinate and evaluation the progress in cases of adjudications, prosecutions and rewards to informers and officers in various Commissionerates and to watch the progress in disposal of confiscated goods involved in prosecution cases;
(c) To plan and assess the need for staff training, equipments, vehicles, vessels, communications or other resources required for anti smuggling work in various Commissionerates and to evaluate their operational efficiency; and,
(d) To deal with the matters concerning acquisition, procurement, purchase, repair and reallocation of such equipment.

O. Directorate of Legal Affairs

(a) To function as the nodal agency to monitor the legal and judicial work of the Board;
(b) To create a data bank of all the cases decided by the various benches of the Tribunal and monitor cases effectively in order to ensure that the field formations recommend filing of appeals only in deserving cases and not on the issues already decided by the Supreme Court or High Courts and accepted by the department;
(c) To ensure that all orders of the Tribunal are examined by the field formations and timely proposal for filing appeal are sent to the Board wherever necessary and the report about acceptance of an order is sent to the Chief Commissioner.
(d) To intimate the field formations about important decisions of the various High Courts, which are finally accepted by the Department, and about the important decisions of the Supreme Court so that unnecessary litigation work on the issues already settled is not created by the field formations;
(e) To create a database pertaining to the cases pending in various High Courts. The appellant/respondent Commissioners will assist the Directorate in creating and updating the database pertaining to the High Court cases;
(f) To prepare panels of standing counsels/ panel counsels for various High Courts on the basis of feedback received from the field formations. However, the role of the Directorate is restricted to making recommendations only and the final decision regarding approval of the panel / appointment of the Standing Counsels rests with the Ministry; and
(g) To keep an approved panel of eminent lawyers well versed with customs and central excise laws as well as administration, who may not be on the regular panel of the government but may be engaged by the department for handling important cases.

P. Office of the Chief Departmental Representative (CDR), CESTAT

(a) To receive the cause list of cases from the Tribunal registry and distribute case files among Departmental Representatives (DRs);
(b) To monitor the efficient representation by DRs in all listed cases before the benches of the CESTAT;
(c) To coordinate with and call for cross objections, clarifications and confirmations from the Commissionerates concerned;
(d) To maintain coordination with the President, CESTAT, and
(e) To exercise administrative control over DRs and attend to the administrative matters pertaining to the CDR office including its regional offices at Mumbai, Kolkata, Chennai and Bangalore.

Q. Central Revenues Chemical Laboratory

To analyze samples of goods, and to render technical advice to the Board and its field formations, in regard to the nature, characteristics and composition for various goods.

R. GST-Directorate

To function as think tank acting as intermediately during the Board and the Field formations discharging functions of research and analysis, capacity building of officers, coordinating with various Directorates of CBEC and State Institutions connected to GST and assist the GST policy wing in the Board on all matters related to GST, transitional issues arising out of the metamorphosis of Service Tax Directorate into GST Directorate.

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LIST OF SUBJECT IN RESPECT OF WHICH THE DOCUMENTS ARE HELD BY CPIOS IN CENTRAL BOARD OF EXCISE AND CUSTOMS

<table>
<thead>
<tr>
<th>Name of the Section</th>
<th>Name, address, telephone No. and e-mail of the CPIO</th>
<th>Name, address, telephone No. and e-mail of the Appellate Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CX.1 Section</td>
<td>Sh. Santosh Kumar Mishra, US/CPIO (CX.1) Tele:-2309 5535 <a href="mailto:sk.mishra81@nic.in">sk.mishra81@nic.in</a> R.No.254, CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
<td>Sh. Unmesh Sharad Wagh OSD (CX-1) Ph:011-2309 2812 <a href="mailto:unmesh.wagh@nic.in">unmesh.wagh@nic.in</a> R.No.255 CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
</tr>
</tbody>
</table>

List of subject in respect of which the documents are held by CPIO of this Section

i) Tariff classification on the items of following Chapters of Central Excise Tariff Act:-
   a) Chapter 2 to 5
   b) Chapter 7 to 9
c) Chapter 11, 13, 14, 16 to 23

iii) Amendment to the Central Excise Act and interpretation of the Central Excise Act,

iv) Valuation under Section 4/4A of Central Excise Act,

v) Work relating to granting of permission for sale of vehicles purchased in India by Diplomats,

vi) Work relating to 11C notifications, granting Ad-hoc exemption under Section 5A(2) and granting exemption under Section 5 B in respect of commodities mentioned in 1 above,

vii) All Complaints, representations and Parliament Questions relating to the above item of word.

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>US (CX-3)</td>
<td>Shri Shankar Prasad Sarma, US &amp; CPIO (CX-3)</td>
<td>Sh. L.B. Yadav</td>
</tr>
<tr>
<td></td>
<td>Tele:-2309 5537</td>
<td>Dir.(CX.3 &amp; 8)</td>
</tr>
<tr>
<td></td>
<td>FAX:-2309 2351</td>
<td>Tele Fax: 011-2309 5519</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:shankar.sarma@nic.in">shankar.sarma@nic.in</a></td>
<td><a href="mailto:lal.yadav@nic.in">lal.yadav@nic.in</a></td>
</tr>
<tr>
<td></td>
<td>R.No.244 C, CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
<td>R.No.244 A</td>
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<td>CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
</tr>
</tbody>
</table>

List of subject in respect of which the documents are held by CPIO of this Section

(i) Tariff Classification in respect of the Goods of Chapter 15, 24 to 46 of CETA.

(ii) Refund of duty on petrol to Diplomats.

(iii) Work relating to convening and coordination of North Zone Tariff Conference.

(iv) General procedure relating to holding of Tariff Conference.

(v) Work relating to Section 11C of C.E and Salt Act, 1944 and Rule 5A (2) of C.E Act 1944 in respect of goods mentioned at item (1) above.


(vii) All complaints, representations and Parliament Questions relating to the above.

<table>
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<tr>
<th>Name of the Section</th>
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<th>Name, address, telephone No. and e-mail of the Appellate Authority</th>
</tr>
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<tbody>
<tr>
<td>US (CX-6)</td>
<td>Sh. Rohan, US/CPIO (CX-6)</td>
<td>Sh. Unmesh Sharad Wagh</td>
</tr>
<tr>
<td></td>
<td>Tele:-2309 5537</td>
<td>OSD (CX-6)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:rohan.choudhary@nic.in">rohan.choudhary@nic.in</a></td>
<td>Ph:011-2309 2812</td>
</tr>
<tr>
<td></td>
<td>R.No.244 C, CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
<td><a href="mailto:unmesh.wagh@nic.in">unmesh.wagh@nic.in</a></td>
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<td></td>
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<td>R.No.255</td>
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<td>CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
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</tbody>
</table>

List of subject in respect of which the documents are held by CPIO of this Section
1. Amendments to Central Excise Rules and interpretation thereof (excepting matters relating to Modvat, Cenvat, Proforma Credit and sampling)
   Procedures relating to Assessment, Internal Audit, Preventive Control, Exports, Licencing and Bonds, Delegation of powers, overtime fees and Budget and pre-Budget day clearances, prosecution, adjudication, Rewards under Central Excise Act and all other matters not covered by CX-8 Section.


4. Policy concerning anti-evasion, prosecution, approval of action plan of Directorate General of Central Excise Intelligence, submission of periodical reports and returns concerning preventive work etc.

5. All complaints, representations and Parliament Questions relating to the above items of work.

<table>
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<tbody>
<tr>
<td>US (CX-7)</td>
<td>Shri Nilank Kumar, CPIO/US (CX.7)</td>
<td>Ms. Suraksha Katiyar, (Dir.CX-7),</td>
</tr>
<tr>
<td></td>
<td>Tele Fax:011-2616 1229 <a href="mailto:cbec-paccx7@nic.in">cbec-paccx7@nic.in</a></td>
<td>Ph:26161229 <a href="mailto:cbec-paccx7@nic.in">cbec-paccx7@nic.in</a></td>
</tr>
<tr>
<td></td>
<td>6th Floor, C Wing, CBEC, Hudco Vishala Building, Bhikaji Cama Place, R.K. Puram, New Delhi</td>
<td>6th Floor, C Wing, CBEC, Hudco Vishala Building, Bhikaji Cama Place, R.K. Puram, New Delhi</td>
</tr>
</tbody>
</table>

List of subject in respect of which the documents are held by CPIO of this Section

i) Draft Audit Paras/Audit paras on Central Excise & Service Tax.

ii) C & AG Reports on Central Excise & Service Tax.

iii) Public Accounts Committee Reports and Tours on Central Excise & Service Tax.

iv) Coordination with Monitoring Cell for Central Excise & Service Tax Paras.

v) Financial sanction of expenses on tours of PAC relating to Central Excise Paras

vi) Policy relating to what files or records are to be made available to C&AG/CERA.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>US (CX-8)</td>
<td>Shri Shankar Prasad Sarma, US &amp; CPIO (CX-8)</td>
<td>Sh. L.B. Yadav</td>
</tr>
<tr>
<td></td>
<td>Tele:-2309 5537 Fax:-2309 2351</td>
<td>Dir.(CX.8)</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:shankar.sarma@nic.in">shankar.sarma@nic.in</a></td>
<td>Tele Fax: 011-2309 5519 <a href="mailto:lal.yadav@nic.in">lal.yadav@nic.in</a></td>
</tr>
<tr>
<td></td>
<td>R.No.244 C, CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
<td>R.No.244 A CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
</tr>
</tbody>
</table>

List of subject in respect of which the documents are held by CPIO of this Section

(i) Amendment to Central Excise Rules and interpretation thereof on matters relating to Modvat, Cenvat, set off and sampling.
(ii) ii) Procedure relating to collection of cesses (except handloom cess.)
(iii) iii) Procedure relating to Modvat, Canvat, set off, warehousing and sampling.
(iv) iv) Matters relating to Departmentalised Accounting System.
(v) v) Monitoring of performance of Commissionerates in key Result Areas of work (adjudication, realization of arrears of revenue, disposal of call book and provisional assessment cases)
(vi) All matters relating to refund and rebate of Central Excise duties.
(vii) Examine the recommendations received from the Chief Commissioner of Central Excise of Director General of Central Excise intelligence and issue an order specifying the type of facilities to be withdrawn or type of restrictions imposed, along with the period for which said facilities will not be available or the period for which the restrictions shall be operative. (Deterrent Action)
(viii) All Complaints, representations and Parliament Question relating to the above.

<table>
<thead>
<tr>
<th>Name of the Section</th>
<th>Name, address, telephone No. and e-mail of the CPIO</th>
<th>Name, address, telephone No. and e-mail of the Appellate Authority</th>
</tr>
</thead>
</table>
| US (CX-8A) & US (Legal) | Shri Y. S. Karoo, Under Secretary (Legal)  
Tel: 2619 5406  
karoo.yadav@nic.in  
5th Floor,  
CBEC, Hudco Vishala Building,  
Bhikaji Cama Place, R.K. Puram, New Delhi | Shri Rajendra Kumar, Dir (Legal),  
Ph:011-2616 2152  
Fax:011-2617 7515  
rajendrakumar67@nic.in  
5th Floor,  
C Wing, Hudco Vishala Building,  
Bhikaji Cama Place, R.K. Puram, New Delhi-110066. |

List of subject in respect of which the documents are held by CPIO of this Section

i) Examination of proposals received from Customs and Central Excise Commissionerates for filing Special Leave petitions (SLPs) before Supreme Court against the orders of High Courts and filing of counter affidavit etc. in matters arising out High Court's orders before the Supreme Courts.

ii) Legislative work related to Settlement commission and Advance Ruling Rules under the Customs and Central Excise Act.

iii) Monitoring of disposal of appeals by Commissioners (Appeals)

iv) References received from MPs/VIPs and Ministers relating to above mentioned items of works.
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>US (CX-9)</td>
<td>Sh. Surendra Singh, US (CX 9) &amp; CPIO Ph:01102309 2413 <a href="mailto:rawat.surendra@nic.in">rawat.surendra@nic.in</a></td>
<td>Sh. Manish Mohan Govil OSD (CX.9) Tele Fax:011-2309 5513 <a href="mailto:manish.govil@nic.in">manish.govil@nic.in</a></td>
</tr>
<tr>
<td></td>
<td>R.No.267D, CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
<td>R.No.251 B CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
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</tbody>
</table>

List of subject in respect of which the documents are held by CPIO of this Section

(i) Coordination of work in the Central Excise, Customs and Service Tax and others.
(ii) Compilation of material for President's address, Annual Report of the Ministry, Finance Commission, Economic Editors' Conference, material for speech/talking points of Finance Minister.
(iii) All matters relating to various Parliamentary Committees, i.e. Parliamentary Standing Committee on Finance, Estimates Committee, Lok Sabha, Committee on Govt. Assurance & Committee on Subordinate Legislation, Consultative Committee attached to the Ministry of Finance, whenever coordination is required, etc.
(iv) Receipt of RTI applications, online, on the RTI portal and transfer thereof to various CPIOs in the Board and the field offices (including applications under Right to Information Act, 2005 concerning CX-9 Section and those relating to more than one Section in CBEC).
(v) Redressal of Grievances received on the CPGRAMS portal and matters connected therewith.
(vi) Chief Commissioners' Conferences and other Departmental Conferences
(vii) Special procedures relating to Export of Excisable goods to Bhutan including refund of excise duty to Royal Government of Bhutan.
(viii) (a) Arrears of Revenue and Write-off and remissions (b) Deferment of arrears of revenues against sick industrial units (c) Excise Relief Scheme (d) Deferment of arrears of revenues against sick industrial units.
(ix) Results Framework Documents (RFD) of CBEC and monitoring progress made in preparing RFD by the field offices.
(x) Citizen's charter-revision thereof from time to time.
(xi) Monthly report of implementation of the decisions of the Cabinet / Cabinet Committee.
(xii) Monthly report of implementation of the decisions of the Committee of Secretaries.
(xiii) Report of the significant events to Revenue Headquarters.
(xiv) Report of arrears & seizers to T.C section, Department of Revenue.
(xv) Regional Advisory Committees.
(xvi) Reports and Returns from the office of DOICCE and Chief Commissioners.
(xvii) Matters relating to the Administrative Reforms Commission.
(xviii) Any other work of a miscellaneous nature not specifically allotted to any other Section.
(xix) All Complaints, representations and Parliament Question relating to above items of work.
(xx) Work relating to Media Cell.

(XXI) All coordination work relating to large Taxpayer Unit.
<table>
<thead>
<tr>
<th>Name of the Section</th>
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<tbody>
<tr>
<td>US (AS - II)</td>
<td>Shri A C Mallick, US (AS-II)</td>
<td>Shri M.G Thamizh Valavan, Director (AS-II)</td>
</tr>
<tr>
<td></td>
<td>Ph: 011-2617 7328</td>
<td>Ph: 011-2617 7519</td>
</tr>
<tr>
<td></td>
<td>Fax:011-2617 7572</td>
<td>Fax:011-2617 7543</td>
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<tr>
<td></td>
<td><a href="mailto:acmallick@nic.in">acmallick@nic.in</a></td>
<td><a href="mailto:mgt.valavan@nic.in">mgt.valavan@nic.in</a></td>
</tr>
<tr>
<td></td>
<td>R.No.5C3, 'B' Wing, 5th Floor, CBEC,</td>
<td>R.No.501, CBEC, Hudco Vishala Building, Bhikaji Cama Place,</td>
</tr>
<tr>
<td></td>
<td>Hudco Vishala Building, Bhikaji Cama Place, R.K. Puram, New Delhi</td>
<td>R.K. Puram, New Delhi</td>
</tr>
</tbody>
</table>

List of subject in respect of which the documents are held by CPIO of this Section

(i) Complaints from M.P.s/Ministers/Public regarding grievances concerning searches, seizures, arrests etc., under the Customs Act.
(ii) Representations from Trade Association/Chambers of Commerce regarding facilities incompliance of the provisions of Chapter IV-A and IV-B concerning notified and specified goods etc.
(iii) Analysis and evaluation of Monthly reports from Chief Commissioners of Customs and Central Excise and Directorate of Revenue Intelligence regarding trends in smuggling and the Anti-Smuggling Measures.
(iv) Analysis and evaluation of reports from our foreign sources regarding smuggling activities.
(v) To handle – Parliament Question regarding Anti-Smuggling matters.
(vi) Preparation of material on Anti-Smuggling matters concerning Estimates Committee, Consultative Committee and Public Accounts Committee, etc.
(vii) Preparation of Briefs for various conferences meetings, Committee on Non-Plan Expenditure and note for Cabinet Committee on Economic Affairs on Anti-Smuggling matters.
(viii) Policy and analysis on the disposal of confiscated goods.
(ix) Analysis of monthly reports (Master Report) received from Chief Commissioners of Customs.
(x) Examination of offering of comments for various important matters such as creation of Special Courts for the trial and economic offences, delegation of Customs Powers to Police Officers etc.
(xi) Analysis and Evaluation of Anti-Smuggling measures in the context of Intelligence and Preventive arrangements.
(xii) To deal with references regarding Anti-Smuggling matters received from other Section/Departments/Ministries.
(xiii) Allotment of Non-Prohibited Bore weapon and cartridges from the confiscated stock with the Customs to sitting M.Ps and other VIPs.
(xiv) Purchase of Vehicles, equipments boats and launches meant for Anti-Smuggling activities for all the Customs field formations.
(xv) Grant of rewards to all the informers leading to seizure of smuggled goods.
<table>
<thead>
<tr>
<th>Name of the Section</th>
<th>Name, address, telephone No. and e-mail of the CPIO</th>
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</tr>
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<tbody>
<tr>
<td>US (JC), Judicial Cell</td>
<td>Sh. Mashhood ur Rehman Farooqui, CPIO (Judicial Cell) Tele Fax:011-26162156 <a href="mailto:sojc-cbec@nic.in">sojc-cbec@nic.in</a> R.No.403, 4th Floor, CBEC, Hudco Vishala Building, Bhikaji Cama Place, R.K. Puram, New Delhi.</td>
<td>Shri Rajendra Kumar, First Appellate Authority(JC) Ph:011-2616 2152 Fax:011-2617 7515 <a href="mailto:rajendrakumar67@nic.in">rajendrakumar67@nic.in</a> R.No.403, 4th Floor, CBEC, Hudco Vishala Building, Bhikaji Cama Place, R.K. Puram, New Delhi-110066.</td>
</tr>
</tbody>
</table>

List of subject in respect of which the documents are held by CPIO of this Section

(a) Engagement/ appointment of Counsels/ Special Public Prosecutor; Settlement of their fees/ terms and conditions and related works. References received from MPs/ VIPs and Ministers relating to above mentioned cases.

(b) Reimbursement of legal expenses to non-gazetted employees under CBEC.

(c) Monitoring of disposal of appeals by Commissioner(Appeals).

(d) All Court cases in Supreme Court (other than those arising out of CEGAT orders)

(e) Reports & Returns relating to Central Excise Court cases and revenue involvement.

(f) Examination of proposals received under Kar Vivad Samadhan Scheme.

(g) Parliament Questions & other miscellaneous matters relating to the above items of work.

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<tr>
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<tbody>
<tr>
<td>US(Cus.- III)</td>
<td>Sh. Pawan Kumar Khetan, CPIO PAC-Customs 3/Cus 6 Ph:011-2309 5557 <a href="mailto:pawankhetan79@gmail.com">pawankhetan79@gmail.com</a> R.No.229A, CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
<td>Sh Zubair Riaz Kamili, Director (Cus) Ph:011-2309 3908 Fax:011-2309 2173 <a href="mailto:dircus@nic.in">dircus@nic.in</a> R.No.227-B,CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
</tr>
</tbody>
</table>

List of subject in respect of which the documents are held by CPIO of this Section

(i) Monitoring the performance of the field's formations of Customs in all areas of work including arrears of customs duty and disposal of unclaimed goods through all periodical reports and Action plans.

(ii) Monitoring working of CRCL and infrastructure and equipment requirements of CRCL.

(iii) Co-ordination of all work in the Customs wing.

(iv) All complaints/grievances from the trade
(v) Compilations of statements of pending VIP references, Parliamentary Assurances, implementation of Annual Action Plan, Other periodical returns, reports of various Committees, Trade Statistics.

(vi) Annual Report, Annual Action Plan, periodical reports and returns, and any of the misc. matter

(vii) Estimates Committee and other Committees of Parliament, their study tours and the related work.

(viii) All policy issues concerning management of hazardous waste including framing of guidelines on import/testing of dangerous/hazardous chemicals.

(ix) Prohibitions and Restrictions under Section 11 of the Customs Act, 1962

(x) All misc. matters concerning Customs that concerns more than only one particular section

(xi) Parliament Questions relating to the above items of work.

(xii) Co-ordination and monitoring of work connected with RTI Act, 2005 for the Customs Wing inducted in Cus. III Section.

<table>
<thead>
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<tbody>
<tr>
<td>US (Cus.IV)</td>
<td>Sh. Anil Kumar Sapra OSD Cus-IV Ph:- 23095555 <a href="mailto:anilksapra1957@gmail.com">anilksapra1957@gmail.com</a> R.No.229A, CBEC, Department of Revenue, North Block, New Delhi -110 001</td>
<td>Sh Zubair Riaz Kamili, Director (Cus) Ph:011-2309 3908 Fax:011-2309 2173 <a href="mailto:dircus@nic.in">dircus@nic.in</a> R.No.227-B.CBEC, Department of Revenue, North Block, New Delhi -110 001</td>
</tr>
</tbody>
</table>

List of subject in respect of which the documents are held by CPIO of this Section

1. Customs Procedures regarding –
   . Clearance of goods at Ports/ Airports/ICDs,
   . Customs duty Refund Cases at all Customs Houses
   . Transshipment of goods.
   . Inland Container Depots, Container Freight Station - appointment of and procedures related to Containerization.
   . Coastal Trade including procedure and regulation under Chapter XII of the Customs Act, 1962
   . Imports of goods through courier mode.
2. Implementation of Kyoto Convention.
3. Standardisation of Customs Forms.
5. Appointment of Officers under the Customs Act, 1962
6. Re-importation of goods of Indian origin under Section 20 of the Customs Act, 1962
7. Quality Control on export commodities.
8. Matters concerning Customs and Central Excise Advisory Council, Customs Advisory Committee and Port Advisory Committee, Various Standing Committees, Inter-Ministerial Standing Committee for setting up of ICDs/CFS, Export Promotion Board chaired by Cabinet Secretary.
<table>
<thead>
<tr>
<th>Name of the Section</th>
<th>Name, address, telephone No. and e-mail of the CPIO</th>
<th>Name, address, telephone No. and e-mail of the Appellate Authority</th>
</tr>
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<tbody>
<tr>
<td>US (CUS.V)</td>
<td>Sh. Kshitendra Verma, US (CUS.V)</td>
<td>Sh. Satyajit Mohanty, Director (ICD)</td>
</tr>
<tr>
<td></td>
<td>Tele Fax: 011-23094610 <a href="mailto:kshitendra.verma@gmail.com">kshitendra.verma@gmail.com</a></td>
<td>Ph: 011-2309 3380</td>
</tr>
<tr>
<td></td>
<td>R.No.227A, CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
<td>Fax: 011-23095438 <a href="mailto:satyajit.mohanty74@nic.in">satyajit.mohanty74@nic.in</a>;</td>
</tr>
</tbody>
</table>

List of subject in respect of which the documents are held by CPIO of this Section

i) All matters concerning Ad-hoc Exemption under Section 25(2) of the Customs Act, 1962 including formulation of ad-hoc exemption policy.

ii) Valuation under Customs Act, 1962 including fixation of tariff values.

iii) Monitoring and Fixation of Exchange Rates for foreign currencies.

iv) Sale/ Disposal of duty free goods/ cars by privileged persons.

v) Trade Agreements with respect to FTA / PTA / CEPA / CECA / WTO / WCO.

Provision of Customs Privileges including provision of Customs facilities and protocol for VIPs at International Airports.

<table>
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<tr>
<th>Name of the Section</th>
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<tbody>
<tr>
<td>US (CUS.VI)</td>
<td>Shri S.C. Ganger, Under Secretary, North Block, New Delhi, Tel-23095532</td>
<td>Sh Zubair Riaz Kamili, Director (Cus) North Block, New Delhi, Tel-23093908</td>
</tr>
</tbody>
</table>

List of subject in respect of which the documents are held by CPIO of this Section

1. Grant of special permission for landing of aircrafts on international flights at places other than notified airports.
3. Matters relating to clearance of passengers at Airports.
4. Integrity Management at the Airports - Handling complaints against the staff and officers of Customs posted at the international Airports.
5. Policy relating to import of gold and silver, import of fire arms, etc.
6. Customs House Agents Licensing Regulations.
8. Write off / abandonment of claims with regard to irrecoverable duties and penalties.
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<tr>
<td>US (FTT)</td>
<td>Shri Alok Aggarwal, OSD (Cus.-III), North Block, New Delhi – 110001. Tel. No. 2309 5557</td>
<td>Sh Zubair Riaz Kamili, Director (Cus) Room No. 227-B, North Block, New Delhi-110001. Tel. No. 2309 3908 / 2117 e-mail – <a href="mailto:tircus@nic.in">tircus@nic.in</a></td>
</tr>
</tbody>
</table>

List of subject in respect of which the documents are held by CPIO of this Section

(i) Monitoring the performance of the field’s formations of Customs in all areas of work including arrears of customs duty and disposal of unclaimed goods through all periodical reports and Action plans.

(ii) Monitoring working of CRCL and infrastructure and equipment requirements of CRCL.

(iii) Co-ordination of all work in the Customs wing.

(iv) All complaints/grievances from the trade

(v) Compilations of statements of pending VIP references, Parliamentary Assurances, implementation of Annual Action Plan, Other periodical returns, reports of various Committees, Trade Statistics.

(vi) Annual Report, Annual Action Plan, periodical reports and returns, and any of the misc. matter

(vii) Estimates Committee and other Committees of Parliament, their study tours and the related work.

(viii) All policy issues concerning management of hazardous waste including framing of guidelines on import/testing of dangerous/hazardous chemicals.

(ix) Prohibitions and Restrictions under Section 11 of the Customs Act, 1962

(x) All misc. matters concerning Customs that concerns more than only one particular section

(xi) Parliament Questions relating to the above items of work.

(xii) Co-ordination and monitoring of work connected with RTI Act, 2005 for the Customs Wing inducted in Cus. III Section.

<table>
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<tr>
<th>Name of the Section</th>
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<tr>
<td>US (TU)</td>
<td>Shri A.K Goel, Room No. 229A North Block, New Delhi Tel. No. 011-23095555 Email: <a href="mailto:tariffunit-rev@nic.in">tariffunit-rev@nic.in</a></td>
<td>Sh Zubair Riaz Kamili, Director (Cus) North Block, New Delhi Tel. No. 011 23093908 Email: <a href="mailto:dircus@nic.in">dircus@nic.in</a></td>
</tr>
</tbody>
</table>

List of subject in respect of which the documents are held by CPIO of this Section

(i) Classification of goods imported and exported for the purpose of assessment to duty interpretation of Act, Rules Regulations, exemption notification etc. and issue of Tariff Advices and instructions relating thereto

(ii) Customs Tariff and any Legislative and other preparatory work relating to its updating

(iii) Conference of Commissioners of Customs on Tariffs and Allied matters.

(iv) Legislative work relating to administration and levy of antidumping, Countervailing and Safeguard duties

(v) Project Imports

(vi) Work relating to Harmonised Systems Committee of WCO.
<table>
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<tr>
<th>Section</th>
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<tbody>
<tr>
<td>US (ICD)</td>
<td>Sh. Aseem Nanda OSD (ICD)</td>
<td>Tele Fax:011-23094610 Fax:011-23095438 <a href="mailto:aseem.nanda@nic.in">aseem.nanda@nic.in</a> R.No.227A, CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
<td>Sh. Satyajit Mohanty, Director (ICD), Ph:011-2309 3380 Fax:011-23095438 <a href="mailto:satyajit.mohanty74@nic.in">satyajit.mohanty74@nic.in</a> R. No.49, CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
</tr>
</tbody>
</table>

**List of subject in respect of which the documents are held by CPIO of this Section**

(i) Agreements and MoUs for mutual administrative assistance in customs matters with other foreign government
(ii) Regional Free Trade Agreements, preferential trade agreements and joint commissioners with foreign governments
(iii) All matters relating to enforcement aspects of Intellectual Property Rights (IPRs) particularly with regard to border measures
(iv) Formulation and interpretation of rules of origin and procedures etc. (Matters concerning grant of tariff concessions under these agreements will be handled by TRU)
(v) Work relating to International Conventions/International Organisations excluding work related to OECD and ASEM
(vi) ATA Carnet on Fairs and Exhibitions, policy formulation and requests for extension of export period and sale of goods
(vii) Organising International Customs Training Events
(viii) Correspondence with Customs Officers in Indian Missions abroad on matters of customs policy and with foreign customs administrations
(ix) Processing of nominations for deputation of officers to attend meetings, trainings, seminars, workshops etc. on customs matters in foreign countries.

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<tbody>
<tr>
<td>US (LC)</td>
<td>Ms. Temsunaro Jamir, US (LC)</td>
<td>Tele Fax:011-2309 4012 <a href="mailto:temsunaro.jamir@nic.in">temsunaro.jamir@nic.in</a> R.No.11, RSA Barracks, Church Road, North Block, New Delhi –110 001</td>
<td>Sh. Satyajit Mohanty, Director (LC), Ph:011-2309 3380 Fax:011-23095438 <a href="mailto:satyajit.mohanty74@nic.in">satyajit.mohanty74@nic.in</a> R. No.49, CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
</tr>
</tbody>
</table>

**List of subject in respect of which the documents are held by CPIO of this Section**

i) Warehousing
ii) Imports and Exports through post
iii) Bonds and Guarantees
iv) All Policy matters, trade agreements and transit arrangements relating to Afghanistan, China (Tibet Autonomous Region), Nepal, Bhutan, Pakistan, Bangladesh and
v) Appointment and declaration of Land Customs Stations, Ports & Airports under the Customs Act, 1962
vi) Matters concerning cess
vii) Carnet/triptyque for tourist vehicles

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<tr>
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</thead>
<tbody>
<tr>
<td>US (DBK)</td>
<td>Sh. Theodore Tigga, US (DBK)</td>
<td>Sh. Dinesh Kumar Gupta, Director (DBK),</td>
</tr>
<tr>
<td></td>
<td>Tel/Fax:011 23341480 <a href="mailto:theodoretigga.edu@nic.in">theodoretigga.edu@nic.in</a></td>
<td>Tele Fax:011-2336 0581 <a href="mailto:dirdbk-rev@nic.in">dirdbk-rev@nic.in</a></td>
</tr>
<tr>
<td></td>
<td>Drawback Section, Department of Revenue, Ministry</td>
<td>R.No.3, 4th Floor, Jeevan Deep Building, Parl. Street, New</td>
</tr>
<tr>
<td></td>
<td>of Finance, Room No. 18D, 4th Floor, Jeevandep</td>
<td>Delhi-110 001</td>
</tr>
<tr>
<td></td>
<td>Building. Parl. Street, New Delhi.</td>
<td></td>
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</tbody>
</table>

List of subject in respect of which the documents are held by CPIO of this Section

i) All matters concerning fixation on All Industry Rates of Drawback under Rule 3 of the Customs, Central Excise Duties & Service Tax, Drawback Rules, 1995 under the Customs Act, 1962, Section 74-76 of Customs Act, 1962.


iii) Monitoring of pendency position of claims under All Industry Rate and Brand Rate.


The rules, regulations, instructions, manuals and records held by PA or under its control or used by its employees for discharging its functions.


iii) Files on Notifications, clarifications and Instructions regarding Drawback.

iv) Files on monitoring of pendency position of claims under All Industry Rate and Brand Rate.

v) Files on Customs Duty Exemption Notifications and Circulars issued under Advance License / Authorizations Schemes. Deemed Exports, Export Promotion Scheme for Capital Goods (EPCG) and Reward Schemes of Foreign Trade Policy (FTP).

<table>
<thead>
<tr>
<th>Name of the Section</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Service Tax</td>
<td>Ms. Himani Bhayana, US (Service Tax)</td>
<td>Sh. Rajeev Yadav, Director (ST)</td>
</tr>
<tr>
<td></td>
<td>Tele Fax:011-2309 5438 <a href="mailto:himani.bhayana@nic.in">himani.bhayana@nic.in</a></td>
<td>Ph:011-2309 2747 <a href="mailto:rajeev.yadav68@nic.in">rajeev.yadav68@nic.in</a></td>
</tr>
<tr>
<td></td>
<td>R.No.227-A, CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
<td>Room No. 263 E, CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
</tr>
</tbody>
</table>

**List of subject in respect of which the documents are held by CPIO of this Section**

(i) Amendment to Service Tax Rules, 1994 and allied rules pertaining to procedure.

(ii) Work relating to Service Tax procedural matters such as registration, assessment, scrutiny, returns including its formats.

(iii) Monitoring of field formations for Service Tax work; Formulation of action plan

(iv) Monitoring and implementation of Key Performance Indicators including Service Tax revenue collection, performance in technical areas of work by field formations.

(v) Providing comments against litigation before Courts on matters of constitutional validity or policies framed by Government, after a period of two years from the change; and in respect of matters emanating from Service Tax wing.

(vi) Issue of clarifications or instructions in respect of taxable Services, where there is a clear stated position in law, which has been raised by trade or field formations

(vii) Furnishing replies to C&AG, Draft Audit Paras, PAC reply on matters involving Service Tax procedure and issues relating to individual assessees and other work connected with aforesaid items.

(viii) All Parliament Questions, complaints, representations relating to above items of work and other work connected with aforesaid items.

(ix) Any other item of work of a miscellaneous nature that may be specifically allotted to by the Chairman (CBEC) or Member (Service Tax).

Note: All other item of work relating to Service Tax, including Finance Act, 1994 and other legislation, exemptions and abatement, preparation for Union Budget on Service Tax, Goods Service Tax roadmap, revenue analysis, modeling, fixation of revenue targets, clarification on issues referred by chambers and associations etc. would continue to be handled by Joint Secretary (TRU-II) under the charge of Member (Budget).
<table>
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<tr>
<th>Name of the Section</th>
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<tbody>
<tr>
<td>US (Ad.II)</td>
<td>Sh. Jai Prakash Sharma, Under Secretary (Ad.II)</td>
<td>Sh. Shive Rattan Sharma, Director (Ad.II)</td>
</tr>
<tr>
<td></td>
<td>Tele Fax 2309 5520 <a href="mailto:sh.jaiprakash@gmail.com">sh.jaiprakash@gmail.com</a></td>
<td>Tele Fax: 011-2309 2401</td>
</tr>
<tr>
<td></td>
<td>R. No. 47-B, CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
<td>Tele: 23095525</td>
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<tr>
<td></td>
<td></td>
<td><a href="mailto:dsad2-cbec@nic.in">dsad2-cbec@nic.in</a></td>
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<tr>
<td></td>
<td></td>
<td>R. No. 52-A, CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
</tr>
</tbody>
</table>

List of subject in respect of which the documents are held by CPIO of this Section

1. The following matters relating to Indian Customs & Central Excise Service Gr. A:
   (a) recruitment, promotion and seniority;
   (b) leave, posting and transfers;
   (c) framing of recruitment rules;
   (d) convening of DPCs for (a) promotion (b) confirmation and (c) crossing of EB;
   (e) briefing officers on deputation;
   (f) deputation of officers to other depts., etc.;
   (g) forwarding of applications to other depts;
   (h) CCS (Conduct) Rules;
   (i) training of Gr. 'A' Officers of IC & CE in India and abroad;
   (j) posting of officers abroad.

2. Deputation/delegation abroad.
3. Medical claims (Gr. 'A' Officers only).
4. Departmental examination for probationers of Indian Customs & Central Excise Service Gr. 'A' and extension/completion of probation period.
5. Processing of proposals for appointments of officers of Indian Customs & Central Excise Service Group 'A' for various Gr. 'A' Secretariat posts in the Department including CBE&C and obtaining ACC/CEB approval therefor.
6. Court cases relating to the above subjects.
7. Parliament Questions relating to the above subjects.
8. Grant of permission to practice/commercial employment to officers of IC & CE Service Gr. A.
## List of subject in respect of which the documents are held by CPIO of this Section

1. House Building Advance, Conveyance, i.e., motor car, scooter, motor cycle and GPF advance to Principal Commissioner/Director General only; and relaxation if any for all Gazetted officers.

2. Framing and amendments to Recruitment Rules for CAO (Group A') in Central Excise Deptt./Customs Deptt./Appraisers/Supdts.of customs (Prev.)/Group A&B of Customs Marine Organisation (CMO).

3. Matters relating to recruitment, promotion and seniority, in respect of the following Group B/Group A cadres in the Customs Department:
   a. Appraisers,
   b. Superintendents of Customs (Prev.)
   c. ACAOIAO (Customs Deptt.),
   d. CAO (Customs Deptt.),
   e. CAO (Central Excise Department).

4. Pay fixation - Pay references regarding all categories of officers and staff; (clarification on policy).

5. Overtime allowance to officers of Customs and Central Excise Department - policy regarding.

6. Arrear Claims/Medical Claims of Group B officers of the Customs Deptt; (where relaxation to the rules is required).

7. Special pay in respect of Gazetted and non-gazetted staff;

8. Revision of pay scale of Gazetted and non-gazetted staff;

9. Allowances in respect of Gazetted and non-gazetted staff; (policy matters)


11. Preparation of All India Seniority list of Supdt. of Customs (Prev.) and customs Appraisers and CAOs.

12. Demands of the Federation/Association and items included in the agenda of the Departmental Council meetings pertaining to the above items of work.

13. Promotion, posting, transfer of CAOs in Central Excise, Narcotics Department and holding of DPCs meetings in respect of Chief Accounts Officers in Central Excise/Customs Deppts.

14. Dereservation of Group 'B' posts reserved for SC/ST and confirmation of Group 'B' Direct Recruits in Customs Deptt. also court cases/ VIP references on the above items of work.

15. Presumptive Pay under FR. 49 in respect of Chief Accounts Officer of Central Excise/ Customs Deptt.

### Name of the Section

<table>
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<tr>
<th>US (Ad.IIA)</th>
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### Name, address, telephone No. and e-mail of the CPIO

<table>
<thead>
<tr>
<th>Shri S.A. Ansari, US &amp; CPIO (Ad.IIA).</th>
</tr>
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<tbody>
<tr>
<td>Ph:011-23095520 <a href="mailto:saansari1967@gmail.com">saansari1967@gmail.com</a></td>
</tr>
<tr>
<td>Room No. 478B, CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
</tr>
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### Name, address, telephone No. and e-mail of the Appellate Authority

<table>
<thead>
<tr>
<th>Sh. A.K. Qasim, Deputy Secretary (Ad.II-A),</th>
</tr>
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<tbody>
<tr>
<td>Tele. 23093102 <a href="mailto:akqasim.edu@nic.in">akqasim.edu@nic.in</a></td>
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<tr>
<td>Room No. 274-A, CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
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<td>US (Ad.IIB)</td>
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**List of subject in respect of which the documents are held by CPIO of this Section**

1. Establishment of Group 'B' Gazetted Officers (both executive and ministerial) in the Central Excise Commissionerates, Narcotics Department, Directorate of Training, Directorate of Inspection, Directorate of Statistics and Intelligence, Directorate of Communication, Directorate of Revenue Intelligence, Central Revenue Control Laboratory and Directorate of O & M Services.

2. DPC for promotion to Group 'B' posts in the Central Excise Commissionerates, Narcotics Department, Directorate of Inspection, Directorate of S & I, Directorate of Communications, Directorate of Revenue Intelligence, Central Revenue Control Laboratory etc. (Policy matter only).

3. Representation/Memoranda against non-confirmation in Group 'B' Gazetted posts in the Central Excise/ Narcotics Department.

4. Preparation of All India List of Superintendents of Central Excise Group 'B' and representations relating thereto.

5. Representations/ Memoranda for fixation of seniority in Group 'B' posts in Central Excise/Narcotics Department.

6. Policy regarding postings and transfers of Group 'B' Gazetted Officers in the Central Excise/Narcotics Department and representations from such Group 'B' Gazetted Officers regarding postings and transfers.

7. Deputation of Group 'B' Gazetted Officers in the Central Excise Department to other Departments.

8. Representations from Group 'B' Gazetted Officers of Central Excise/Narcotics Department for expunction of adverse remarks.

9. Representation from Group 'B' Officers for change in date of birth.

10. Pre-mature retirement of Group 'A' & 'B' Officers of Telecommunication Wing, Central Revenue Chemical Services, Group 'B' Officers in Central Excise and Narcotics Departments and representations against premature retirement.

11. Extension of service/re-employment of Group 'B' Gazetted Officers in Central Excise and Narcotics Department.

12. Representations of Group 'B' Gazetted Officers of Central Excise and Narcotics Department, for reimbursement of medical expenses.

13. Framing and amendments to recruitment Rules for Group 'B' posts in the Central Excise and Narcotics Department and Group 'A' & 'B' posts in Central Revenue control Laboratory and Telecommunication wing.

14. Promotion, postings and transfers of officers in Central Revenue Chemical Services, Group 'A' and Telecommunication service Group 'A'.

15. Suits/CAT matter/Writ Petitions/Special Leave Petition before Supreme Court relating to the subjects dealt with in the Section.


17. Reimbursement of legal expenses to Group 'B' officers.
8. Direct recruitment to various Group ‘A’ and Group ‘B’ posts in CRCL and Telecommunication wing of Customs and Central Excise Department.

9. D.P.C. for promotion to Group ‘A’ posts in CRCL and Telecommunication wing and Assistant Director (OL) in Customs and Central Excise Department.

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<td></td>
<td>Tele Fax:011-2616 2834 <a href="mailto:rajpal.singh68@nic.in">rajpal.singh68@nic.in</a></td>
<td>Tele Fax:2616 2693 <a href="mailto:bharativivl@gmail.com">bharativivl@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>R.No.411, 4th floor, CBEC, Hudco Vishala Building, Bhikaji Cama Place, R.K. Puram, New Delhi</td>
<td>5th Floor, CBEC, Hudco Vishala Building, Bhikaji Cama Place, R.K. Puram, New Delhi</td>
</tr>
</tbody>
</table>

List of subject in respect of which the documents are held by CPIO of this Section

1. Departmental examination and representation and petitions relating thereto.
2. Departmental Promotion Committee – Policy regarding promotion to various grades.
3. Representations from the Non-Gazetted staff of all Directorates & Commissionerates.
4. Seniority – Policy and individual representations.
5. v) Confidential Reports – Policy and procedure and representations against adverse remarks.
7. Promotion of SC/ST employees in reserved quota and dereservation of vacancies (Promotion posts) in respect of non-gazetted staff.
8. Probation.
9. Parliament questions pertaining to the above items of work.
10. Court cases pertaining to the above items of work.
12. All India Federations, Executive and Ministerial (Customs and Central Excise).
14. Inter Commissionerate Transfer of Group ‘C’ and erstwhile ‘D’ employees under the CBEC.
List of subject in respect of which the documents are held by CPIO of this Section

1. Establishment of Group ‘B’ Gazetted Officers (both executive and ministerial) in the Central Excise Commissionerates, Narcotics Department, Directorate of Training, Directorate of Inspection, Directorate of Statistics and Intelligence, Directorate of Communication, Directorate of Revenue Intelligence, Central Revenue Control Laboratory and Directorate of O & M Services.

2. DPC for promotion to Group ‘B’ posts in the Central Excise Commissionerates, Narcotics Department, Directorate of Inspection, Directorate of S & I, Directorate of Communications, Directorate of Revenue Intelligence, Central Revenue Control Laboratory etc. (Policy matter only).

3. Representation/Memoranda against non-confirmation in Group ‘B’ Gazetted posts in the Central Excise/Narcotics Department.

4. Preparation of All India List of Superintendents of Central Excise Group ‘B’ and representations relating thereto.

5. Representations/ Memoranda for fixation of seniority in Group ‘B’ posts in Central Excise/Narcotics Department.

6. Policy regarding postings and transfers of Group ‘B’ Gazetted Officers in the Central Excise/Narcotics Department and representations from such Group ‘B’ Gazetted Officers regarding postings and transfers.

7. Deputation of Group ‘B’ Gazetted Officers in the Central Excise Department to other Departments.


9. Representation from Group ‘B’ Officers for change in date of birth.

10. Pre-mature retirement of Group ‘A’ & ‘B’ Officers of Telecommunication Wing, Central Revenue Chemical Services, Group ‘B’ Officers in Central Excise and Narcotics Departments and representations against premature retirement.

11. Extension of service/re-employment of Group ‘B’ Gazetted Officers in Central Excise and Narcotics Department.

12. Representations of Group ‘B’ Gazetted Officers of Central Excise and Narcotics Department, for reimbursement of medical expenses.

13. Framing and amendments to recruitment Rules for Group ‘B’ posts in the Central Excise and Narcotics Department and Group ‘A’ & ‘B’ posts in Central Revenue control Laboratory and Telecommunication wing.

14. Promotion, postings and transfers of officers in Central Revenue Chemical Services, Group ‘A’ and Telecommunication service Group ‘A’.

15. Suit/CAT matter/Writ Petitions/Special Leave Petition before Supreme Court relating to the subjects dealt with in the Section.


17. Reimbursement of legal expenses to Group ‘B’ officers.

18. Direct recruitment to various Group ‘A’ and Group ‘B’ posts in CRCL and
### Name of the Section

#### US (Ad.IVA)

<table>
<thead>
<tr>
<th>Name, address, telephone No. and e-mail of the CPIO</th>
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<tbody>
<tr>
<td>Sh. B. Ginkhan Mang, US (Ad.IVA)</td>
<td>Sh. Amarjit Singh, Deputy Secretary (Ad.IVA)</td>
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<td>Tele Fax:2616 2694 <a href="mailto:amarjit.s@nic.in">amarjit.s@nic.in</a></td>
</tr>
</tbody>
</table>

### List of subject in respect of which the documents are held by CPIO of this Section

1. Conduct Rules
2. Verification of character and antecedents
3. Assaults of Govt. Servants while on duty.
5. Matters relating to Casual Workers.
6. Recruitment policy.
7. Recruitment tests and panels.
8. Allocation of candidates selected by SSC for the post of Inspector (Central Excise) E.O./P.O. and Tax Assistant.
9. Framing of Recruitment rules of cadres dealt in AD.II.B Section
10. Relaxation of age limit/education qualifications/Physical Standards/Typewriting test/Medical examination.
11. Appointment of Departmental candidates against direct recruitment quota.
12. Matters relating to appointment of sportsman.
13. Individual representations regarding recruitment.
15. Leave and joining time.
16. Deputations of Foreign Service or otherwise.
17. Matters raised by Associations/Unions pertaining to subjects dealt with in Ad.II.B section.
18. Complaints in regard to corruption, harassment and bribery against non-gazetted staff.
19. Resignation
20. Extension of service and re-employment in service.
22. Change in date of birth of Group 'C' and 'D' officers.
23. Derelevation of posts reserved for SC/ST candidates in the direct recruitment quota.
24. Work relating to reservation and maintenance of rosters for SC/ST and compilation of statistical information for submission to DP&T and Commission for SC/STs
25. Court cases and suit notices in regard to matter dealt with in Ad.II-B Section.
### List of subject in respect of which the documents are held by CPIO of this Section

1. Departmental examination and representation and petitions relating thereto.
2. Departmental Promotion Committee – Policy regarding promotion to various grades.
3. Representations from the Non-Gazetted staff of all Directorates & Commissionertes.
4. Seniority – Policy and individual representations.
5. Confidential Reports – Policy and procedure and representations against adverse remarks.
7. Promotion of SC/ST employees in reserved quota and dereservation of vacancies (Promotion posts) in respect of non-gazetted staff.
8. Probation.
9. Parliament questions pertaining to the above items of work.
10. Court cases pertaining to the above items of work.
12. All India Federations, Executive and Ministerial (Customs and Central Excise).
14. Inter Commissionerate Transfer of Group ‘C’ and erstwhile ‘D’ employees under the CBEC.
5. Review of orders passed by the various disciplinary authorities.
6. Court cases connected with the above items of work.
7. Parliament Questions connected with the above items of work.

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<td>Sh. B. Ginkhan Mang, US (Ad.VIII-EC) Tele/ Fax:-2616 2673 <a href="mailto:bgmang@yahoo.com">bgmang@yahoo.com</a></td>
<td>Smt. Bharti Sridhar DS [Ad.IIIA/Ad-VIII (EC)] Tele Fax:2616 2693 <a href="mailto:bharativivl@gmail.com">bharativivl@gmail.com</a></td>
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List of Subject in respect of which the documents are held by CPIO of this Section

1. Organizational matters and matters relating to creation of posts, retention of temporary posts, conversion of temporary post into permanent ones in the Customs/Central Excise/Narcotics Department, Directorate of Inspection (Customs & Central Excise), Department of Revenue Intelligence, Directorate of Statistics & Intelligence, Directorate of Training and the Central Revenue Control Laboratory.
2. Air Customs Pool; only matters relating to formation of pool.
3. Training Scheme-Policy matters only.
4. Approval of Air-Travel by non-entitled gazette officers of the Customs, Central Excise Department.
5. Work of procurement of equipments relating to CRCL.

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<tbody>
<tr>
<td>US (TRU-I)</td>
<td>Shri Himanshu Raina, TO (TRU-I) Ph:011-2309 5547 Fax:011-2309 2037 <a href="mailto:himanshu.raina@nic.in">himanshu.raina@nic.in</a></td>
<td>Sh. G.G. Pai, Director (TRU-I) Ph:011-2309 2753 Fax:011-2309 3215 <a href="mailto:ggpai@hotmail.com">ggpai@hotmail.com</a></td>
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<tr>
<td></td>
<td>R.No.153, CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
<td>R.No146J, CBEC, Department of Revenue, North Block, New Delhi - 110 001</td>
</tr>
</tbody>
</table>

List of Subjects:

1. All request from trade and recommendations from other Departments of the Governments seeking general exemption from Customs and Central Excise duties.
2. Issue of notifications under Section 5A(1) of the Central Excise Act, 1944 and under Section 25(1) of the Customs Act, 1962.
3. Issue of notifications under Section 5A(i) of the Central Excise Act and under...
Section 25(i) of the Customs Act to clarify the scope and applicability of exemption notifications.
4. Reviewing of the above notifications.
5. Formulation of policy for taxation of each commodity.
7. Formulation of policy regarding MRP based valuation.
8. Policy on inclusion of new services under Service Tax net.
10. Work relating to Finance Bill.
11. Work relating to other legislation for changing rate of Customs & Excise Duties.
12. Pre and post-budget market enquiries, and on the spot studies regarding effect of budget proposals on prices, production, consumption etc.
13. Formulation of commodity wise budget estimates (after collection of data from departmental and extra-departmental sources) and monitoring of the same at regular intervals.
14. Fixing of revenue targets.
15. All work relating to levy of Anti-dumping duties/safeguard duties.
16. International Agreements – their tariff related work.
17. Parliament Questions relating to the above items of work.

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<td>US(TRU-II)</td>
<td>Dr. Abhishek Chander Gupta TO (TRU-II) Ph:-2309 5547 <a href="mailto:abhishek.gupta81@nic.in">abhishek.gupta81@nic.in</a></td>
<td>Sh. Pramod Kumar, OSD(TRU-II), Tele Fax:2309 2374 <a href="mailto:pramodkumar.dor@nic.in">pramodkumar.dor@nic.in</a></td>
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**List of subject in respect of which the documents are held by CPIO of this Section**

All other item of work relating to Service Tax, including Finance Act, 1994 and other legislation, exemptions and abatement, preparation for Union Budget on Service Tax, Goods Service Tax roadmap, revenue analysis, modeling, fixation of revenue targets, clarification on issues referred by chambers and associations etc. not allocated to CX-4/Service Tax Section.