

Suo moto disclosures i.r.o
Ahmedabad-I under
Section 4(1)(b) of the RTI Act, 2005
(as on November 2016)

Section 4(i) (b) of the Right to Information Act, 2005 requires every public authority to publish information on 17 points on suo-moto basis. Information in respect of Central Excise, Ahmedabad-I Commissionerate is as under:-

(i) The particulars of Organization, Functions and Duties

We work under Central Board of Excise & Customs (CBEC), Department of Revenue; Ministry of Finance which is responsible for formulation of policy relating to levy and collection of Indirect taxes namely, Customs duty, Central Excise duty and Service tax. Ahmedabad-I Commissionerate is the one among Eight Commissionerates of Ahmedabad Zone.

Organizational Structure: The Commissionerate is headed by Chief Commissioner. Organizational structure of the Commissionerate is as follows:

Chief Commissioner Office(CCO)

Chief Commissioner	: Sri. K.K Kabirpanthy
Additional Commissioner	: Sri. Vijayant Singh
Deputy Commissioner	: Sri. Suresh Merugu
Assistant Commissioner	: Sri. Adesh Jain

Appeals Commissionerate

Commissioner(Appeal-I)	: Sri. Abhai Kumar Srivastav
Commissioner(Appeal-II)	: Sri. Uma Shanker

Ahmedabad-I Commissionerate

Principal Commissioner	: Sri. K.K Kabirpanthy
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Joint Commissioner	: Smt. K. Padmavathy : Smt. Manisha Kulkarni
Deputy Commissioner	: Sri. Amit Gupta : Sri. Arun Richard
Assistant Commissioner	: Sri. S. H Mandalia : Sri. M.A Amin : Sri. Avnish Parashar : Sri. Nagendra Trivedi : Sri. Anoop Singh

The jurisdiction of this Commissionerate is as follows:

The Jurisdiction of the Zone comprises of the districts of Ahmedabad, Kheda, Gandhinagar, Banaskantha, Mehsana, Patan, Sabarkantha, Rajkot, Jamnagar, Kutch, Porbander, Bhavnagar, Junagadh, Amreli & Surendranagar in the state of Gujarat and Diu in the Union Territory of Daman & Diu.

The Zone is headed by the Chief Commissioner who looks after the Central Excise and Service Tax work. There is a separate Chief Commissioner of Customs for Gujarat, with Headquarters at Ahmedabad, who controls Customs appraisal work of Kandla Custom House, Jamnagar, Mundra minor ports, International Airport and Inland Container Depots (ICDs) and anti smuggling work in whole of the State, Commissioners of Central Excise do only work relating to 100% EOUs and bonded warehouse on the Customs side. As mentioned earlier, there are five Central Excise Commissionerates and one Service Tax Commissionerate in the jurisdiction of this Zone viz., Ahmedabad-I, Ahmedabad-II, Ahmedabad-III, Rajkot, Bhavnagar & Service Tax, Ahmedabad. Each Commissionerate is headed by a Commissioner. The jurisdiction of these Commissionerates are as under.

- (1) Ahmedabad-I Commissionerate : The jurisdiction of newly created Ahmedabad-I Commissionerate comprises of the city taluka and daskroi taluka in the district of Ahmedabad excluding some portions and the villages of both the talukas, which have, now been included in the jurisdiction of Ahmedabad-II Commissionerate.
- (2) Ahmedabad-II Commissionerate : The jurisdiction of the Division starts from the Saijpur Bogha tower and on north-west side railway track (Ahmedabad Prantij railway link passing through Saijpur Bogha) upto Saijpur Bogha and the area including the Airport area, Cantonment area and Camp Hanuman, Sadar Bazar and from there runs along the eastern bank of the Sabarmati Compassing the entire area of Ahmedabad city taluka from Camp Hanuman to Kotarpur village thereby including the village of Hansol and Hanspura. From Hanspura the jurisdiction of this division includes the village of Muthia, Ainasnan, Pardhol, Vehol, Juka, Naroda, Lailsis, Navrangpura of Dascroi taluka and southern side upto Thakkarbapanagar including Krishanagar.
- (3) Ahmedabad-III Commissionerate : The jurisdiction covers the districts of Kheda, Gandhinagar, Banaskantha, Mehsana, Patan and Sabarkantha.
- (4) Rajkot Commissionerate : The jurisdiction covers Rajkot, Jamnanagr & Kutch Districts.
- (5) Bhavnagar Commissionerate : In the Districts of Porbandar, Junagadh, Bhavnagar, Amreli and

Surendranagar (excluding Patdi and Dasada talukas of Surendranagar District) of the State of Gujarat and Diu in the Union Territory of Daman and Diu.

- (6) Service Tax : The jurisdiction covers geographical areas of 11 Talukas of Ahmedabad District namely City, Daskroi(Rakhial, Vatva, Narol, Odhav, Naroda), Sanand(Changodar), Bavla, Dholka, Dhandhuka, Barwala, Ranpur, Viramgam, Detroj and Mandal and Patadi Taluka of Surendranagar District.

The Commissionerate is having five (5) Central Excise divisions namely, Rakhial, Vatva-I,Vatva-II, Narol and Odhav Divisions. Each division is headed by an officer of the Rank of Deputy/Assistant Commissioner. Further, divisions are divided into Ranges/ Groups, which is headed by the Superintendent (Group"B"Gazetted officer). Jurisdiction and function of divisions/Ranges of the Commissionerate are detailed hereunder:-

1. RAKHIAL CENTRAL EXCISE DIVISION

Deputy Commissioner : Sri Amit Gupta

The jurisdiction of the Division is divided into Five (5) Central Excise Ranges:

This division consists of some parts of walled city including Sukhramnagar, Gomtipur, Maninagar, Ghodasar village, Rakhial, Narol-Naroda highway, Khokhra, Ramol, and some villages of Daskroi Taluka

2. VATVA-I DIVISION

Assistant Commissioner : Sri S.H. Mandalia

The jurisdiction of the Division is divided into Five (5) Central Excise Ranges:

The above division consists of North side of road commencing from Vatva railway crossing to Ramol char rasta including Industrial area of GIDC phase I, II & IV and Mahalaxmi Industrial area and also includes the Industrial area situated at west side of Vatva Railway Station.

3. VATVA-II DIVISION

Assistant Commissioner : Sri N.K Trivedi

The jurisdiction of the Division is divided into Five (5) Central Excise Ranges

The aforesaid division consists of South side of road commencing from Vatva Railway crossing to Ramol char rasta including Industrial area of GIDC Phase I, II & IV and the villages of Vinzol, Hathijan, Nandej, Geratpur, Baredji of Daskroi taluka

4. NAROL DIVISION

Assistant Commissioner : Sri Avnish Parashar

The jurisdiction of the Division is divided into Five (5) Central Excise Ranges

The above cited division consists of some parts of Maninagar, Baherampura, Pirana, Narol, Jetalpur and Bareja villages. In addition, it also covers the villages of Daskroi Taluka namely Laxmipur, Lambha, Aslali, Muktipur, Kamod, Paldi-Kankarej, Vasai, Navapura, Morali & Timbi and the erstwhile range of Indian Oil Corporation (IOC) situated at Sabarmati, Ahmedabad.

5. ODHAV AND NIKOL DIVISION

Assistant Commissioner : Sri Anoop Singh

The jurisdiction of the Division is divided into Five (5) Central Excise Ranges
The jurisdiction of Division V (erstwhile Division-III of Ahmedabad-II Commissionerate) includes Odhav and Nikol villages of Ahmedabad Taluka and Kathwada, Bharakda, Pasunj, Andevel, Bhatura, Kuba, Kunjadpura, Kunjad, Kandava, Singarwa, Bhuvaladi and Zanu Of Daskroi Taluka.

Function:- Our main functions and duties are mentioned hereunder:

- Levy and collection of Central Excise duties and Service Tax.
- Registration and monitoring of units manufacturing excisable goods and service providers.
- Receipt and scrutiny of declarations and returns filed with the department.
- Combating evasion of Central Excise duties and service taxes.
- Resolution of disputes through administrative and legal measures.
- Sanction of refund, rebate and drawback.
- Realization of Arrears of revenue.
- Audit of assessments for ensuring tax compliance.

Apart from Divisional/Range Offices, there is various Sections of Hqrs office, which are functioning in terms of '*Charter of duties*' as mentioned below:-

i.

Name of the Section	Duties/Function
TECHNICAL (CENTRAL EXCISE) SECTION	<ul style="list-style-type: none"> • Union Budget, Proposals and related correspondence • Replies to Parliament Questions and related correspondence • Preparation of Annual Inspection programme of Divisions/ Ranges / Units etc. • Compliance of annual inspection programme of all Ranges and Divisions and Units by the Commissioner / Additional Commissioner / Joint Commissioner / DCs / ACs in Visakhapatnam-II Commissionerate

	<ul style="list-style-type: none"> • Compliance of visit notes of Commissioner / Additional Commissioner / Joint Commissioner / DCs / ACs to lower formation to monitor revenue performance and other related important works • Compliance of Inspection & Visit Notes of Chief Commissioner. • Conducting RAC meetings and related correspondence • Issuance of Standing Orders, Trade Notices and Public Notices relating to Central Excise. • Monitoring of Inspection by DGICCE, Hyderabad. <ul style="list-style-type: none"> • Jurisdiction of Commissionerate / Divisions / Ranges and related correspondence. • Correspondence regarding nomination of Focal Point Bank for revenue collection. • All Technical matters and clarifications. • Citizen charter and related correspondence. • All miscellaneous reports relating to Central Excise. • Downloading of latest Central Excise Notifications / Circulars / Instructions from CBEC website on daily basis and put up to the Commissioner for perusal. • Processing of Advance Ruling Cases. • Preparation of brochures for inspections, Visits and Meetings and conferences.
STATISTICS SECTION	<ul style="list-style-type: none"> • Monthly Performance Report of Excise. • Monthly Revenue Report. • TRU Report. • Monthly Telegraphic Summary. • Category wise Revenue Report. • Revenue Monitoring Measures. • All other reports pertaining to revenue matters. <p>Periodical statistical report of Customs</p>
COMPUTER SECTION	<ul style="list-style-type: none"> • Purchase and maintenance of Systems and peripherals at Hqrs. AMC • Monitoring of SERMON data entry and to send monthly ER-1 data to Directorate of Systems. • LAN/WAN, ACES project, correspondence, Internet connectivity • AEBAS
ADJUDICATION	<ul style="list-style-type: none"> • Processing and issue of Show Cause Notices and Adjudication Orders of the cases relating to Central Excise, Customs and Service Tax at Commissioner, Addl. Commissioner and Joint Commissioner Levels. • Maintaining of Call Book cases. <p>Processing of Settlement Commission Cases.</p>
RTI SECTION	<ul style="list-style-type: none"> • Right to Information Act / Implementation and related correspondence. • Processing of RTI applications/Appeals. <p>Maintenance of related record/Register.</p>
LEGAL SECTION &	<ul style="list-style-type: none"> • Filing of Civil Appeals / Writ Petitions in Supreme Court, follow-up of pending cases and correspondence thereon.

<p>PROSECUTION SECTION</p>	<p>Correspondence with Directorate of Legal Affairs, updating of cases basing on the electronic data received by e-mail; connected work.</p> <ul style="list-style-type: none"> • Monitoring of Supreme Court cases. Drafting and filing of appeals writs and counters in High Courts through the Senior Central Government Standing Counsels. Sending the writ petitions, appeals and counters for vetting by the Standing Counsel, brief about the cases to the Standing Counsel Monitoring of pending cases, issue of regular reminders to the Counsel. • Monitoring of the cases of through High Court web site. • Preparation of proposals for filing Civil Appeal in Supreme Court / High Court to be sent to Board or Legal Section of the Head Qtrs. as the case may be, Statement of Facts and Grounds of Appeal in the form of Paper Books to be sent to Board. • Monitoring of cases pending in divisions. • CAT cases. • Ensuring prompt payment of fees to the Counsels. • Weekly, fortnightly, monthly and quarterly reports. • Maintenance of Registers. • Prosecution work, processing the adjudication orders for prosecution proposals. • Drafting of prosecution petitions and getting it vetted by the Senior Public Prosecutor.
<p>REVIEWS SECTION</p>	<ul style="list-style-type: none"> • Review of Orders-in-Original passed by AC/DC of Divisions, JC of Head Quarters. Preparing Grounds of Appeal and Authorization orders to be issued by the Commissioner. • Review of Orders-in-Appeal passed by Commissioner (Appeals). Preparation of Statement of Facts, Grounds of Appeal and Authorization Orders to be issued by the Commissioner. • Review of Interim and Final Orders passed by CESTAT, Bangalore. <p>Issuance of Notices-In- Revision & Orders-In-Revision</p>
<p>TRIBUNAL SECTION</p>	<ul style="list-style-type: none"> • Filing of appeals to CESTAT / Commissioner (A) on a review of the OIO. • Preparation of Para-wise comments on the SOF and Grounds of Appeal on the appeals filed by the parties. • Maintaining registers for all the appeals emanating from Appellate, Tribunal and Commissioner (Appeals) • Attending to other correspondence received from Board / CCO / Divisions / CESTAT • Sending of Personal Hearing (PH) intimations received from CESTAT to the concerned Divisions
<p>DAP SECTION</p>	<ul style="list-style-type: none"> • Pre-audit and Post-audit of refund files. • LARs/ SOFs / DAPs
<p>RECOVERY CELL</p>	<ul style="list-style-type: none"> • Receipt of Appendix-I. • Preparation and serving of appendix-II with acknowledgement. • Preparation and serving of appendix-IV with acknowledgement

	<ul style="list-style-type: none"> • Claim before financial Institutions Appendix-VI. Proclamation of sale — Appendix-VIII. panchanama. • Valuation of machinery / Properties. • Engaging the auctioneers. • Auction, Sale of assets, remittances. • In case of properties locked with financial institutions filing suits in the appropriate Courts • Monitoring of permission to pay in installments / lifting of Attachments. • Correspondence with CCO and Divisional Offices and other Commissionerates. • Reports on section 142 and related correspondence. • Preparing reports on Arrears of Central Excise, Customs & Service Tax and TAR report.
CIU	<ul style="list-style-type: none"> • Investigation of the complaints received. • Processing of cases of Disciplinary Proceedings • Work relating to preparation of Agreed / ODI Lists. • Work relating to review under 56J, Public Grievance Committee • Scrutiny of Immovable Property Returns and related correspondence • Permissions under Conduct Rules. • Issue of Vigilance clearances for various purposes. • Preparation and submission of Monthly / Quarterly / Annual returns. • Maintenance of registers relating to the vigilance work. • Conduct of Vigilance Awareness Week. • Inward & outward(Dispatch work) correspondence relating to section • Miscellaneous correspondence.
ADMINISTRATION	<ul style="list-style-type: none"> • Associations and Unions. • Books and Publications • Circulars and Instructions • Forms • Furniture, Equipment and Appliances etc. • Holidays • Office Organization & Procedure • Powers and Delegation • Printing. IC / OC • Stationery • Telephones • Stores • Processing of bills of Service Providers through outsourcing in r/o Divisions and Permissions/ sanctions reg. • Hiring of Office Accommodation • Land & Buildings (Purchase/ Construction). • General House Keeping (including civil, electrical and other repair

	<p>works.</p> <ul style="list-style-type: none"> • Miscellaneous Correspondence.
ESTABLISHMENT / CONFIDENTIAL SECTION	<ul style="list-style-type: none"> • Appointments, Promotions, Postings & Transfers and Retirement of Group B, C and D Officers. • Circulars & Instructions. • Confirmation of Group D Officers • Communal Representations and Rules • Conducting of Departmental Examinations. • Processing of files for Deputations. • Fundamental & Supplementary Rules / Instructions. • Reports and Returns pertaining to Establishment Matters. • Recruitments in Group 93' Cadre Re-Employment and Extension of Service. Resignations. • Seniority List. Training (Nominations to Dept. Training Institutes and conducting in-house trainings) • Miscellaneous Correspondence. • JCM Meetings. • Confidential Character Rolls and related correspondence. • Conduct of DPCs and Promotions.
HINDI SECTION	<ul style="list-style-type: none"> • Official Language Implementation & related correspondence.
ACCOUNTS SECTION	<ul style="list-style-type: none"> • HBA, MCA, Computer Adv., Long term advance. • Budget • Pay Anomaly • Cash Duties • Contingent Bill of all heads • Expenditure Statements • Rewards. • TA Claims LTC / RTF GPF Adv. / Part Final / Final Payments OTA. • Uniform and Clothing • GPF Reconciliation • Maintenance of accounts of Group 93' • Pay Bills. • Income Tax. • SB maintenance Leave / Leave Records • Pay fixations in all cadres • Medical Bills. • Short term Advances. • IC work pertaining to Accounts Section
RECONCILIATION SECTION	<ul style="list-style-type: none"> • Revenue Reconciliation
SUPERINTENDENT (PRO)	<ul style="list-style-type: none"> • Liaison with Other Central/ State Govt. Departments. • Maintenance and Safe custody of Arms and Ammunitions. Protocol work. • <u>Allocation of duties to Group-D officers / contingent staff</u>
ANTI-EVASION SECTION	<ul style="list-style-type: none"> • Study and analysis of Evasion Prone Commodities and Frequent Offenders basing on the Assessee Profile (i.e. Production and Clearances and Duty Payment particulars both in PLA and CENVAT) • Study and analysis of various Exemption and Concessional Rate of Duty Notifications being availed by various assessee for their possible

	<p style="text-align: center;">misuse by the assessee</p> <ul style="list-style-type: none"> • Study of modus Operandi Circulars / Alert Notices / Audit Bulletins/ Service Tax Circulars and developing Data Bank on Evasion prone Commodities and Frequent Offenders. • Carrying on Surveillance on evasion prone / identified units at various strategic points. • Gathering and Developing Intelligence basing on news items in the economic journals and by periodical interaction with other intelligence agencies and also developing of information net work. • Booking Offence cases basing on the intelligence gathered and developed through all the above means. • Scrutiny of the Records recovered from the offenders and recording statements. • Preparation of Draft Show Cause Notices and submission of the same to the proper authorities for approval and issuance. • Submission of Periodical Reports / Returns to the Chief Commissioner's Office / Board and other miscellaneous reports as required by them from time to time. • Maintenance of Government Vehicles / hiring vehicles. • Rewards. • Anti-Evasion work relating to Customs (Intelligence, investigation etc). • Anti-Evasion work relating to Service Tax (Intelligence, investigation etc).
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ii) The powers and duties of its officers and employees:

The powers and duties of the officers are defined in the Central Excise Act and Rules made there under Chapter-V of the Finance Act 1994 and Service Tax Rules 1994. These are further defined in the Central Excise Manual which is a published document and is briefly enumerated below:

Commissioner

- Head of Department and exercise overall supervision over the Commissionerate.
- Adjudication powers without any limit of amount of duty involved. Review of adjudication orders passed by the subordinate officers. Pre-audit and post-audit of rebate/refund claims.
- Supervision of work relating to Audit and Anti-Evasion

Additional /Joint Commissioner

- Assisting Commissioner in exercising supervision over the Commissionerate.
- Adjudication power of the Additional Commissioner/ Joint Commissioner is for the cases where the amount of the duty involved is above Rs. 5 lakhs but not exceeding Rs. 50 lakhs.

- Administrative supervision over the divisions.
- Audit and Anti-Evasion work.

Deputy/Assistant Commissioner

- Exercising overall supervision over the division.
- Head of the office and statutory powers under the Act.
- Adjudication power of the Deputy/Assistant Commissioner is for the cases where the amount of duty involved is upto Rs. 5 lakhs. However all valuation and classification cases are decided by Deputy/Assistant Commissioner irrespective of the amount of duty involved.
- Finalization of Provisional Assessment cases.
- Sanctioning of rebate/refund claims.
- Work related to audit/anti-evasion

Superintendent (Group B, Executive)

- Exercising overall supervision over the Ranges.
- - Head of the Range office and statutory powers under the Act. Scrutiny of return.
- - Survey.
- Anti evasion checks / enquiries.
 - - Adjudication powers of the Superintendent are for the cases where the amount of duty involved is upto Rs.1 lakhs (excluding cases of Valuation and cases involving extended period of limitation

Besides Superintendents who are Group 'B' gazetted officers, there are Group 'B' Non-gazetted officers of the rank of Inspectors. Inspector assists Superintendent in performing his duty. Beside this, there are Group B & C Ministerial officers and Group D officers in the Commissionerate.

(iii) The procedure followed in the decision-making process including channels of supervision and accountability.

Supervision of work being done at field formation level is being monitored through regular reports being submitted by them. Review of the work being done by the officers in head-quarters office as well as of field formation is being reviewed by the Commissioner on monthly basis. Any representation received from the trade and industry is put up by concerned section staff to Assistant Commissioner, then it goes to Joint/Additional Commissioner and finally to the Commissioner. Issues are being examined in the framework of existing law and decisions are being taken accordingly.

(iv) The norms set by it for the discharge of its functions.

Our mission is to administer and implement central excise, service tax and customs laws aimed at:-

- realizing the revenues in a fair, equitable & efficient manner;
 - administering the Government's economic, tariff and trade policies with a practical and pragmatic approach;
 - facilitating trade and industry by streamlining & simplifying Excise & Service Tax processes and helping Indian business to enhance its competitiveness;
 - creating a climate for voluntary compliance by providing guidance and building mutual trust;
 - Combating revenue evasion, commercial frauds and social menace in an effective manner.
- The said objectives are sought to be achieved by:-
- Enhancing the use of information technology;
 - Streamlining Service Tax and excise procedures;
 - Encouraging voluntary compliance;
 - Evolving cooperative initiatives.

We work with norms, values and standards; and our commitment as declared in 'Citizen's Charter' to achieve excellence in the formulation and implementation of Customs and Central Excise policies and procedures for the benefit of the trade and industry.

- (v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

Following Acts and Rules, administered by the Central Board of Excise & Customs through its subordinate formations, are available on the CBEC website and also on Commissionerate website i.e www.cenexahmedabad.nic.in

Acts

- Central Excise Act, 1944.
- Central Excise Tariff Act, 1985.
- National Calamity Contingent Duty (Section 136 of the Finance Act, 2001 (14 of 2001)
- Education Cess (Chapter VI of the Finance Bill, 2004)
- Additional Duties of Excise (Goods of Special Importance) Act, 1957.
- Additional Duties of Excise (Textiles and Textile Articles) Act, 1978.
- Provisional Collection of Taxes Act, 1931
- Customs Act, 1962.
- Customs Tariff Act, 1975.
- Foreign Trade (Development and Regulation) Act, 1992.
- Chapter V of the Finance Act, 1994 [Service Tax]
- Finance Act, 1979 (21 of 1979) (from section 33 to 48) [Foreign Travel Tax]
- Finance Act, 1989 (13 of 1989) (from section 40 to 49) [Inland Air Travel Tax]

Rules

- The Cenvat Credit Rules, 2004.
- The Central Excise Rules, 2002 (Section 143 of the Finance Act, 2002).
- The Central Excise (Appeals) Rules, 2001.

- The Central Excise (Settlement of Cases) Rules, 2001
 - The Central Excise (Removal of Goods at Concessional Rate of Duty for Manufacture of Excisable Goods) Rules, 2001.
 - Central Excise Valuation (Determination of Price of Excisable Goods) Rules, 2000.
 - Consumer Welfare Fund Rules, 1992
 - The Customs, Excise & Service Tax Appellate Tribunal (Procedure) Rules, 1982.
 - The Central Excise (Advance Rulings) rules, 2002.
 - Foreign Privileged Persons (Regulation of Customs Privileges) Rules, 1957.
 - Customs (Attachments of Property of Defaulters for Recovery of Government Dues) Rules, 1995
 - Accessories (Condition) Rules, 1963
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- Re-Export of Imported Goods (Drawback of Customs Duties) Rules, 1995.
 - Notice of Short-Export Rules, 1963
 - Customs and Central Excise Duties Drawback Rules, 1995.
 - Specified Goods (Prevention of Illegal Export) Rules, 1969.
 - Customs Tariff (Determination of Origin of Goods under the Agreement on SAARC Preferential Trading Arrangement) Rules, 1995.
 - Notified Goods (Prevention of Illegal Import) Rules, 1969.

Manuals

- CBEC Manual on Central Excise.
- CBEC Manual on Customs.

(vi) A statement of the categories of documents that are held by it or under its control.

Files and documents related to work assigned to concerned Sections of the Commissionerate as mentioned in (i), are kept in the custody of respective Sections.

(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or implementation thereof.

In terms of Board's circular No. 28²/₅/2008-CX.9 (pt.) dated 12.09.2011, a Regional Advisory Committee (RAC) for Organized Sector and small scale industries has been constituted at Zonal Level under the chairmanship of Chief Commissioner, Visakhapatnam Zone. The formation of RAC is to facilitate greater participation of the representative of the trade and industry. The member of RAC are nominated from Trade Association, Chambers of Commerce acting within the Zone, representative of State Govt., Manufacturers, SSI exporter's association and PSU. The RAC meetings are being convened on a quarterly basis.

(viii) A statement of the boards, council, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such

meeting are accessible for public.

An Advisory Committee on abatement has been set up by the CBEC to advise the Government on abatement of excise duty and service tax. This Committee looks into the representations seeking change in the level of abatement for the purpose of levy of excise duty and service tax. The relevant data and inputs are furnished by Trade and Industry Associations. Further, minutes of RAC meetings as mentioned at (vii) are being decided based on the inputs provided by the representative of Trade and Industry; and are being circulated to all members along with the output of the discussion held.

A directory of its officers and employees.

AME/DESIGNATION	PHONE NO.	MOBILE NO.	FAX NO.
COMMISSIONER (APPEALS) AHMEDABAD			
Shri. Abhai Kumar shrivastav, Commissioner(Appeal-I)	26306259	-	-
Shri. Uma Shanker, Commissioner(Appeal-II)	26305136	-	-
COMMISSIONER'S OFFICE AHMEDABAD-1			
Shri. K.K.KABIRPANTHI, Principal Commissioner	26300024	-	26306152
MS. Manisha Kulkarni, Joint Commr. (P&E,P&V)	26309083	-	-
MS. K.Padmavathy, Joint Commr. (Priventive & Adm.)	26303402	-	-
Shri. Amit Gupta, D.C.(Systems)	26300959	-	--
Shri. Arun Richard, D.C.(RRA,LEGAL,DLC Tar.Stat.,RTI)	26307269	-	--
Shri.Avnish Parashar,A. C.(CAO & Div- IV)	26300540	-	-
Shri. S.H.Mandalia,A. C. (Div-II)	26302495	-	-
Shri. M.A.Amin,A. C. (P & V, Land and Building)	26303412	-	-
Shri.Nagendra Kumar Trivedi, A.C. Div- III (Prev.)	26306709	-	-
Shri.Amit Gupta, D.C. Div-	26305087	-	-

I(System,Tech)			
Shri.Anoop Singh, A.C. Div-V, (Audit, PAC)	27911304	-	-
Ms.Sunita . Khatri, A.O.(Estt)	26305174	-	26305174
Shri.I.U.Desai, A.O. (Adm)	-	9898592516	--
Shri.AD (O.L)	26300405	-	--
Control Room No.	26300183	-	--
SUPERINTENDENT POSTED IN H.Q. AHMEDABAD-I			
Ms. Marlin Johney,Supdt-(Vig)	26300276	-	--
Shri K.D.Bhatt, Supdt- (Comp)	26302495	-	--
Shri. H.M.Meena, Supdt-(Tech)	-	-	--
Shri,P.S.Dhavan,Supdt-(Stat)	26304123	-	--
Shri. V.R. Sisodiya,Supdt-(Legal)	26301764	-	--
Shri. K.J.Tailor,Supdt-(Legal)	-	-	--
Ms. Sheela,Supdt-(RRA)	-	-	--
Shri. N.D.Charel,Supdt-(RRA)	-	-	--
Shri. H.K.Bhagia,Supdt-(RRA)	-	-	--
Ms. Anjali.N.Desai,Supdt-(O&A)	26306144	-	--

(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

under: Pay scales for officers in different categories, working in the Commisionerate, are as

Designation	Pay Band & Grade Pay (in Rs)
Principal Commissioner	HAG Rs.67,000-79,000

Commissioner	PB4, 37400-67000 + GP 10000/-
Additional Commissioner	PB4, 37400-67000 + GP 8700/-
Joint Commissioner	PB3, 15600-39100 + GP 7600/-
Deputy Commissioner	PB3, 15600-39100 + GP 6600/-
Assistant Commissioner	PB3, 15600-39100 + GP 5400/-
Superintendent	PB2, 9300-34800 + GP 4800/-
Inspector	PB2, 9300-34800 + GP 4600/-
PS	PB2, 9300-34800 + GP 4600/-
Senior Tax Assistant	PB2, 9300-34800 + GP 4200/-
Tax Assistant	PB1, 5200-20200 + GP 2400/-
UDC	PB1, 5200-20200 + GP 1900/-
LDC	
Stenographer (Gr-I)	PB1, 5200-20200 + GP 4200/-
Stenographer (Gr-II&III)	PB1, 5200-20200 + GP 2400/-
Head Hawaldar	PB1, 5200-20200 + GP 1900/-
Hawaldar	PB1, 5200-20200 + GP 1800/-
Sepoy	

- (x) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

A. Budget Allocation

Sr. No	OBJECT HEAD	B.E of Current F.Y 2016-17	Total Expenditure Upto the Month
	1	2	6
1	Salaries	220000	183067
2	Wages	2040	1631
3	Over Time Allowance	15	0
4	REWARDS:		
	Reward to Officer	500	201
	Rewards to Informer	100	76
	Total Rewards	600	277
5	Medical Treatment.	550	550
6	Domestic Travel Exp.	3500	2553
7	Foreign Travel Expenses	0	
8	OFFICE EXPENSES :-		
	O.E. (Genaral)	15000	9409
	O.E. (M. Vehicle)	3200	3304
	O.E. (Laboratories)		
	O.E. (1% Scheme)		
	Total O.E	18200	12713

9	Rent Rates & Taxes	3700	3471
10	Publications		
11	Banking Cash Transaction Tax		
12	O.A.E	150	0
13	Advertising & Publicity		
14	Professional Services :-		
	Law charges	800	631
	Cost of Police		
	Other Services		
	Total Prof. services	800	631
14	Secret Service Exp.	50	25
15	Other Charges :-		
	Charged	0	
	Voted	0	
	Total Other Charges	0	
16	Machinery & Equipment		
17	M & E (General)	0	
18	M & E (Laboratories)	0	
	Total - M& E	0	0
19	INFORMATION TECHNOLOGY.	2200	1654
20	Departmental Canteens (Salaries)		
21	Cost of Printing (Bandrolls)		
22	Other Items		
23	Minor Works(Office)	300	159
24	Grant-in-Aid-General		
25	Minor Works (Residential)	300	300
	TOTAL	252405	207031

(xii) The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.

Not applicable.

(xiii) Particulars of recipients of concessions, permits or authorizations granted by it.

(xiv) In exercise of powers conferred by Section 5A(1) of the Central Excise Act, 1944, Section 93(1) of the Finance Act, 1944 and Section 25(1) of the Customs Act 1962, the Central Government provides various concessions in respect of the Central Excise duty, Service Tax and Customs duty payable by different classes of tax payers /

assesses or duty payable on class of commodities and such concessions are notified by the Ministry of Finance through issue of exemption notifications in the Official Gazette. These notifications are also posted on the CBEC website (<http://www.cbec.gov.in>).

(xv) Ad-hoc exemptions from Service Tax, Customs and Central Excise duties are governed by Section 93(2) of the Finance Act, 1944, Section 25(2) of the Customs Act 1962 and Section 5A(2) of the Central Excise Act, 1944 respectively. The Guidelines issued in this regard are contained in following circulars that are available on <http://www.cbec.gov.in>

(xvi) Circular no. 49/2003-Customs dated 10th June
2003 Circular No. 707/23/2003-CX dated 16th
April 2003 Circular No. 743/59/2003-CX dated
11th September 2003

(xvii) (xiv) Details in respect of the information, available to or held by it, reduced in
(xviii) an electronic form.

The administered Acts and Rules are available on the CBEC website (<http://www.cbec.gov.in>). All Notifications, Instructions and Circulars issued from time to time are also made available on this website. Further details of the commissionerate are available on <http://cenexahmedabad.nic.in/>

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

Information is available on official Website of Central Board of Excise & Customs, namely www.cbec.gov.in and also on the website of the Commissionerate, namely <http://cenexahmedabad.nic.in/>

The names, designations and other particulars of the Public Information Officers.

Name/Designation/ Address of CPIO	Jurisdiction
Ms. Manisha Kulkarni, Joint Commissioner, Central Excise, New Central Excise Bldg., Ambawadi, Near Polytechnic, Ahmedabad, Gujarat,380015	Matters pertaining to HQRS Office of the Commissionerate. CPIO for the Commissionerate.