

Disclosures under Section 4 (1) (b) of the Right to Information Act, 2005

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

S. No.	Item	Details of disclosure	Information
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	OFFICE OF THE COMMISSIONER, CGST & CENTRAL EXCISE, MANIK BAGH PALACE, INDORE
		(ii) Head of the organization	SHRI NEERAV KUMAR MALLICK, COMMISSIONER
		(iii) Vision, Mission and Key objectives	Click Here -ANNEXURE A
		(iv) Function and duties	Click Here -ANNEXURE-B
		(v) Organization Chart	Click Here -ANNEXURE- C
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Click Here
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Click Here -ANNEXURE-D
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	
		(iv) Exercised	
		(v) Work allocation	Click Here -ANNEXURE- E
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	Different powers have been delegated by Authority to the officers at various levels for smooth functioning. There is a well defined organizational structure and clear system of Coordination between various Sections, Divisions and Range Offices.

		(ii) Final decision making authority	Commissioner, CGST & C. Ex., Indore Commissioner ate
		(iii) Related provisions, acts, rules etc.	<p>Following Acts and Rules, administered by the Central Board of Indirect Taxes and Customs through it's subordinate formations, are available on the CBIC website:</p> <p>- Acts</p> <p>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 CGST Act, 2017; IGST Act 2017; UGST Act 2017 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]</p>

			<p>GST Rates</p> <p>Rules</p> <p>The Cenvat Credit Rules, 2004</p> <p>The Central Excise Rules, 2002 (Section 143 of the Finance Act, 2002)</p> <p>The Central Excise (Appeals) Rules, 2001</p> <p>The Central Excise (Settlement of Cases) Rules, 2001</p> <p>The Central Excise (Removal of Goods at Concessional Rate of Duty for Manufacture of Excisable Goods) Rules, 2001</p> <p>Central Excise Valuation (Determination of Price of Excisable Goods) Rules, 2000</p> <p>Consumer Welfare Fund Rules, 1992</p> <p>The Customs, Excise & Service Tax Appellate Tribunal (Procedure) Rules, 1982.</p> <p>The Central Excise (Advance Rulings) rules, 2002.</p> <p>Foreign Privileged Persons (Regulation of Customs Privileges) Rules, 1957</p> <p>Customs (Attachments of Property of Defaulters for Recovery of Government Dues) Rules, 1995</p> <p>Accessories (Condition) Rules, 1963</p> <p>Re-Export of Imported Goods</p>
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			<p>(Drawback of Customs Duties) Rules, 1995</p> <p>Notice of Short-Export Rules, 1963</p> <p>Customs and Central Excise Duties Drawback Rules, 1995</p> <p>Specified Goods (Prevention of Illegal Export) Rules, 1969</p> <p>Customs Tariff (Determination of Origin of Goods under the Agreement on SAARC Preferential Trading Arrangement) Rules, 1995</p> <p>Notified Goods (Prevention of Illegal Import) Rules, 1969</p> <p>CGST Rules 2017; IGST Rules 2017</p> <p>Manuals</p> <p>CBIC Manual on Central Excise</p> <p>CBIC Manual on Customs</p>
		(iv) Time limit for taking a decisions, if any	As per Citizen Charter of CBIC; http://www.cbic.gov.in/htdocs-cbec/whoweare/ctzen-ctre
		(v) Channel of supervision and accountability	As per Citizen Charter of CBIC; http://www.cbic.gov.in/htdocs-cbec/whoweare/ctzen-ctre
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Click Here -ANNEXURE-F
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	

		(v) Process of redress of grievances	CPGRAMS https://pgportal.gov.in/Home/LodgeGrievance
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	http://www.cbic.gov.in/index
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	Click Here
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	The office documents are generally processed and stored in the form of files and folders. Files and documents related to work assigned to concern Sections of this office are duly catalogued, indexed and entered in Registers and these are kept in the custody of respective Sections. Some documents are also uploaded on the GSTIN Portal.
		(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Click Here
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	

1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Click Here
		(ii) Telephone , fax and email ID	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	Click Here
		(ii) System of compensation as provided in its regulations	
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Click Here
		(ii) Address, telephone numbers and email ID of each designated official.	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	Position as on 31.10.2019 is as under:- (i) 19 Cases pending. (ii) None.
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	From time to time training is/ are scheduled by various offices of NACIN. Therefore, for such details, the site of the respective NACIN may please be visited.
1.13	Transfer policy and transfer orders		Transfer Orders - Click Here

	[F No. 1/6/2011- IR dt. 15.4.2013]		Transfer Policy- Click Here
2.	Budget and Programme		
S. No.	Item	Details of disclosure	Information
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available	ANNEXURE G - Click Here Already available on this website
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget (ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit (iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or	No official foreign tour conducted during the current financial year.

		works contract is to be executed.	
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity (ii) Objective of the programme (iii) Procedure to avail benefits (iv) Duration of the programme/ scheme (v) Physical and financial targets of the programme (vi) Nature/ scale of subsidy /amount allotted (vii) Eligibility criteria for grant of subsidy (viii) Details of beneficiaries of subsidy programme (number, profile etc)	N/A
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions (ii) Annual accounts of all legal entities who are provided grants by public authorities	N/A
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority ICDs/CHAs/GSPs...	Not applicable for this office. However, it is informed that since these subject matter is dealt with by the Customs Indore, in lines with the extant statutory provisions.
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions /permits of authorizations For grant of AEO status	Please visit - http://www.cbic.gov.in/htdocs-cbec/home_links/india-aeo-prgm

2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	No such paras pending at present.
3.	Publicity Band Public interface		
S. No.	Item	Details of disclosure	Information
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	RAC (Regional Advisory Committee) is scheduled on quarterly basis. Time to time, RAC members are intimated of the schedule/ bylaws/ relevant statutory provisions by way of correspondences through letters/ e-mail. Further, there is no fixed scheduled for holding JCM meeting with the Principal Commissioner. As and when required, the members of the respective association/s approach the competent authority for sorting out their grievances/ problems. Chief Commissioner or Principal Commissioner Calls meeting for resolving their issues relating to administration, establishment and welfare etc.
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Publications as sought by RTI applicants is being provided during 09:30 to 18:00 Hrs., on each working day at OFFICE OF THE COMMISSIONER, CGST & CENTRAL EXCISE, MANIKBAGH PALACE, MANIKBAGH ROAD, INDORE
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	N/A
		(ii) Detailed project reports (DPRs)	N/A

		(iii) Concession agreements.	N/A
		(iv) Operation and maintenance manuals	N/A
		(v) Other documents generated as part of the implementation of the PPP	N/A
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	N/A
		(vii) Information relating to outputs and outcomes	N/A
		(viii) The process of the selection of the private sector party (concessionaire etc.)	N/A
		(ix) All payment made under the PPP project	N/A
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p> <p>(ii) Outline the Public consultation process</p> <p>(iii) Outline the arrangement for consultation before formulation of policy</p>	<p>Public Notices/ Trade Notices are published/ posted on time to time basis.</p> <p>For the current Fin.-year, these are compiled in Click Here</p> <p>Various outreach programmes/ Seva Kendra are operated/ organised by this Commissionerate, in lines with the extant statutory provisions.</p> <p>Click Here</p>
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	<p>Use of the most effective means of communication</p> <p>(i) Internet (website)</p>	<p>Public Notices/ Trade Notices are published/ posted on time to time basis.</p> <p>For the current Fin.-year, these are compiled in Click Here</p>

3.4	Form of accessibility of information manual/handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Already available on web-site
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Various brochures of different schemes etc. (viz. SVLDRS) are available in the office, free of cost during 09:30 to 18:00 Hrs., on each working day.
		(ii) At a reasonable cost of the medium	NIL
4.	E. Governance		
S. No.	Item	Details of disclosure	Information
4.1	Language in which Information Manual/ Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	Already available on web-site
		(ii) Vernacular/ Local Language	Manual etc. are not available in Hindi....
4.2	When was the information Manual/ Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Last updated on October 2019.
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form (ii) Name/ title of the document/record/ other information (iii) Location where available	Already available on web-site

4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty (ii) Details of information made available	GST Seva Kendra is being operated, in lines with the extant statutory provisions.
		(iii) Working hours of the facility	09:30 am to 06:00 pm (working days)
		(iv) Contact person & contact details (Phone, fax email)	Click Here
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i)Grievance redressal mechanism	Through CPGRAMS https://pgportal.gov.in/Home/LodgeGrievance Also through RTI
		(ii) Details of applications received under RTI and information provided	2017-18 : Received & Disposed- 97 applications. 2018-19 : Received & Disposed-76 applications. 2019-20 : Received & Disposed-132 applications. 2020-21 : 07 Received & 06 Disposed.
		(iii) List of completed schemes/ projects/ Programmes (iv) List of schemes/ projects/ programme underway (v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract (vi) Annual Report	SVLDRS Scheme- Click Here
		(vii) Frequently Asked Question (FAQs)	Click Here
		(viii) Any other information such as a) Citizen's Charter	ANNEXURE-H - Click here

		b) Result Framework Document (RFD) c) Six monthly reports on the d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed (ii) Details of appeals received and orders issued	2017-18 : (i) Received & Disposed- 97 applications. (ii) Received 7 appeals & orders issued. 2018-19 : (i) Received & Disposed-76 applications. (ii) Received 3 appeals & orders issued. 2019-20 : (i) Received & Disposed- 132 applications. (ii) Received 16 appeals & orders issued. 2020-21 : (i) 07 Received & 06 Disposed. (iii) Received 03 appeals & orders issued.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	ANNEXURE-I Click Here
5.	Information as may be prescribed		
S. No.	Item	Details of disclosure	Information
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015 (ii) Details of third party audit of voluntary disclosure	Already available on web-site Click Here

		(a) Dates of audit carried out (b) Report of the audit carried out	
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	N/A
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	N/A
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	CPIO Hqrs. : Shri Deepak Saini, Deputy Commissioner FAA : Shri Lakshya Kumar, Joint Commissioner Click Here
6.	Information Disclosed on own Initiative		
S. No.	Item	Details of disclosure	Information
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		NIL

6.2	<p>Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)</p>	<p>(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?</p>	<p>Action to be initiate at the earliest</p>
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