

DISCLOSURE UNDER SECTION 4(1)(b) OF RIGHT TO INFORMATION ACT, 2005

1. ORGANISATION AND FUNCTION

1.1 PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES:

i. NAME AND ADDRESS OF THE ORGANISATION: -

Office of The Chief Commissioner of Customs, Custom House, 60, Rajaji Salai, Chennai – 600 001.

ii. HEAD OF THE ORGANISATION: -

Shri S.K. Vimalanathan, Chief Commissioner of Customs, Custom House, Chennai.

iii. VISION, MISSION AND KEY OBJECTIVES: -

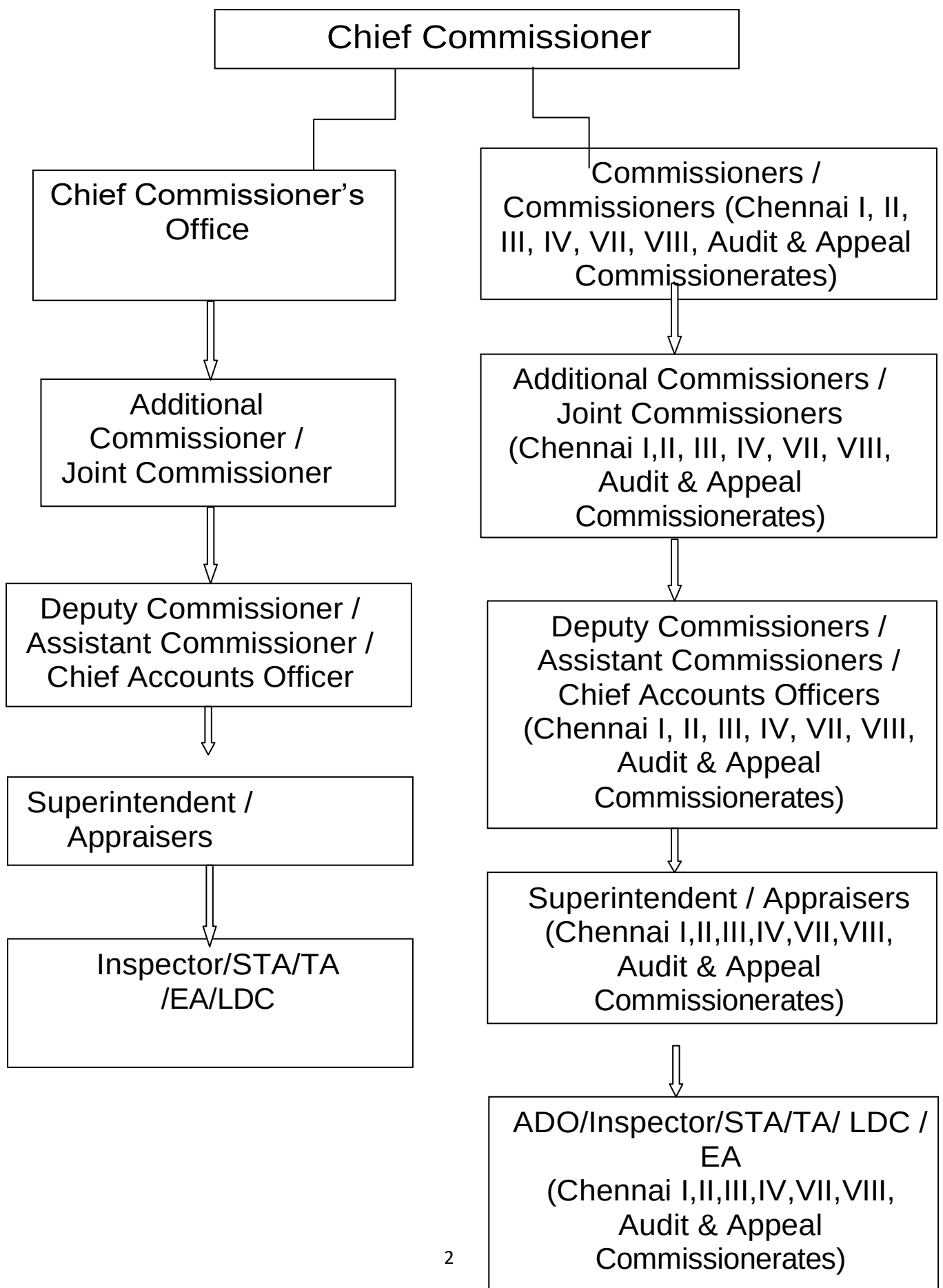
To carry out the mission of CBIC to administer Customs laws aimed at: -

- realizing the revenues in a fair, equitable & efficient manner;
- simplification of procedures, streamlining its online application and taking forward the benefits to the trade & Industry by enhancing compliance.
- Setting up of institutional framework for identification of Best Practices in Customs, for pan India application and extending online application of such initiatives at National level.
- Administering the Government's economic, tariff and trade policies with a practical and pragmatic approach;
- facilitating trade and industry by streamlining & simplifying Customs processes and helping Indian businesses to enhance their competitiveness;
- creating a climate for voluntary compliance by providing guidance and building mutual trust;
- Combating duty evasion and frauds in an effective manner.

iv. FUNCTIONS AND DUTIES: -

The Chennai Customs is a Central Government organization working under Central Board of Indirect Taxes & Customs (CBIC), Department of Revenue, Ministry of Finance, Government of India. The Chennai Customs is entrusted to monitor the work of levy of Customs Duty being performed by Eight Customs Commissionerates having their offices in Chennai, Tamil Nadu. It also has Audit Commissionerate and Two Appeal Commissionerates having their offices at Chennai. The Chief Commissioner of the Zone has the administrative control over the entire zone.

v. **ORGANISATION CHART: -**



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** – The Government of India has implemented Goods and Service Tax (GST) w.e.f 01.07.2017. GST is a single tax on supply of goods & services which replaces the existing indirect taxes levied by both Centre and States. Central Board of Excise and Customs (CBEC) has been renamed as Central Board of Indirect Taxes and Customs (CBIC).

1.2 POWERS AND DUTIES OF OFFICERS AND EMPLOYEES [Section 4(1) b (ii)]:

The powers and duties of the officers are defined in the Customs Act, 1962 and their Rules made there under, which are available in public domain.

(i) Powers and duties of officers (Administrative, financial and judicial):

1. **Chief Commissioner of Customs:** The Chief Commissioner is the Administrative Head of the Zone. He/She shall oversee collection of targeted revenue every year and shall report to the Central Board of Indirect Taxes & Customs (CBIC). He/She exercises control over the Commissioners of Customs in the zone as well as Commissioners (Appeal) and Commissioner (Audit) coming under the above zone. The Chief Commissioner is also the Cadre Control Authority having administrative control over service matters of Group-B & Group-C officers working in Chennai Zone.

2. **Additional Commissioner / Joint Commissioner of Customs:** An officer in the rank of Additional Commissioner/Joint Commissioner of Customs is deployed in Chief Commissioner's office. He/She assists the Chief Commissioner in all matters. He/She supervises and has control over all the staff working in Chief Commissioner's office.

3. **Deputy / Assistant Commissioner / Chief Accounts Officer:** Officers in the rank of Deputy/Assistant Commissioner of Customs are deployed in Chief Commissioner's office. He/She assists the Chief Commissioner and Additional Commissioner in matters allotted to him/her. He/She supervises and has control over the sections allocated to him/her.

- i. Cadre Control Authority & Establishment
- ii. Vigilance & Public Grievance Section
- iii. Headquarters Administrative Correspondence Section
- iv. Technical Section (Preventive & Appraising)
- v. Review Section (Preventive & Appraising)
- vi. Statistics Section
- vii. General

(ii) Powers and duties of other employees:

4. Superintendent / Appraiser of Customs: Officers in the rank Superintendent/Appraiser of Customs are deployed in Chief Commissioner's office. He/She assists the Chief Commissioner, Additional Commissioner, Deputy/Assistant Commissioner of Customs in matters allotted to him/her. He/She supervises and has control over the work and Officers allocated to him/her.

5. Inspector/ Administrative Officer /Executive Assistant/Tax Assistant of Customs: Officers in the rank of Inspector / Administrative Officer /Executive Assistant/Tax Assistant of Customs are deployed in Chief Commissioner's office. He/She assists the Chief Commissioner, Additional Commissioner, Deputy/Assistant Commissioner / Chief Accounts Officer, Superintendent / Appraiser of Customs in matters allotted to him/her.

(iii) Rules/orders under which powers and duties are derived: The Powers and duties are derived from The Customs Act 1962 and Manual of Office Procedure are followed for discharge of functions.

(iv) Rules/orders under which powers and duties are exercised: The Powers and duties are exercised from The Customs Act 1962 and Manual of Office Procedure are followed for discharge of functions.

(v) Work allocation: The Chief Commissioner shall oversee the collection of targeted revenue every year and shall report to the Central Board of Indirect Taxes & Customs(CBIC). He/She exercises control over the Commissioners of Customs in the zone as well as Commissioners (Appeal) and Commissioners (Audit) coming under the above zone. He/She has administrative control over service matters of Group-B & Group-C officers working in Chennai Zone, Tamil Nadu.

The Chief Commissioner is assisted by the Additional Commissioner/Joint Commissioner of Customs who in turn assists the Chief Commissioner in all matters supervises and has control over all the staff working in Chief Commissioner's office.

The Deputy / Assistant Commissioner of Customs assists the Chief Commissioner and Additional Commissioner in matters allotted to him/her, supervises and has control over the sections allocated to him/her:

- i. Cadre Control Authority & Establishment
- ii. Vigilance & Public Grievance Section
- iii. Headquarters Administrative/Correspondence Section
- iv. Technical Section
- v. Review Section
- vi. Statistics Section
- vii. General

The Superintendent /Appraiser and Inspector/Executive Assistant/Tax Assistant of Customs are deployed in Chief Commissioner's office to assist the Chief Commissioner, Additional Commissioner, Deputy/Assistant Commissioner in matters allotted to him/her.

1.3 PROCEDURE FOLLOWED IN DECISION MAKING PROCESS [Section4(1) b)(iii)]:

(i) Process of Decision Making – Identify key decision – making points: Office of the Chief Commissioner of Customs is primarily an administrative / monitoring unit. It monitors the activities of Executive Commissionerates, Audit Commissionerate and Appeal Commissionerates falling under the zone.

(ii) Final Decision – Making Authority: Each Commissionerate is headed by a Commissioner who is the final decision-making authority with regard to disputes regarding levy of Customs duty and collection of Customs duty and other related matters in his/her jurisdiction.

(iii) Related provisions, acts, rules etc.: The procedure followed by the officers in the decision-making process and different aspects of supervision, accountability for taking decisions are outlined in the Customs Preventive Manual, Customs Appraising Manual, the Adjudication Manual, Audit Manual, etc. The procedure indicated in Manual of Office Procedure (MOP) is also followed for decision-making.

(iv) Time limit for taking decisions: Time limit for taking decisions is outlined in the Customs Manual, the Adjudication Manual, Audit Manual etc.

(v) Channel of supervision and accountability: Commissionerates are supervised by Commissioners. The Commissioner is assisted by Additional/Joint Commissioners and other officers in the Commissionerate Headquarters office. There are subordinate field formations viz. various sections / Units which are supervised by a Deputy/Assistant Commissioner. The overall control of the Zone is vested with the Chief Commissioner.

1.4 NORMS FOR THE DISCHARGE OF ITS FUNCTIONS[Section4(1) b)(iv)]:

(i) Nature of functions/ services offered: To carry out the mission of CBIC to administer Customs laws aimed at: -

- Setting up of institutional framework for identification of Best Practices in Customs, for pan India application and extending online application of such initiatives at National level.
- Simplification of procedures, streamlining its online application and taking forward the benefits to the trade & industry by enhancing compliance.

- 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 customs processes and helping Indian businesses to enhance their competitiveness;
- creating a climate for voluntary compliance by providing guidance and building mutual trust;
- Combating revenue evasion and frauds in an effective manner.

(ii) Norms/standards for functions/ service delivery: The said objectives are sought to be achieved by: -

- enhancing the use of information technology;
- streamlining the procedures;
- encouraging voluntary compliance;
- evolving cooperative initiatives.

(iii) Process by which these services can be accessed: Contact Information of Officers of all Commissionerates are available in Customs Website www.chennaicustoms.gov.in.

(iv) Time-limit for achieving the targets: Time limit for taking decisions is outlined in the Customs Preventive and Appraising Manual, the Adjudication Manual, Audit Manual etc.

(v) Process of redress of grievances: The aggrieved citizens may submit their grievances online through CPGRAM Portal for speedy and favorable redressal at <https://pgportal.gov.in/> or by any other mode.

The grievances received are examined by the Section dealing with the matter and if found genuine, necessary action for redressal of the same is taken accordingly by the competent authority. If the grievance pertains to other Commissionerates under the jurisdiction of this office, the same is forwarded for their comments or necessary action and final decision is taken based on the verification report received from the respective Commissionerate. Decision on the grievances is conveyed to the CPGRAM portal or by Post, from where the same is received.

1.5 RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY THE ORGANIZATION OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS [Section 4(1) b) (v)]:

(i) Title and nature of the record/manual/instruction:

The main statutes which are related to the levy and collection of Customs duty are:

- Customs Act, 1962
- Customs Tariff Act, 1975
- The Central Excise Act, 1944

- 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 Customs(Goods of Special Importance) Act,1957
- Provisional Collection of Taxes Act,1931
- CGST Act, 2017;IGST Act, 2017;UGST Act, 2017
- Foreign Trade(Development and Regulation) Act,1992
- Foreign Exchange Management Act, 2000.
- The Drugs and Cosmetics Act, 1940.
- Food Safety and Standards Act, 2006.
- The Arms Act,1959
- The Narcotic Drugs and Psychotropic Substances Act, 1985.
- The Indian Explosives Act,1884
- The Dangerous Drugs Act,1930
- Destructive Insects and Pests Act, 1914.

(ii) List of Rules, regulations, instructions manuals and records:

Rules:

- The Custom (Appeals) Rules, 1982
- The Baggage Rules, 2026
- The Customs and Central Excise Duties Drawback Rules,2017
- Re-Export of Imported Goods(Drawback of Customs Duties)Rules, 2017
- Customs Valuation(Determination of Price of imported Goods)Rules, 2007
- Customs Valuation(Determination of Value of Export Goods) Rules, 2007
- Customs (Advance Rulings) Rules, 2002
- Foreign Privileged Persons(Regulation of Customs Privileges)Rules, 1957
- Customs (Compounding of Offence)Rules,2005
- Consumer Welfare Fund Rules,1992
- The Customs, Excise & Service Tax Appellate Tribunal(Procedure) Rules, 1982.
- Customs (Attachments of Property of Defaulters for Recovery of Government Dues) Rules, 1995
- Notice of Short-Export Rules,1963
- Customs and Central Excise Duties Drawback Rules, 2017
- 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
- CGST Rules 2017; IGST Rules 2017
- Customs (Import of Goods at Concessional Rate of Duty for Manufacture of Excisable Goods) Rules, 1996
- Customs(Publication of Names) Rules,1975

- Customs Tariff(Identification and Assessment of Safeguard Duty) Rules,1997
- Customs Tariff(Transitional Product Specific Safeguard Duty),Rules 2002
- Foreign Trade(Regulation)Rules,1993
- Foreign Trade(Exemption from Application of Rules in certain cases) Order 1993.
- Notice of Short ExportRules,1963
- Customs Tariff (Identification, Assessment and Collection of Countervailing Duty on Subsidized Articles and for Determination of Injury) Rules, 1995
- Customs Tariff (Identification, Assessment and Collection of Anti-Dumping Duty on Dumped Articles and for Determination of Injury) Rules, 1995
- Intellectual Property Rights (Imported Goods) Enforcement Rules, 2007

Regulations:

- SeaCargo Manifest and Transshipment Regulations, 2018[English]
- Customs(Finalization of Provisional Assessment)Regulations,2018 [English]
- Customs Audit Regulations,2018[English]
- Warehouse(Custody and Handling of Goods)Regulations,2016 [English]
- Special Warehouse Licensing Regulations, 2016[English]
- Special Warehouse(Custody and Handling of Goods)Regulations, 2016 [English]
- Private Warehouse Licensing Regulations, 2016[English]
- Public Warehouse Licensing Regulations, 2016[English]
- Warehoused Goods(Removal)Regulations,2016[English]
- Customs Baggage Declaration Regulations, 2013[English](42KB)
- Shipping Bill(Electronic Declaration)Regulations,2011
- Customs(Provisional Duty Assessment)Regulations, 2011 [Rescinded vide CBEC Notfn.No.113/2016-Cus (N.T.)dated 22/08/2016]
Replaced by guidelines issued vide Board Circular 38/2016-Cus. dated 22/08/2016, regarding provisional assessment under Section 18 of the Customs Act,1962
- On-site Post Clearance Audit at the Premises of Importers and Exporters Regulations, 2011
- Bill of Entry(Electronic Integrated Declaration)Regulations,2011
- Courier Imports and Exports(Electronic Declaration and Processing)Regulations, 2010
- Handling of Cargo in Customs Areas Regulations, 2009
- Customs House Agents Licensing Regulations, 2004. Superseded by Customs Brokers Licensing Regulations, 2018.

- Special Economic Zones (Customs Procedures) Regulations, 2003 [Rescinded by Notfn.12/2007-Cus (N.T.), dated 21-02-2007]
- Courier Imports and Exports (Clearance) Regulations, 1998
- Customs (Fees for Rendering Services by Customs Officers) Regulations, 1998
- Bill of Entry (Electronic Declaration) Regulations, 1995 [Superseded by Bill of Entry (Electronic Declaration) Regulations, 2011]
- Customs Refund Application (Form) Regulations, 1995
- Goods Imported (Conditions of Transshipment) Regulations, 1995
- Import of Gold and Silver by Passengers (Form of Bill of Entry) Regulations, 1994
- Shipping Bill and Bill of Export (Form) Regulations, 1991
- ATA Carnet (Form of Bill of Entry & Shipping Bill) Regulations, 1990
- Project Imports Regulations, 1986
- Bill of Coastal Goods (Form) Regulations, 1976
- Bill of Entry (Forms) Regulations, 1976
- Boat Notes Regulations, 1976
- Export Manifest (Aircraft) Regulations, 1976
- Export Manifest (Vessels) Regulations, 1976
- Export Report (Form) Regulations, 1976
- Import Manifest (Aircraft) Regulations, 1976
- Import Report (Form) Regulations, 1976
- Shipping Bill for Aircraft Spares Ex-bond Regulations, 1975
- Uncleared Goods (Bill of Entry) Regulations, 1972
- Levy of Fees (Customs Documents) Regulations, 1970
- Baggage (Transit to Customs Stations) Regulations, 1967
- Manufacture and other Operations in Warehouse Regulations, 1966
- Passenger's Baggage (Levy of Fees) Regulations, 1966
- Bonded Aircraft Stores (Procedure) Regulations, 1965
- Transportation of Goods (Through Foreign Territory) Regulations, 1965
- Customs (Provisional Duty Assessment) Regulations, 1963 [Superseded by Customs (Provisional Duty Assessment) Regulations, 2011]
- Imported Packages (Opening) Regulations, 1963
- Imported Stores (Retention on Board) Regulations, 1963
- Warehoused Goods (Removal) Regulations, 1963

Manuals

- CBIC Manual on Customs Preventive
- CBIC Manual on Customs Appraising
- Customs Manual on Self-Assessment 2011

(iii) **Acts/Rules / Manuals etc.:** All these Acts, Rules, Manuals are available in CBIC website www.cbic.gov.in.

(iv) **Transfer policy and transfer orders** – Transfer Policy and CBIC Transfer Orders are uploaded in website www.chennaicustoms.gov.in.

1.6 CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS

CONTROL [Section 4(1) b) (vi)]:

(i) Categories of documents:

Office of the Chief Commissioner of Customs being only an administrative/monitoring unit, no specific records are exclusively held by it or under its control. However, the jurisdictional Commissionerates maintain the followings records:

1. Records of revenue realization
2. Records of inspection and audit
3. Records of litigation in Courts
4. Records of litigation in Tribunals
5. Records of vital statistics like Revenue, arrears of Revenue, Provisional assessments, Adjudication, Refunds
6. Records of Offences registered against tax evaders
7. Records of Revenue Recovery
8. Records of Drawback Claims
9. Records of Refunds Claims
10. Records of Vigilance matters
11. Records of Receipts and Expenditure Accounts
12. Records of Service Books
13. Records of Establishment matters
14. Records of Administration
15. Records of Stores & Stationery
16. Records of Welfare matters
17. Records of Audits conducted and discrepancies noted
18. Records of Prosecutions
19. Records of litigation in CAT
20. Records of Departmental Adjudication

(ii) Custodian of documents/categories:

Apart from the administration matters of Chief Commissioner's Office, public grievances, etc, and the issues which are received in Chief Commissioner's Office for information and comments are held by it. Records related to work assigned to concerned Commissionerates are kept in the custody of respective Commissionerates.

1.7 BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS PART OF PUBLIC AUTHORITY [Section 4(1) b) (viii)]:

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(i) Name of Boards, Council, Committees etc.: Customs Clearance Facilitation Committee (CCFC) & Permanent Trade Facilitation Committee (PTFC)

(ii) Composition: CCFC is under the Chairmanship of Chief Commissioner and consisting of all the Commissioners & ADC/JC under

Chennai Customs Zone, all Participating Government Agencies, Chennai Customs Broker Association (CCBA) & NACFS. PTFC is under the Chairmanship of Commissioner Import, Commissioner Export and Commissioner Air Cargo.

(iii) **Dates from which constituted:** June, 2015

(iv) **Term/Tenure:** Monthly

(v) **Powers and Functions:** The functions are purely advisory in nature, and the committee is intended for resolving the procedural difficulties / grievances raised by the Customs Broker Associations / NACFS / Chennai & Ennore Steamer Agents Association (CHENSAA) / Port Authorities / PGAs with regard to Import / Export formalities of a general nature. The Committee can, however, discuss any material including the policy behind individual cases but excluding individual cases themselves and all judicial and semi judicial matters.

(vi) **Whether their meetings are open to the public?**-No

(vii) **Whether minutes of the meetings are open to the public?**-

CCFC-Yes

PTFC-Yes

(viii) **Place where the minutes if open to the public are available-**

CCFC-www.chennaicustoms.gov.in PTFC-www.chennaicustoms.gov.in

1.8 DIRECTORY OF OFFICERS AND EMPLOYEES [Section 4(1) (b) (ix)]:

Directory of Key Officers of Chief Commissioner:

Sl. No	(i) Name of the Officer and Designation		Sections Held	(ii) Telephone No.
1	S.K. VIMALANATHAN	Chief Commissioner	ALL	25268925
2	RAJESH V SHELKE	Additional Commissioner	ADDITIONAL COMMISSIONER (CCO)	25254536
3	Dr. VENUGOPALAN NAIR	Deputy Commissioner	All work relating to Preventive (Inspection, Legal & Review and Prosecution, General, Technical I & II), Inspection, Monitoring of Outreach/ Trade Facilitation Programmes / Special Drives/AKAM activities, conducting of meetings of CC with Commissionerates, Vigilance matters, All statistical matters related to tariff conference and Chief Commissioners' conference, Monitoring of Twitter/Mails. All works related to Coordination 1 &	25254216

			2, CPGRAMS, RTI, Issues relating to Grievance Redressal Cell (GRC), Statistics Monitoring of Key Result areas, Coordination work relating to the senior officers, SAADHIT, AAKLAN, Parliament Questions, all Trade Facilitation Measures related meetings, CCFC meetings and General Administration of CCO.	
4	P.R. SRINIVASAN	Deputy Commissioner	All work relating to Appraising (Technical I, II, III & IV, Legal & Review I & II, Appeal and Prosecution), Dwell Time & Time Release Study, Board references and Representations from Trade and Stakeholders on Technical Issues and coordination with Commissionerates, Reports and References relating to Appraising Matters, All technical matters related to tariff conference and Chief Commissioners' conference, All matters relating to PAC / Audit, FAG / NAC meetings & coordination and related issues, work pertaining to Audit Commissionerate, Monitoring of Analytical Reports, CAROTAR Cell, TSK Matters, AEO Matters, Monitoring of LIMBS updation of all CESTAT/High Court Cases, pending clearance of Import Cargo.	25254393
5	RADHA VIJAYAKUMAR	Chief Accounts Officer	All works relating Budget, Accounts, Cadre Control Authorities, Administration (Other than General Administration of CCO)	25254456

1.9 MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS [Section4(1() b) (x)]:

(i) List of Employees with Gross monthly remuneration:

The Scale of Pay for Chief Commissioner	:LEVEL 17 of Pay matrix along with applicable allowances
The Scale of Pay for Additional Commissioner	: LEVEL 13 of Pay matrix along with applicable allowances
The Scale of Pay for Joint Commissioner	: LEVEL 12 of Pay matrix along with applicable allowances
The Scale of Pay for Deputy Commissioner	: LEVEL 11 of Pay matrix along with applicable allowances
The Scale of Pay for Assistant Commissioner / Chief Accounts officer	: LEVEL 10 of Pay matrix along with applicable allowances
The Scale of Pay for Superintendent/ Sr. Private Secretary	: LEVEL 8/9 of Pay matrix along with applicable allowances
The Scale of Pay for Administrative Officer/Private Secretary/Inspector	: LEVEL 7 of Pay matrix along with applicable allowances
The Scale of Pay for Executive Assistant / Steno (Gr-I)	: LEVEL 6 of Pay matrix along with applicable allowances
The Scale of Pay for Tax Assistant/ Steno (Gr-II)	: LEVEL 4 of Pay matrix along with applicable allowances

(ii) System of compensation as provided in regulations:
There is no system for compensation.

1.10 NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS [Section 4(1) b)(xvi)] :

(i) Name & Designation of the Officer		(ii) Address & Telephone No.
RAJESH V SHELKE, ADC	First Appellate Authority, Pr.CCO & CCA	Office of the Chief Commissioner of Customs. Chennai Customs Zone Telephone No. 044-25254536
Dr. VENUGOPALAN NAIR, Deputy Commissioner	CPIO, Pr. CCO & CCA	Office of the Chief Commissioner of Customs. Chennai Customs Zone Telephone No. 044-25254216

1.11 NO. OF EMPLOYEES AGAINST WHOM DISCIPLINARY ACTION HAS BEEN PROPOSED/TAKEN [Section 4(2)]:

No. of employees in CC Office against whom disciplinary action has been

- (i) Pending for Minor penalty or major penalty proceedings—Nil
- (ii) Finalised for Minor penalty or major penalty proceedings—Nil

1.12 PROGRAMMES TO ADVANCE UNDERSTANDING OF RTI [Section 26]:

- (i) **Educational Programmes:** Training on RTI related subjects are conducted by NACIN.
- (ii) **Efforts to encourage public authority to participate in these programmes:** Officers are nominated for training on RTI related subjects which are conducted by NACIN.
- (iii) **Training of CPIO/ APIO:** All trainings are conducted by NACIN.
- (iv) **Update & publish guidelines on RTI by the Public Authorities concerned:** Not applicable.

1.13 TRANSFER POLICY AND TRANSFER ORDERS [F.No.1/6/2011-IR dt. 15.4.2013]:

Transfer Policy and Transfer Orders are uploaded in the Chennai Customs website www.chennaicustoms.gov.in.

2. BUDGET AND PROGRAMME

2.1 BUDGET ALLOCATED, INDICATING PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE [Section 4(1)(b)(xi)] :

(i) **Total Budget (allocated for 2026-2027) for the Public Authority:** Rs. (in thousand) 3079725/-

(ii) **Budget for each agency and plan & programmes: Not Applicable.**

(iii) **Proposed expenditures:**

For the Financial Year 2026-2027

Rs. (in thousand)

Budget allocated for Salaries	1375000/-.
Budget allocated for Rewards	15000/-
Budget allocated for Medical Treatment	10000/-
Budget allocated for Allowances	1360000/-
Budget allocated for Leave Travel Concession	8000/-
Budget allocated for Training Expenses	300/-
Budget allocated for Domestic Travel Expenses	18000/-
Budget allocated for Office Expenses	160000/-
Budget allocated for Rent Rates and Taxes for Land & Buildings	20000/-
Budget allocated for Printing and Publications	200/-
Budget allocated for Rent for Others	14000/-
Budget allocated for Digital Equipment	4000/-
Budget allocated for Material & Supplies	5000/-
Budget allocated for Fuels and Lubricants	4500/-
Budget allocated for Advertising and Publicity	105/-
Budget allocated for Professional Services	20000/-
Budget allocated for Repair & Maintenance	9000/-
Budget allocated for Secret Service Expenditure	1000/-
Budget allocated for Other Revenue Expenditure	6000/-
Budget allocated for Swachhta Action Plan	8000/-
Budget allocated for Minor Civil and Electric Works (Office) HoD Power	2000/-
Budget allocated for Minor Civil and Electric Works (Residential) HoD Power	2000/-
Budget allocated for Machinery and Equipment	7770/-
Budget allocated for Other Capital Expenditure	1850/-
Budget allocated for Information, Computer, Telecommunication (ICT) equipment	23000/-
Budget allocated for Furnitures & Fixtures	5000/-

(v) **Report on disbursements made and place where the related reports are available:** Not available.

2.2 FOREIGN AND DOMESTIC TOURS [F.No.1/8/2012-IR dt. 11.9.2012]:

(i) **Budget – Not Applicable**

(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–**
Not Applicable

(iii) **Information related to Procurements:**

a. **Notice/tender enquires, and corrigenda – Not Applicable.**

- b. **Details of the bids awarded comprising the names of the suppliers of goods/ services being procured** – As Chief Commissioner Office comes technically under Commissionerate VIII, all the procurements are being made through GeM (Government e-Market portal). The details regarding floating tender/bids would be available in Commissionerate VIII website.
- c. **The works contracts concluded in any such combination of the above**-Not Applicable.
- d. **The rate /rates and the total amount at which such procurement or works contract is to be executed** –Not Applicable.

2.3 MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES [Section 4(1) b) (xii)]:

- i. **Name of the programme of activity** – There is no subsidy program in Chief Commissioner's Office.
- ii. **Objective of the programme** – Not Applicable.
- iii. **Procedure to avail benefits** – Not Applicable.
- iv. **Duration of the programme / scheme**-Not Applicable.
- v. **Physical and financial targets of the programme** – Not Applicable.
- vi. **Nature/Scale of Subsidy/Amount allotted** – Not Applicable.
- vii. **Eligibility criteria for grant of subsidy** – Not Applicable.
- viii. **Details of beneficiaries of subsidy programme (number, profile etc)** – Not Applicable.

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:**
There are no discretionary and non-discretionary grants.
- ii. **Annual accounts of all legal entities who are provided grants by public authorities:**
Not Applicable.

2.5 PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY THE PUBLIC AUTHORITY [Section 4(1) b)(xiii)]:

(i) **Concessions, permits or authorizations granted by public authority:**
There are no concessions, permits or authorizations available in generic sense of the term.

(ii) **For each concession, permit or authorization granted:**

- a. **Eligibility criteria** – Not Applicable.
- b. **Procedure for getting the concession/grant and/or permits of authorizations** – Not Applicable.
- c. **Name and address of the recipients given concessions/ permits or authorizations** – Not Applicable.

- d. Date of award of concessions/permits of authorizations-
Not Applicable.

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:

Office of the Chief Commissioner of Customs being only a monitoring unit, there are no CAG & PAC paras regarding Chief Commissioner's Office.

3. PUBLICITYANDPUBLICINTERFACE

3.1 PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH,OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF [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:

All the trade notices are uploaded in the website www.chennaicustoms.gov.in.

Regional Advisory Committee for the zone comprising of representatives of different trade associations and Senior Departmental officers has been formed and meetings are held at stipulated intervals and minutes of meeting are uploaded in the website www.chennaicustoms.gov.in regularly. "CPGRAMS" online portal also exists for redressal of grievances of the public [www.pgportal.gov.in].

(ii) Arrangements for consultation with or representation by a. Members of

the public in policy formulation/ policy implementation: The Commissionerates are also maintaining Seva Kendras or Help Centres / MSME Help Desks for the assistance of Taxpayers. Such Seva Kendras facilitates interaction/consultation with the taxpayers.

b. Day & time allotted for visitors: The working hours of the facility are between 9.15 AM and 5.45 PM on Government working days.

c. Contact details of Information & Facilitation Counter(IFC) to provide publications frequently sought by RTI applicants : Contact details are provided in the website <http://www.chennaicustoms.gov.in>.

Public - Private Partnerships(PPP)

- (i) **Details of Special Purpose Vehicle, if any**– Not Applicable.
- (ii) **Detailed project reports(DPRs)**–Not Applicable.
- (iii) **Concession agreements**–Not Applicable.
- (iv) **Operation and maintenance manuals**–Not Applicable.
- (v) **Other documents generated as part of implementation of the PPP** – Not Applicable.
- (vi) **Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government** –Not Applicable.
- (vii) **Information relating to outputs and outcomes**–Not Applicable.
- (viii) **The process of the selection of the private sector party (concessionaire etc.)** –Not Applicable.
- (ix) **All payments made under the PPP project**– Not Applicable.

3.2 ARE THE DETAILS OF POLICIES/DECISIONS WHICH AFFECT PUBLIC INFORMED TO THEM [Section4(1)(c)]:

Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;

- (i) **Policy decisions/ legislations taken in the previous one year:** Policies/decisions which affect public are informed to them vide Trade Notices and Facilitation Circulars which are uploaded in the web-site www.chennaicustoms.gov.in & as and when it is issued.
- (ii) **Outline the Public consultation process**– Not Applicable as all policy decisions are taken by CBIC.
- (iii) **Outline the arrangement for consultation before the formulation of policy** - Not Applicable.

3.3 DISSEMINATION OF INFORMATION WIDELY AND IN SUCH FORM AND MANNER WHICH IS EASILY ACCESSIBLE TO THE PUBLIC [Section 4 (3)]:

Use of the most effective means of communication

i.Internet (website): Information such as Public Notices, Standing Order, Transfer orders, etc. are uploaded on the website www.chennaicustoms.gov.in.

3.4 FORM OF ACCESSIBILITY OF INFORMATION MANUAL/HANDBOOK[Section4(1)(b)]: **Information Manual/Handbook available in:** English in the web-site www.cbic.gov.in

- (i) **Electronic Format:** Information Manual/Handbook available in English on the website cbic.gov.in
- (ii) **Printed Format:** Not available.

3.5 WHETHER INFORMATION MANUAL/HANDBOOK AVAILABLE FREE OF COST OR NOT [Section 4(1)(c)]:

List of materials available:

- (i) **Free of cost:** Information Manual/Handbook available in English on the website www.chennaicustoms.gov.in under the link <http://chennaicustoms.gov.in/RTI>
- (ii) **At a reasonable cost of the medium:** Not Applicable.

4. E-GOVERNANCE

4.1 LANGUAGE IN WHICH INFORMATION MANUAL/HANDBOOK AVAILABLE [F.No. 1/6/2011-IR dt. 15.4.2013]:

- (i) **English:** Information Manual/Handbook available in English on the website www.cbic.gov.in
- (ii) **Vernacular/Local Language:** Not available.

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:15-07-2026

4.3 INFORMATION, AVAILABLE IN AN ELECTRONIC FORM[SECTION4(1)(b)(xiv)]:

- (i) **Details of information available in electronic form** : Office of the Chief Commissioner of Customs being only an administrative / monitoring unit, no specific information is exclusively held by it or under its control.
- (ii) **Name/title of the document/record/other information:** Not Applicable.
- (iii) **Location where available:** Not Applicable.

4.4 PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION [SECTION 4(1)(b)(xv)]:

- (i) **Name & location of the facility:**

The website www.chennaicustoms.gov.in provides information and guidelines for the public. The Reception Desk assists the public who approach the office for assistance or information.

The Commissionerates are also maintaining Seva Kendras or Help Centres / MSME Help Desks for the assistance of Taxpayers. Such Seva Kendras facilitates interaction/consultation with the taxpayers.

The administered Acts and Rules and all Notifications, Instructions and Circulars issued from time to time are made available on CBIC

website (<http://www.cbic.gov.in>).

- (ii) **Details of information made available:** Information such as Public Notice, Standing Orders, Circulars of Central Government, Transfer orders, etc. are uploaded in the web-site www.chennaicustoms.gov.in.
- (iii) **Working hours of the facility:** The working hours of the facility are between 9.15 AM and 5.45 PM on Government working days.

4.5 SUCH OTHER INFORMATION AS MAY BE PRESCRIBED[SECTION4(1)(b)(xvii)]:

- (i) **Grievance redressal mechanism** – “CPGRAMS” online portal exists for redressal of grievances of the public [www.pgportal.gov.in]
- (ii) **Details of applications received under RTI and information provided:** RTI applications have been received, forwarded to the respective Commissionerates and replied by the respective Commissionerates.
- (iii) **List of completed schemes/Projects/Programmes:** Not Applicable.
- (iv) **List of schemes/projects/programme underway:** Not Applicable.
- (v) **Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract of contract** – Not Applicable.
- (vi) **Annual Report-**Not Applicable.
- (vii) **Frequently Asked Question(FAQs)**–Frequently Asked Questions are available at CBIC’s website at <http://www.cbic.gov.in/>
- (viii) **Any other information such as**

- Citizen’s Charter is posted in the website www.chennaicustoms.gov.in
- Result Framework Document (RFD) – Not Applicable.
- Six monthly reports- Not Applicable.
- Performance against the benchmarks set in the Citizen’s Charter – Not Applicable.

4.6 RECEIPT & DISPOSAL OF RTI APPLICATIONS & APPEALS [F.No.1/6/2011-IR dt. 15.04.2013] [F.No. 1/6/2011-IR dt. 15.4.2013]:

- (i) **Details of applications received and disposed:** The details of RTI Applications received under RTI, and information provided are not being uploaded in the website.
- (ii) **Details of appeals received and orders issued:** The details of RTI Appeals received, and orders issued under RTI are not being uploaded in the website.

4.7 REPLIES TO QUESTIONS ASKED IN THE PARLIAMENT [Section4(1)(d)(2)]:

Details of questions asked and replies given: The details of Parliament questions asked are not uploaded in website.

5. INFORMATION AS MAY BE PRESCRIBED

**5.1 SUCH OTHER INFORMATION AS MAY BE PRESCRIBED [F.No.1/2/2016-IRdt.
17.8.2016,F.No.1/6/2011-IRdt.15.4.2013]**

(i) Name and details of

(a) Current CPIOs & FAAs

Name& Designation of the Officer	Designation
RAJESH V SHELKE, ADC	First Appellate Authority, CCO & CCA
Dr. VENUGOPALAN NAIR, Deputy Commissioner	CPIO, CCO& CCA

(b) Earlier CPIO & FAAs from 01.01.2015:

FAAs

S. No	Name & Designation of the Officer	Period
1	Bidhan Chandra, Additional Commissioner	01.09.2015 to 04.10.2018
2	T. Samaya Murali, Joint Commissioner	04.10.2018 to 10.08.2021
3.	R. Rajasekhar, Additional Commissioner	11.08.2021 to 30.06.2025
4.	Rajesh Vithalrao Shelke, Additional Commissioner	01.07.2025 to till date

CPIOs

S. No	Name & Designation of the Officer	Period
1	P. Kanakavel, Assistant Commissioner	01.09.2015 to 31.05.2016
2	Jose Varghese, Deputy Commissioner	01.06.2016 to 09.10.2019
3	C. Subramanian, Assistant Commissioner	09.10.2019 to 23.07.2023
4	Ajay Kumar Prasad, Assistant Commissioner	24.07.2023 to 31.12.2023
5	Ajay Kumar Prasad, Assistant Commissioner	01.01.2024 to 31.10.2024
6	Dr. Venugopalan Nair, Deputy Commissioner	09.09.2024 to till date

- (ii) **Details of third-party audit of voluntary disclosure–**
 - a. Dates of audit carried out–Not available
 - b. Report of the audit carried out–Not available.
- (iii) **Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD:**
 - a. Date of appointment– N A
 - b. Name & Designation of the officers– N A
- (iv) **Consultancy committee of key stakeholders for advice on suo-motu disclosure:**
 - a. Dates from which constituted–Not Applicable.
 - b. Name & Designation of the officers–Not Applicable.
- (v) **Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI**
 - a. Dates from which constituted–Not Applicable.
 - b. Name & Designation of the Officers–Not Applicable.

6. INFORMATION DISCLOSED ON OWN INITIATIVE

6.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information:

Information such as Public Notices, Standing Orders of Central Government, Circulars Transfer orders, etc. are uploaded on the website www.chennaicustoms.gov.in.

6.2 Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. of India):

- (i) Whether STQC certification obtained and its validity : No
- (ii) Does the website show the certificate on the Website – No

Sd/-
Deputy Commissioner(CCO)

