

Name of the Section	Name, address, telephone No. and email of the CPIO	Name, address, telephone No. and email of the Appellate Authority
RTI Cell	Shri Sunil Kumar Telephone No. : 022-22757753 E-mail ID. cppcgm1	Dr. B.S. Meena Telephone No. : 022-22634330 E-mail ID. fapcgm1

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

- Sending letters to various Sections for obtaining necessary required information in relation to RTI applications pertains to Mumbai Customs Commissionerate Zone-I;
- Processing the information received from various Sections and to forward replies to the applicants;
- Accepting RTI appeals;
- Replies to RTI appeals;
- Preparing monthly report & quarterly report.

Disposal Section

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

- Disposal of goods which are ripe for disposal/destruction.
- Warehousing of goods under customs action in warehouses which are under Disposal (G) of New Custom House.
- Destruction of IPR Goods
- Submission of Monthly Performance Report and quarterly report relating to disposal of the goods pertaining to Mumbai Customs Zone – I.
- Acting as Nodal Agency for any correspondence between MbPT and Customs.
- Empanelment of valuers, whose service is being utilized for the valuation of the goods which are ripe for disposal

Chief Commissioners Office Zone- I

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

- CCFC Meetings.
- Review of Orders passed by Commissioner in this Zone.
- Compounding of offences.
- Appeals filed by staff against orders passed by Disciplinary Authority.
- C & AG Report are called from the Commissionerate at Zone-I and Complied report is forwarded to the Board.
- Transfer of Group "A" officers (Intra Zonal & Inter Zonal).

CIU Section

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

- Information regarding Monthly Technical Report prepared in CIU
- Information regarding closed investigation files where no litigation is pending or those investigation files which have achieved finality

List of subject in respect of which the documents are held by CPIO of this Section**Gr-A Salary Table:-**

- 1 Preparation of monthly salary bills of the Mumbai Customs Zone-I, DYCC, CESTAT, Valuation, Systems and RMD and forwarding the same to P.A.O for passing of bills after making different abstracts for different bills as per the allocation of funds in EIS module of PFMS.
- 2 Issuing Last Pay Certificates to those officers who are transferred.
- 3 Issuing Last Pay Certificates to retired officers along with details of retirement benefits drawn and paid to them for Income-Tax purpose.
- 4 Preparation of Retirement bills like Leave Encashment, CGEGIS and GPF.
- 5 Putting up orders of Part withdrawal/Advance of GPF and making Bills for payment.
- 6 Preparation of D.A arrears bills twice in a year and also Children Education Allowance reimbursement bills and 10 days leave encashment bills as required by Officers.
- 7 Calculation of Income Tax and issuance of Form No.16 to all the officers in time.
- 8 Interacting with the P.A.O/C.A.O authorities to solve any administrative problems faced by any retired officers or officers in service.
- 9 All correspondences with respect to letters of Group 'A' pay-bill table.
- 10 Fixation of pay on promotion of officers, Stepping up of pay if any and drawal of pay arrears thereon.
- 11 Attending Senior Level Officers on **Top Priority Basis** whenever called upon.
- 12 Putting up orders for all advances like computer, motor car, HBA etc and drawing all advances bills whenever there is any requirement from the officer.
- 13 Preparation of yearly table of CGEGIS and forwarding the same to Ministry.
- 14 Preparation of quarterly data of Income Tax deducted from the salary and forwarding the same to Jain & Associates for filing quarterly TDS statement with the NSDL office and uploading the same in the Income Tax website.
- 15 Preparation of monthly disposition list:-
(Collecting information from all the Zones/Directorates and compiling the data forwarded by them and thereby making final compiled list from zone-I and forwarding the same to DGHRD and uploading the same in the official website through our EDI.)
- 16 Preparation of monthly disposition report of the entire Group 'A' officers posted under the jurisdiction of Mumbai Zone-I and forwarding them to CCO for uploading the same in the DGHRD website.
17. Preparation of Return-cum-challan (Form-III) on ,monthly basis with respect to the SBI professional tax cheques received from PAO and forwarding them to SBI main branch.
18. Maintenance of all the Service Book records of all Group 'A' officers.
19. Maintaining pay bill registers financial year wise for future reference by noting down the entire salary details of all the officers whose salary is drawn at our end on monthly basis
20. Preparation of monthly holding posting of Group-A officers of Mumbai Zone-I to be posted to Export Department on all public holidays and Saturdays.
21. Maintaining leave records of all Group-'A' officers (certification and noting in the service book of individual officers)

bills, law charges.

12. Training of all Gr. A, B & C officers.
13. All leave files, purchase of books & stationeries.
14. Matter relating to VRS & Resignation.
15. RTI reports.
16. Appointment and other service related matters of Ministerial Cadre.
17. Deputation/ICT Transfer cases of Ministerial Staff.
18. Service Certificate of Ministerial Staff.
19. Change of name, Technical Resignation of Ministerial cadre & confirmation.
20. Promotion, policy/promotion matter related to DPC of Ministerial staff.
21. Promotion, service & policy matters and DPC of Telecommunication staff, Hindi translator, canteen staff Drivers.
22. Vacancy position thereof. Other works related to RTI/CPGRAMS etc.
23. Transfer and postings of Ministerial staff, history of postings.
24. Compassionate appointment in the grade of TA, Sports Quota etc.

IPR/Intimation Table:-

1. Monthly & Quarterly Statement
2. RTI Reports
3. Vigilance Reply
4. Processing of IPR/Intimation files of all officers working under Mumbai Custom Zone-I
5. NOC for foreign going of all officers working under Mumbai Customs Zone-I
6. Passport prior intimation application received in Annexure-H
7. Swatchhata Action Plan (SAP) monthly report

ACR/CCR Table :-

1. Maintain records of APAR/ACR of all group B & C cadre staff working under Mumbai Customs Zone-I, Zone-II & Zone-III
2. Providing of APAR/ACR grading for DPC, MACP, 56J, Deputations posting, Loan Basis posting & internal posting of officers.
3. Processing and putting up representation against below bench mark grading received from officers.
4. Digitalization of APAR of all the officers.
5. Organizing of Farewell function every month.

ICD (Mulund) Export

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

- a. Work pertaining to Export assessment.
- b. Work Pertaining Drawback and Drawback recovery.
- c. Work pertaining to arrear relating to export cases.
- d. Adjudication of Export cases for Assistant Commissioner Competence
- e. Work pertaining to RTI & CPIO for ICD Mulund (Export & Import)
- f. Work pertaining to Administration and all type of report in respect of ICD Mulund (Export).
- b) Work pertaining to Post Clearance Audit (PCA).

PSO Section

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

- a. Apart from Administrative work, policy related issues, docks related permissions are issued by PSO (Admn) Section such as issuance of permission to shipping agents for taking equipments in/out of docks on returnable basis, issuance of Cargo Boat License, Boat validity renewal, Anchoring & Beach-in permission of scrap vessel Bunkering Permission (in stream bunkering), conversion work of Foreign to Coastal run vessel and vice versa, stream discharge of bulk cargo under boat note procedure, monitoring day to day functions in all the Divisional officers in Mumbai docks and Cruise Terminal.

Sport & Training Section

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

- a. Handling making/issuance of identity cards for all the staff posted in three zones respectively.
- b. Handling on Duty leave/Special Casual Leave/ Half Day Concession/Special Disability Leave of all the sportspersons recruited under Sport Quota for the tournaments played by them and also such issues related to Cultural Team.
- c. Handling the entries of the Staff interested in participating in the tournaments conducted on yearly basis and also in conducting the tournament on Sub Zone Level.
- d. Conducting the physical test of the new officer (preventive Officer and Examiner) recruited yearly by staff Selection Commission.

Group C Estt. Section

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

- a. This office deals with posting of Group "C" Employees and documents held by this office are records of posting and general administration.

Preventive Pay Bill Section

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

1. Service book of Preventive officers & Superintendents posted in Zone-I including valuation, RMD & Systems.
2. Pay Bill registers of Superintendents and Preventive Officers posted in Zone I in respective years.
3. All salary related matters of Preventive officers and Superintendents.
4. Claim bills of TA, LTC/HTC & Children Education Allowance of Preventive Officers and Superintendents.

Preventive Main Section

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

- a. Medical re-imbursement claims of Preventive Staff (Supdts. And P.O's)
- b. Repair passes for ship repair work
- c. G.P.F. withdrawal/Advance/Final payment of Supdt/P.O's
- d. Overtime allowances of P.O's, Group "C" staff and Car Drivers
- e. In/out permission in docks for tools (on returnable basis)

- f. Cargo Boat Licence
- g. Anchoring & Beaching Permission of scrap vessel
- h. Bunkering Permissions (in stream bunkering)
- i. Conversion work of foreign to Coastal run vessel and vice versa
- j. Electricity & Water Charges Bills
- k. Quarterly Hindi Statements
- l. Replies to Parliamentary Question, RTI applications and CPGRAMs

CHS Section

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

- a. Maintenance of Govt. Vehicles and their cleaning, repair, purchase and sale.
- b. Repair work of Customs House, allotment of quarters & their maintenance, Co. Ordination with various outside agencies to ensure smooth function of repair, maintenance work and other infrastructure proposals (CPWD, MbPT, DG/HRD), apart from that miscellaneous work like development of Suleman Shah Plot, Khar Plot etc.
- c. Purchase of office equipments and stationary from Govt. approved agencies as per rules.
- d. Implementation and maintenance of Biometric Attendance System.
- e. Management of water supply to office, Guest House and Fire safety.
- f. Procurement and maintenance of telephones lines, internet connection and also stores, repairs of furniture and fixtures.
- g. AMC of security of Container Scanning Division, Supervision execution of the AMC of Housekeeping.
- h. Handled Monthly and Quarterly statement and day to day work of RTI, CPGRAM and PQ are also attended.

TRC Section

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

- a. Work relating to Recovery of Arrears of Revenue from defaulters under the provisions of Section 142 (1) (c) (ii) and Section 142 (1) (d) (i) of the Customs Act, 1962 and Customs (Attachment of Property of Defaulters for recovery of Government Dues) Rules, 1995 and as per Standing Order No. 7428 dated 21.01.1999 issued vide F.No. Misc-4/98 TRC by Commissioner of Customs (Import), Mumbai -1.
- b. Co-ordination with and Monitoring of performance of all recovery section under General Commissionerate in respect of recovery of arrears.
- c. Submission of monthly performance report and quarterly report relating to arrears of revenue.
- d. Procedure relating to write-off-submission of write-off proposal to write-off-Committee.
- e. Replies to all Parliament Question, RTI questions and Reports called by CCO, Mumbai Zone-I related to recovery of arrears.

Container Cell

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

- a. This section deals with temporarily duty free import of containers in accordance with Notification No. 104/94 dated 16.03.1994 read with this Customs House Public Notice No. 59/94 dated 03.06.1994
- b. Co-ordination with the steamer agent regarding movements of containers.

- c. Submission of monthly and quarterly technical report relating to arrears of revenue and cases pending before different appellant authority.
1. Replies to all Parliament Question, RTI question and Report called by CCO, Mumbai Zone-I related to recovery of arrears.

Vigilance Section

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

- a. Vigilance cases of Group B, C and erstwhile Group D officers posted in Mumbai Customs, Zone I only.

Legal Cell

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

- a. Work relating to monitoring of cases files by the Department/Party before the High Court & Supreme Court under General Commissionerate.
- b. Submission of Monthly Technical Report and quarterly report relating to High Court & Supreme Court Cases.
- c. Replies to all Parliament Questions, RTI questions and Report called by CCO, Mumbai, Zone-I related to High Court & Supreme Court cases under General Commissionerate.

CAT Cell

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

1. Details of cases filed by Departmental Officers (Group wise –Group A, B, C etc.) in Hon'ble Central Administrative Tribunal, Mumbai.
2. Details of cases appealed by the Department in Hon'ble High Court against the order of Administrative Tribunal.
3. Details of cases appealed by the Departmental Officers in Hon'ble High Court against the order of Administrative Tribunal.
4. Parliament questions relating to Court cases pertaining to Departmental Officers

CBS Section

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

- a. Grant of Licence Under regulation 7(1) of CBLR, 2013.
- b. Extension of Licence Under Regulation 7(2) of CBLR, 2013.
- c. Renewal of Licence under Regulation 9 (2) of CBLR, 2013.
- d. Reconstitution of the Firm, Company of Individual Concern Under Regulation 13 (2) of CBLR, 2013.
- e. Addition or Deletion of Directors in any company Under Regulation 12 of CBLR, 2013.
- f. Issuance of F/G/H category card under Regulation 17(6), 17 (5) and 17 (8) of CBLR, 2013.
- g. Conduct of F and G category examination Under Regulation 6 and 17 (3) of CBLR, 2013.
- h. Suspension of Licence under Regulation 18 and 19 of CBLR, 2013.
- i. Prohibition of Licence Under Regulation 23 of CBLR, 2013.
- j. Passing of Adjudication Order under Regulation 20 (7) of CBLR, 2013.
- k. Replies to all parliaments Question, RTI Question, CPGRAM, MTR and processing of Bill pertaining to the CBS department.

Sevottam Section

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

- a. Co-ordination in conducting audit by BIS of General Commissionerate and obtaining ISO 15700:2005 certificates every three years.
- b. Co-ordination in conducting internal audit of General Commissionerate followed by Management Review Meeting headed by Principal Commissioner (G).
- c. Co-ordination in organising the Training for departmental officers to get the awareness of Sevottam procedures and compliances.
- d. Receiving of applications of sections of General Commissionerate and then forwarding them to their respective sections. Applications of CBS are verified as per the public notice 09/2016 and 11.02.2016 issued by AC/CBS.
- e. Handling/accepting the complaints, grievances queries etc. (other than CPGRAMS) related to Mumbai Customs Zone-I.
- f. Submission of monthly report regarding public grievances, budget allocation and utilization and Hindi quarterly report.

TCU Section

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

- a. Work relating to monitoring of cases filed by the Dept/Party in CESTAT under the General Commissionerate.
- b. Submission of reports relating to CESTAT cases.
- c. Replies to RTI and reports called by CCO, Mumbai Zone-I related to CESTAT under the General Commissionerate.

Review Cell

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

- a. The Orders-In-Original Passed by AC/DC and Addl./Joint Commissioner under General Commissionerate, Zone-I are received in this section for review purpose.

Prosecution Cell

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

- a. To attend the proceedings of the prosecution cases launched by the department in the Subordinate/Sessions Court.
- b. The appointment of the SPPs to attend cases on behalf of the department in the Subordinate court and the Sessions court.
- c. To give NOC regarding the grant of AEO status.

Technical Cell

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

- a. Co-ordination with all departments under General Commissionerate in respect of submission of Monthly Performance report and quarterly report.
- b. Replies to all Parliament Questions and report called by CCO, Mumbai.

Statics Section

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

- a. Documents regarding Export General Manifest along with the Shipping bill and all related documents with an Export General Manifest are received from various shipping lines.
- b. Monitoring/diarised of an Export General Manifest in EDI System and dispatch of Manifest Clearance Deptt.
- c. Export and Import Daily and Monthly statements are received from Mulund CFS & Account Section
- d. Compiled the all statements received from the above said section and preparing in single statement and forwarded to the Chief Commissioner's Office, Commissioner (X) & Commissioner (I) daily.
- e. Following monthly report are prepared and forwarded to Directorate General of Commercial Intelligence & Statistics, Kolkata,
 - i) Coastal Trade Return Statement No. 26/1 (import) & 26/2 (Export).
 - ii) Coastal Trade Return Statement No. 121.
 - iii) Coastal Trade Return Statement No. 25/4 (Export).
 - iv) Supply of Return No. 18 on Bonded warehouse.
 - v) Coastal Trade Return of Country Craft No. 25/1 (import) and 25/1 (Export)
- f. Reply to the letters received from the Directorate General of Commercial Intelligence & Statistics, Kolkata regarding verification of commodities code wise bill of entries.

Correspondence Section

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

1. Receiving and dispatch of speed post letters & disbursement of Ordinary letters to concerned department.
2. Preparation of contingency bills for the following.
 - a. Official MTNL Telephone Bills
 - b. Residential Telephone Bill all Gr. A officers.
 - c. Official News paper bills.
 - d. Residential News paper bills all Gr. A officers.
 - e. Monthly speed posts Bill.
- Procurement and Distribution of Official books, official Ex-Cus CD & ELT Books
- f. Centralized number for Public Notice No./Standing Orders No./ Transfers including inter & intra Zonal, inter and intra Commissionerate & all other transfers in this Zone and maintaining details in Registers.
- g. Preparation of Revised and Budget Estimates
- h. Quarterly Hindi Statement.
- i. Circulation regarding Restricted Holiday and closed Holiday received from central Govt. Employee's welfare co-ordn. Committee Mumbai.

Hindi Anubhag Section

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

1. प्रत्येक तिमाही में राजभाषा कार्यान्वयन समिति की बैठक का आयोजन करना ।
2. प्रत्येक तिमाही में हिंदी कार्याशाला का आयोजन करना।
3. समयानुसार कार्यालय की हिंदी तिमाही प्रगति रिपोर्ट का प्रेषण करना।

4. माह सितंबर में हिंदी पखवाड़ा सप्ताह का सफल आयोजन करना।
5. विभागीय गृह पत्रिका 'सीमाभारती' के अंक का प्रकाशन करना।
6. प्रधान आयुक्तालय सा (.के सभी अनुभागों का राजभाषा संबंधी निरीक्षण।
7. नियमित रूप से अनुभागों द्वारा दिए गए अंग्रेजी-हिंदी व हिंदी-अंग्रेजी अनुवाद का कार्य करना।

U.B. Centre
List of subject in respect of which the documents are held by CPIO of this Section

- a. Baggage Declaration Form along with authority letter, Packing list, Invoice, Bill of Lading, DO letter of Shipping line, Passport Photo Copy, IGM Copy and Duty Challan, Customs Duty Exemption certificate for diplomatic.
- b. Import and Export documents of vehicle under carnet procedure like IGM copy, copy of carnet de passages , copy of registration, Guarantee letter issued by Federation of Indian , Automobile Associations copy of passport Authority letter from passenger Bill of lading Form 'X' (Form of Declaration and Undertaking), copy of ICES for manual Bill of Entry generation, importation and exportation voucher Volet 'D' entree, copy of shipping Bill, Invoice copy, Mate Receipt.
- c. Case files, Parliament question, Special Watch, RTI matters, sevottam report.
- d. Maintaining Carnet register, IGM register, BDF Noting register, out of charge register, file number register, Adjudication register, Baggage x-ray record register, cash register.

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

- a. Payment of Salary
- b. Payment of Bonus, Arrear, 10 days leave Encashment
- c. Passing entry of Increment, Pay fixation, Payment of MACP benefits
- d. LTC,HTC,TA,
- e. Children Education Allowance claims settlement
- f. GPF withdrawal
- g. Leave noting of service books
- h. CGEGIS claim Settlement after retirement
- i. Leave Encashment settlement after retirement.
- j. Pay fixation on promotion.
- k. CGHS medical claims settlement.
- l.

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

- a. Submission of daily revenue report and monthly revenue report.
- b. Work relating to Cost Recovery, Personal Deposit, Light dues. Submission of monthly report relating to cost recovery and personal deposit. Forwarding of B/Es to concerned department.
- c. Maintaining and Monitoring of Bank Guarantee and Bonds.
- d. Work relating of Refund, Out of charge and Miscellaneous admin work.

Pension Cell

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

- a. All the officer who retired on (Superannuation, VRS etc.) from this Zone their pension case proceeded and finalised by this section. The details i/r of Pensioner's PPO, Residential Address, Pension related information is kept by this section

Cash Deptt.

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

- a. Selling of Customs Revenue Stamps.
- b. Writing of Cheque Sheet which is daily deposited in the RBI.
- c. Receipt of all kinds of duties pertaining to Commissionerate of Customs Zone-I. Receipt of TR 6 challan regarding payment of Fine, Penalty, Interest, Amendment, Pre-deposit, Drawback, Light dues, Personal Deposit, Security Deposit & other miscellaneous receipt.
- d. .Deposition of dues & penalties in the account of SBI through PFMS i.e. telephone late fee, quarters license fee etc.

Budget Section

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

- a. Budget allocation
- b. Monthly Expenditure.
- c. Pay and Allowance Quarterly Report

List of subject in respect of which the documents under the control of CPIO, General Commissionerate, Mumbai, Zone-I.

1. Information pertaining to EDI Section.
2. Information pertaining to Record Section.
3. Information pertaining to Telecommunication Section.