

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

(i) The particulars of its organization, functions and duties:

The Office of the Commissioner of Customs Import II is falls under Mumbai Customs Zone I and is situated at New Custom House, Ballard Estate, Mumbai 400001.

FUNCTIONS:-

1. The Commissioner is the head of Import II NCH has jurisdiction over the Customs work (Imports) at Mumbai Port. The Commissioner monitors proper implementation of Customs laws and border control regulations including instructions/guidelines issued by the Central Government from time to time on administrative, technical and operational matters. The Commissioner also discharges certain statutory functions bestowed on him under the Customs statute. The Commissioner passes the adjudication orders.

(i) The Commissioner of Customs Import II also supervises the functioning of the Joint/Additional Commissioner of Customs of Import II, Mumbai Customs, Zone-I.

(ii) The Commissioner of Customs Import II reports to Chief Commissioner of Customs Mumbai, Zone-I.

2. The Import II Commissionerate is divided into 23 sections

3. The functions of Import II Commissionerate mainly include concerning levy and collection of custom duties, prevention of smuggling and evasion of duties and all administrative matters relating to Commissionerate.

ORGANIZATION SET UP AND DUTIES:-

The Import II Commissionerate is headed by the Commissioner of Customs and assisted by the officers of different ranks. The hierarchy of the officers are as under:-

- a. Pr. Commissioner/Commissioner
- b. Additional/Joint Commissioner
- c. Deputy/Asstt. Commissioner
- d. Appraiser
- e. Superintendent
- f. Personal Secretary
- g. Examiner/Preventive Officer (Inspector)
- h. Senior Tax Assistant/Tax Assistant/LDC
- i. Drivers
- j. Havaldars
- k. Sepoy

Overall supervision of this Commissionerate is looked after by the Office of Commissioner of Customs Import II. The Office of Commissioner of Customs Import II is headed by the Commissioner of Customs, Import-II and assisted by Addl/Jt. Commissioner, Dy./Assistant Commissioner, Appraisers, Superintendents, Inspectors (PO/EO) and other supporting staffs. The overall affairs of this New Customs House are supervised by respective Commissioners with help of other officers/staff. The working of this Custom House is regulated through Dy./Assistant Commissioner and assisted by Appraisers and Superintendents who are entrusted to look after the daily working of this Commissionerate. The basic executive functions are performed by Examiners/Preventive Officers (Inspector). The other works are supported by STA/TA/LDC. The Sepoys/Hawaldars are responsible for ensuring safety & security of the office premise along with works related to dispatch of daily correspondence, movement of files and records, opening and closing of office etc.

Import II Commissionerate has the following port under its jurisdiction:

Sr. No.	Commissionerate	Port Code
	Import II	Mumbai Port/INBOM1

Duties/functions assigned to Centralized Other Sections are given below:-

	Name of Section	Works allocated
1.	Gr.1/1A,	Assessment work(Chapter1to27)
2.	Gr.2A-F	Assessment related work(Chapter28to38)
3.	Gr.2G	Assessment work(Chapter39)
4.	Gr-2H-K	Assessment work(Chapter40to49)
5.	Gr.3	Assessment related work(Chapter50to71)
6.	Appraising Main	Admin Section
7.	Appraising General	Monthly report
8.	SVB	Special Valuation Cell
9.	RTI	Processing of application and First appeal under Right To Information Act 2005
10.	ACU	Work related to Audit Co-ordination with CCO and CRA Audit
11.	Hindi Anubhag	Work related to Monthly Hindi Reports
12.	NCLT	Work related to monitoring insolvency proceeding cases under IBC Act 2016
13.	Refund	Work related to Import Duty Refund
14.	DEPB	Work related to License
15.	Review	Order in Original Review work
16.	Adjudication	Commissioner's, Additional Commissioner's and Joint Commissioner's Adj. work
17.	TRC (Coord. With CRRC)	Work related to Tax Recovery
18.	Legal	Legal work related to Import-II Commissionerate
19.	TCU & Prosecution (Coord. With CLC)	Work related to monitoring of cases pending at Tribunal, prosecution of offenders under the Customs Act, 1962
20.	AEO	Work related to Authorized Economic Operator
21.	Import Bond	Work related to warehousing bond
22.	PAS	Work related to Foreign post
23.	Advance Ruling	Work related to Advance Ruling

(ii) The powers and duties of its officers and employees:-

The officers and staff of this Import-II Commissionerate are committed to its Citizen Charter, to provide to trade & industry time bound and speedy cargo clearance facility, quick redressal of grievance, and inculcating in its officers' sense of service with stress on-

Integrity and judiciousness

Courtesy and understanding

Objectivity and transparency

Promptness and efficiency

Steps are afoot to further professionalize Customs staff to be able to render efficient and prompt service to the clients almost at par with those rendered by other Customs services in developed countries/WCO/WTO norms.

The Powers of officers of Customs have been elaborated in Section 5 of the Customs Act, 1962 and are laid as under-

a). Subject to such conditions and limitations as the Board may impose, an officer of Customs may exercise the powers and discharge the duties conferred or imposed on him under this Act.

b). An officer of Customs may exercise the powers and discharge the duties conferred or imposed under this Act on any other officer of Customs, who is subordinate to him.

The work is delegated to various categories of officers within the framework of the law.

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

a) The Chief Commissioner and Pr. Commissioner/Commissioners monitor the working and functioning of all the Commissionerates in the Zone. Since the Policy formulations are exclusively in the domain of the Board, policy implementation in spirit of the laws so formulated forms the major functions of field formations. The Chief Commissioner's office with help of all Commissionerates collates and compiles various trade representations; problems faced by the Trade and Industry and forward them to the Board which become ingredients for policy formulation.

b) Decision-making in the organization is based on decentralization that is to say that there is a definite delegation of authority and responsibility to different levels of the organization. Such delegation is laid out either in the Customs Act, 1962 or the Rules made thereunder or vide various circulars issued by the department from time to time.

c) Since this Custom House is entrusted with the main work of implementation of the Customs Act, Rules, allied Acts and Board's orders etc., all aspects of Revenue are monitored and status are forwarded to Board in the form of weekly, monthly and quarterly reports.

d) All references received from the Trade, different stakeholders and Field formations are submitted by concerned Sections to the AC/DC in-charge in the Commissionerates. The file noting are prepared by EO /PO (Inspector). The relevant notification / circulars etc. are explained by Suptd / AO. The main recommendations are made by AC/DC /ADC and finally the important decisions are approved by the Chief Commissioner/ Pr. Commissioners/ Commissioners. In case of any clarification required the same is referred to the Board to take final decision.

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

The mission of the organization is to achieve excellence in the implementation of Customs Act, Allied Acts and Rules there under aimed at:

- Realizing the revenues in a fair, equitable and efficient manner
- Administering the Government's economic, tariff and trade policies with practical and pragmatic approach
- Facilitating trade and industry by streamlining and simplifying Customs and Excise processes in light of the guidelines prescribed and facilitating the Trade and Industry

- 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
- To achieve its mission, the Zonal Office has taken on priority to utilize the both man and material resources at its disposal

To achieve its mission, the Office has taken on priority to utilize the both man and material resources at its disposal in:

1. Enhancing the use of Information Technology
2. Streamlining Customs and Excise Procedures
3. Encouraging voluntary compliance
4. Evolving cooperative initiatives
5. Assisting in the formulation of Tariff policies
6. Combating Revenue evasion, commercial frauds and social menace effectively
7. Measuring conformance to service delivery standards
8. Developing professionalism and responsibility

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

Available on CBEC Website i.e. www.cbec.gov.in &

NCH website <http://mumbaicustomszone1.gov.in/>

(vi)

A statement of the categories of documents that are held by or under its control

The office documents are generally processed and stored in the form of files and folders. Files and documents related to work assigned to concerned Sections of this office are duly catalogued, indexed and entered in Registers and these are kept in the custody of respective Sections. Almost entire database is available in EDI system.

(vii) The 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

The members of Public can write to this office on any such issue or seek appointment for meeting, if required. Further e-helpline is available on NCH website <http://mumbaicustomszone1.gov.in/>

(viii) A statement of the boards, councils, 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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

PTFC (Permanent Trade Facilitation Committee) meetings are held in this Custom House on regular monthly basis. CCFC meetings are held on regular periodical basis. The minutes of the meeting are uploaded in the office website.

The Citizen's Charter of the Department envisions that the Customs & Central Excise officers shall carry out their assigned tasks with integrity and judiciousness; courtesy and understanding; objectivity and transparency; promptness and efficiency. The officers are also

committed to providing every possible assistance to the public and trade in implementation of the Customs policies and procedures. The Customs department has also initiated a number of measures to ensure that complaint(s)/grievance(s) are minimized and where received these are attended to promptly.

In order to take care of the grievance(s)/complaint(s) the department has put in place a grievance redressal mechanism in the field formations of Customs. The Grievance redressal mechanism can broadly be categorized as:

- Facilitation for receipt and guidance of complaints/representation at the inward Section in Commissioner's office.
- Redressal of vigilance complaints
- Prompt handling of the complaints/grievances received through CPGRAMS (Central Public Grievances Monitoring System)

(ix). A directory of its officers and employees:

1.	Dr. Manoj Kedia, Commissioner of Customs (Imports), Mumbai, Zone-I	022-22757401
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No.	Name of Addl. Commissioners/ Jt. Commissioners	Contact Numbers
1	Shri.V. Ramanadhan Reddy, JC	022-2275 7416

No.	Name of Dy. Commissioners/ Asstt. Commissioners	Contact Number
1.	D.V. Kanse, (DC)	022-2275 7434
2.	P.M. Dahiwale, (AC)	022-2275 7425
3.	S.G. Bhajam (B S Ganganna) (AC)	9987332608
4.	Saroj Kumar Jha (AC)	022-2275 7429
5.	B.N. Mishra (AC)	8800790210

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

Sr.NO.	Group	Designation	Level as per Pay Matrix(7 th Pay Commission)
1	2	3	4
	Group 'A'	Chief Commissioner	L-16
		Pr. Commissioner	L-15
		Commissioner	L-14
		Additional Commissioner	L-13
		Joint Commissioner	L-12
		Deputy Commissioner	L-11
		Assistant Commissioner	L-10
		Chief Accounts Officer	L-10
		Assistant Director (Comm.)	L-10
		Group 'B(G)'	Sr. P.S.
	Appraiser		L-8
	Superintendent		L-8
	CAAO/AO		L-7
	Group 'B(NG)'/ Group 'C'	Preventive Officer	L-7
		Examiner	L-7
		DOS	L-6
		Senior Hindi Translator	L-6
		Junior Hindi Translator	L-6
		Senior Tax Assistant	L-6
		Tax Assistant	L-4
		Lower Division Clerk	L-2
		Motor Driver (Grade-I)	L-5
		Motor Driver (Grade-II)	L-4
		Motor Driver (Grade-III)	L-2
		Head Havaldar	L-2
		Havaldar	L-1
	Sepoy	L-1	

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

Fund Utilisation Report

S r	Unitary Head	Allocated Fund	Expenditure as on 06.05.2021	Balance Amount
1	Office expenses	5,00,000/-	1,56,580/-	3,43,420/-
2	Information Technology	10,00,000/-	2,75,886/-	7,24,114/-
3	Professional & Special Services Law	2,00,000/-	-	2,00,000/-
4	Swachhata Office Expenses	7,50,000/-	-	7,50,000/-
5	Medical Treatment	2,00,000/-	-	2,00,000/-
6	Hindi O.E.	30,000/-	-	30,000/-
7	D.T.E.	2,00,000/-	-	2,00,000/-

(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

Not applicable.

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

Information available on the Zonal website <http://mumbaicustomszone1.gov.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;

The details of the minutes of the PTFC/CCFC Meetings are uploaded on the Zonal Website-<http://mumbaicustomszone1.gov.in>.

(xvi) The names, designations and other particulars of the Public Information Officers;

The details are mentioned on the zonal website separately.

<http://mumbaicustomszone1.gov.in/>

(xvii) Such other information as may be prescribed; and thereafter

Not applicable
