Disclosures under Section4(1)(b)of the Right to InformationAct,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.

ORGANIZATIONSETUPANDDUTIES:-

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/JointCommissioner
- c. Deputy/Asstt. Commissioner
- d. Appraiser
- e. Superintendent
- f. PersonalSecretary
- g. Examiner/PreventiveOfficer(Inspector)
- h. SeniorTaxAssistant/TaxAssistant/LDC
- i. Drivers
- j. Havaldars
- k. Sepoy

Overall supervision of this Commissionerate is looked after by the Office of Commissionerof Customs Import II. The Office of Commissionerof 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 aresupervised 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/PreventiveOfficers(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 as signed 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
10	ACU	Right To Information Act 2005
10.	ACU	Work related to Audit Co-ordination with CCO and CRA Audit
11.	Hindi	Work related to Monthly Hindi Reports
	Anubhag	
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 Section5 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 himunder this Act.
- b). An officer of Customs may exercise the powers and discharge the duties conferred or imposed under this Acton 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 theworking 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 differentlevels of the organization. Such delegation is laid out either in the CustomsAct, 1962 or the Rules made thereunder or vide various circulars issued bythedepartmentfromtimetotime.
- 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 Customsand
 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) Therules, regulations, instructions, manuals and records, held by 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)

Astatementofthecategoriesofdocumentsthatareheldbyitorunderitscontrol

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 thisoffice are duly catalogued, indexed and entered in Registers and these are kept in thecustody of respective Sections. Almost entired at a base 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 periodicalbasis. 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 inimplementation of the Customs policies and procedures. The Customs department has also initiated anu mber of measurestoen sure 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). Adirectory of its officers and employees:

1.	Dr. ManojKedia, Commissioner ofCustoms(Imports) ,Mumbai,Zone-I	022-22757401
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 inits regulations;

Sr.NO.	Group	Designation	Level as per Pay Matrix(7 _{th} Pay Commission)
1	2	3	4
	Group'A'	ChiefCommissioner	L-16
		Pr.Commissioner	L-15
		Commissioner	L-14
		AdditionalCommissioner	L-13
		JointCommissioner	L-12
		DeputyCommissioner	L-11
		AssistantCommissioner	L-10
		ChiefAccountsOfficer	L-10
		AssistantDirector(Comm.)	L-10
		Sr.P.S.	L-8
	Group'B(G)'	Appraiser	L-8
		Superintendent	L-8
		ACAO/AO	L-7
		PreventiveOfficer	L-7
		Examiner	L-7
		DOS	L-6
		SeniorHindiTranslator	L-6
		JuniorHindiTranslator	L-6
	Group	SeniorTaxAssistant	L-6
	'B(NG)'/ Group'C'	TaxAssistant	L-4
		LowerDivisionClerk	L-2
		MotorDriver(Grade-I)	L-5
		MotorDriver(Grade-II)	L-4
		MotorDriver(Grade-III)	L-2
		HeadHavaldar	L-2
		Havaldar	L-1
		Sepoy	L-1

7 th Pay Commission Pay Matrix Table (Civilian Employees)

PayBa	nd	52	200-20200			9	300-34800)			15600-39	9100		37400-67	000	67000- 79000	75500- 80000	80000	90000
GradePa	1800	1900	2000	2400	2800	4200	4600	4800	5400	5400	6600	7600	8700	8900	10000				
Entry Pay(E	7000 P)	7730	8460	9910	11360	13500	17140	18150	20280	21000	25350	29500	46100	4910 0	53000	67000	75500	80000	90000
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	13A	14	15	16	17	18
Index	2.57	2.57	2.57	2.57	2.57	2.62	2.62	2.62	2.62	2.67	2.67	2.67	2.57	2.67	2.72	2.72	2.72	2.81	2.78
1	18000	19900	21700	25500	29200	35400	44900	47600	53100	56100	67700	78800	118500	131100	144200	182200	205400	225000	250000
2	18500	20500	22400	26300	30100	36500	46200	49000	54700	57800	69700	81200	122100	135000	148500	187700	211600		
3	19100	21100	23100	27100	31000	37600	47600	50500	56300	59500	71800	83600	125800	139100	153000	193300	217900		
4	19700	21700	23800	27900	31900	38700	49000	52000	58000	61300	74000	86100	129600	143300	157600	199100	224400		
5	20300	22400	24500	28700	32900	39900	50500	53600	59700	63100	76200	88700	133500	147600	162300	205100			
6	20900	23100	25200	29600	33900	41100	52000	55200	61500	65000	78500	91400	137500	152000	167200	211300			
7	21500	23800	26000	30500	34900	42300	53600	56900	63300	67000	80900	94100	141600	156600	172200	217600			
8	22100	24500	26800	31400	35900	43600	55200	58600	65200	69000	83300	96900	145800	161300	177400	224100			
9	22800	25200	27600	32300	37000	44900	56900	60400	67200	71100	85800	99800	150200	166100	182700				
10	23500	26000	28400	33300	38100	46200	58600	62200	69200	73200	88400	102800	154700	171100	188200				
11	24200	26800	29300	34300	39200	47600	60400	64100	71300	75400	91100	105900	159300	176200	193800				
12	24900	27600	30200	35300	40400	49000	62200	66000	73400	77700	93800	109100	164100	181500	199600				
13	25600	28400	31100	36400	41600	50500	64100	68000	75600	80000	96600	112400	169000	186900	205600				
14	26400	29300	32000	37500	42800	52000	66000	70000	77900	82400	99500	115800	174100	192500	211800				
15	27200	30200	33000	38600	44100	53600	68000	72100	80200	84900	102500	119300	179300	198300	218200				
16	28000	31100	34000	39800	45400	55200	70000	74300	82600	87400	105600	122900	184700	204200					
17	28800	32000	35000	41000	46800	56900	72100	76500	85100	90000	108800	126600	190200	210300					
18	29700	33000	36100	42200	48200	58600	74300	78800	87700	92700	112100	130400	195900	216600					
19	30600	34000	37200	43500	49600	60400	76500	81200	90300	95500	115500	134300	201800						
20	31500	35000	38300	44800	51100	62200	78800	83600	93000	98400	119000	138300	207900						
21	32400	36100	39400	46100	52600	64100	81200	86100	95800	101400	122600	142400	214100						
22	33400	37200	40600	47500	54200	66000	83600	88700	98700	104400	126300	146700							
23	34400	38300	41800	48900	55800	68000	86100	91400	101700	107500	130100	151100							
24	35400	39400	43100	50400	57500	70000	88700	94100	104800	110700	134000	155600							
25	36500	40600	44400	51900	59200	72100	91400	96900	107900	114000	138000	160300							
26	37600	41800	45700	53500	61000	74300	94100	99800	111100	117400	142100	165100							
27	38700	43100	47100	55100	62800	76500	96900	102800	114400	120900	146400	170100							
28	39900	44400	48500	56800	64700	78800	99800	105900	117800	124500	150800	175200							
29	41100	45700	50000	58500	66600	8120	102800	109100	121300	128200	155300	180500							
30	42300	47100	51500	60300	68600	8360	105900	112400	124900	132000	160000	185900							
31	43600	48500	53000	62100	70700	8610	109100	115800	128600	136000	164800	191500							
32	44900	50000	54600	64000	72800	8870	112400	119300	132500	140100	169700	197200							
33	46200	51500	56200	65900	75000	9140	115800	122900	136500	144300	174800	203100							
34	47600	53000	57900	67900	77300	9410	119300	126600	140600	148600	180000	209200							
35	49000	54600	59600	69900	79600	9690	122900	130400	144800	153100	185400								
36	50500	56200	61400	72000	82000	9980	126600	134300	149100	157700	191000								
37	52000	57900	63200	74200	84500	10280	130400	138300	153600	162400	196700								
38	53600	59600	65100	76400	87000	10590	134300	142400	158200	167300	202600								
39	55200	61400	67100	78700	89600	10910	138300	146700	162900	172300	208700								
40	56900	63200	69100	81100	92300	11240	142400	151100	167800	177500									

(xi) Thebudget 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 publicuse;

The details of theminutes of the PTFC/CCFC Meetings are uploaded on the Zonal Website-http://mumbaicustomszonel.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