

CUSTOMS AIRPORT & GENERAL COMMISSIONERATE

DUTIES/FUNCTIONS ASSIGNED TO THE SECTIONS UNDER GENERAL COMMISSIONERATE

S.No.	Sections	Work assigned
1	ESTABLISHMENT	internal transfer & postings of the officers, deals with the administrative matters of all the officers and staff posted in the commissionerate.
2	VIGILANCE/ CONFIDENTIAL/PGO	deals with apars and vigilance clearance of officers, deals with public grievances through rti and cprgram, miscellaneous complaints of general public. processing of iprs filed by the officers and processing of other intimations filed by the departmental officers, work related to vigilance cases against the departmental officers
3	SVB	valuation of the goods to be imported/exported w.r.t related persons or related firms (holding & subsidiary)
4	HELPLINE	this branch has been setup for providing guidance to general public, addressing to the queries of general public, providing information regarding all the sections, officers etc., transferring calls to different branches.
5	HEADQUARTERS	coordination with senior officers, maintenance of govt. vehicle, monitoring of sepyo, havaldar etc., arrangement of meetings etc.
6	AUDIT	deals with pre and post audit of refund claims and post clearance audit of bills of entry.
7	STATISTICS	this branch deals with monthly performance report (mpr), fortnight/monthly revenue report and other reports of data management relating to this commissionerate.
8	POLICY	deals with custom matters relating to custom brokers licencing rules i.e. issuance of licences to the brokers, conduction the examination for the applicant of g-card/h-card etc.
9	LEGAL	deals with review of high court and supreme court judgements, appointing senior standing counsels for cases to be fought in high court and supreme court, filing wpc, appeal and counter affidavit in high court and supreme court, filing slp in supreme court.
10	REVIEW	this branch deals with review of every adjudication order passed by the competent authorities. to assist the competent authority to review the adjudication order issued upto the cestat level. handling of the cases pending before commissioner (appeal) and cestat.
11	P.Q.	deals with the timely redressal of parliamentary questions received in the commissionerate.
12	RECOVERY	deals with recovery of government dues arising out of any adjudication order/appellate order.
13	RTI	any citizen of india can get information under right to information act, 2005 by paying the requisite fees of 10/- and the same is provided by this office within 30 days of receipt. the applicant, if not satisfied can appeal before the first appellate authority of this commissionerate.
14	TECHNICAL	it handles all the internal and external correspondences of the commissionerate and also liasons with other sections/branches in order to perform day to day working.
15	ADJUDICATION	it's a quasi judicial authority dealing with demands /recovery raised vide demand cum show cause notices issued by competent authority.
16	REFUND	this branch deals with the refund claims pertaining to refund of sad, excess paid duty arising out of any assesment and adjudication/appellate order.
17	PAY CELL/ADMIN	deals with all administrative matters, payment of salary of employees and expenditure related work/purchasing through e procurement or any other mode of tender. processing of ltc, htc, ta/ta/ medical bills etc.
18	PREVENTIVE-NCT	monitoring the clearance of courier shipments arrived through dhl, fedex and eici; to check for duty evasion in relation with regard to import and export of goods, check against the import and export of prohibited goods.
19	DISPOSAL	disposal of seized goods by way of destruction, auction and selling of goods/precious metals as per government policies.
20	SEVOTTAM	the sevottam is a service delivery excellence model which provides an assessment improvement framework to bring about excellence in public service delivery. the model works as an evaluation mechanism to assess the quality of internal processes and their impact on the quality of service delivery. addressing the grievances of general public, to monitor the receipt and disposal of correspondences received from/by general public/trade and other concerned authorities pertaining to all the branches
21	EDI	all work related to edi system i.e. management and maintenance of system, different edi role allotment to officers, insert of alert in edi etc.
22	HINDI CELL	work related to hindi

IGIA Airport

DUTIES/FUNCTIONS ASSIGNED TO THE SECTIONS UNDER IGIA COMMISSIONERATE

Sl.No	Name of Sections	Dealing With
1	Personnel & Establishment	General administration, recruitment, promotion, transfer and posting, deputation, maintenance of staff strength, training, allotment of Govt. accommodations, maintenance of APARs, issuance of different types of NOC etc.
2	Administration	Clearance of international passengers and their baggages, general administration, transfer & posting, VIP protocol duties, maintenance of co-ordination with the different agencies attached with NSCBI Airport and other misc. correspondence
3	Vigilance Unit	All issues pertaining to vigilance matters. Submission of preliminary enquiry report related to complaints against employees, processing of Immovable Property Return from Govt. employees, issuance of NOC to employees in respect of acquisition/transfer of movable and immovable property and foreign tour etc.
4	SIU	All issues related to specific Intelligence and pertaining to specific cases.
5	Computer Cell	Procurement/distribution of computer hardware and software, maintenance of departmental hardware and software.
6	Accounts	Related to all payments to Customs employees and all expenses in respect of maintenance of office, maintenance of service records of staff and matters related to pension and budget allocation and realization of govt. revenue through offline mode
7	AIU	Information & intelligence gathering as well as exchange of information/intelligence related to Airport with other agencies, rummaging of aircrafts, investigation of all airport cases and issuance of show cause notices and adjudication thereof and issuance of disposal order of all seized/confiscated goods & process for sanctioning of Prosecution.
8	Central Adjudication Cell	Processing of Adjudication matters at the level of Commissioner and issuance of final order and issuance of disposal order of seized/confiscated goods.
9	Record	Safe storage of official records, purchase and supply of stationary goods to the various departments.
10	STRC Cell	Recovery of tax arrears.
11	Review Cell	Review the adjudication orders passed by the ADC/ JC, DC/AC and ACS by the proper authority. Filling and follow up of appeal petition before CESTAT, Delhi.
12	Legal Cell	Filling and follow up of petition before High Court/Supreme Court in matters relating to disputes in assessment/ clearance of import/export.
13	Tribunal Cell	NA
14	RTI Cell	Receiving and processing of all RTI matters and Order in Appeals in timely manner.
15	MTO Section	Providing vehicles to officers and departments for official use and maintenance of the departmental vehicles.
16	Correspondence Department & Sevottam	Receipt and dispatch of all correspondence, purchase of all types of books and manuals for departmental use, matters related to welfare fund of the staff. Sevottam looks after service delivery, implementation of Citizen's Charter and implementation of grievances redress system.
17	Disposal Unit	Storage of seized/confiscated goods of International passengers of IGI Airport and processing the files related to disposal of the same.
18	COFEPOSA Unit	Processing COFEPOSA cases.
19	Preventive	To keep an eye on passengers passing through green channel and deter and prevent them from smuggling.