

CUSTOMS ACC (EXPORT) COMMISSIONERATE

DUTIES/FUNCTIONS ASSIGNED TO THE SECTIONS UNDER ACC (EXPORT) COMMISSIONERATE

S. No.	Section	Duties assigned/work allocation
1	Admin	Providing and maintaining the infrastructure of the commissionerate.
2	Pay cell	Payment of the salary & re-imbusement of expenditure like as medical, tuition etc.
3	Technical	All types of reports which is related to commissionerate level. PGC meeting, PTFC meeting and workshop on NTFAP.
4	Bond	Maintenance of records in r/o Bond, Bank Guarantee and related issues.
5	Recovery	Recovery of arrears of revenue and related matter.
6	Review	To assist the competent authority to Review of the adjudication order issued up to CESTAT level. Handling of the cases pending before Commissioner (Appeal) and CESTAT.
7	Legal	Handling of court cases pending before Supreme Court and High Court.
8	Adjudication	Processing of adjudication the SCN under competency up to commissioner level.
9	SIIB	To investigate the case of fraud and illegal export of the goods.
10	Disposal	Disposal of the goods
11	Audit	Issues related CERA audit and Pre/Post audit of DBK/Refund Claims.
12	Refund	Processing of all type of refund Claims except IGST refund.
13	EDI	All work related to EDI System i.e. Management & maintenance of system, different EDI role allotment to officers, insert of alert in EDI etc.
14	CIU	Processing of complains against staff /officers received from DGV, Board and others and Maintaining the relevant registers. IPR, intimation of property staff/officers, rewards and APAR and vigilance from B to D Group officers.
15	CRU	Complete the process of the authorized dealer code to party.
16	DRAWBACK and BRC Cell	Disbursal of duty drawback, IGST refund and monitoring of realization of foreign remittance.
17	EXPORT SHED	Examination of the good and grant the permission for export.
18	SEVOTTAM	Asses the efficiency of internal process and their impact on the quality of service delivery. Effective implementation of citizen charter thereby opening up a channel for receiving citizen input on the way in which organization determine service delivery requirements. The organization is putting efforts to achieve excellence in service delivery by efficiently managing good service delivery and building its own capacity to continuously improve service deliver.
19	RTI	RTI related matter.
20	BRFC	Brand Rate Fixation Branch
21	ESTABLISHMENT	Transfer / Posting of officers /staff and establishment related work.
22	CPGRAM	Furnish the reply of the grievances which filed on CPGRAM portal
23	NCT	NCT IS AN EXPRESS TERMINAL FOR PROCESSING AND CLEARANCE OF COURIER CONSIGNMENTS. IT FACILITATES ALL THE IMPORTS AND EXPORTS THROUGH COURIERS AND REGULATE COURIER COMPANIES/AGENCIES AND CUSTODIANS IN A TRANSPARENT WAY USING ONLINE SOFTWARE ECCS. THREE CUSTODIANS i.e. M/s EICI, M/s DHL AND M/s FEDEX ARE WORKING AT NCT. PGC METING AND WORKSHOP ON NTFAP.