

CUSTOMS TKD EXPORT COMMISSIONERATE

DUTIES/FUNCTIONS ASSIGNED TO THE SECTIONS UNDER TKD EXPORT COMMISSIONERATE

Sr. No.	Sections	Related work
1.	Adjudication	Adjudication proceedings
2.	Administration + Establishment + Pay Cell	Building Maintenance, House Keeping and related issues, Transfer / Posting of Officers/Staff, Establishment related work, Salary related work
3.	Audit & PCA	Pre audit and Post Audit of the SAD claims before disbursement, Inspection issues related to CRA
4.	Disposal	Issues related with long standing cargo at different CFS for disposal
5.	EDI	ICEGATE related work
6.	Export Shed	Examination and out of charge of Export Goods
7.	Legal	Dealing with legal matters of the commissionerate
8.	Recovery	Recovery of confirmed demands
9.	Refund	Disposal of SAD refund and other claims
10.	Review	Review and appeal matters and review related reports
11.	RTI	RTI issues
12.	SIIB	Investigation into Export goods
13.	Technical	Monthly revenue report and other related issues
14.	Vigilance & Confidential	CPGRAM, Processing of complaints against staff/ officers received from DGOV, Board & others and maintaining the relevant register, IPR, Intimation of property of staff
15.	Central Diary/ Receipt Cell	Receipt or dispatch
16.	Headquarter	Coordination with senior officers, maintenance of govt. vehicle, monitoring of sepoys, havaladar etc. Hindi Related work
17.	Sevottam	Assess the efficiency of internal processes and their impact on the quality of service delivery.
18.	EP	Export processing related to processing of export documents
19.	BRC Cell	Confirmation of Bank Realization certificate related to export of goods.
20.	Drawback	Related to disbursement of drawback claims of export goods and IGST refund claims.
21.	Records	Maintaining the Records