

## CUSTOMS AUDIT COMMISSIONERATE

### DUTIES/FUNCTIONS ASSIGNED TO THE SECTIONS UNDER AUDIT COMMISSIONERATE

S.No	Section	Work Allocated
1	Planning & Coordination	Sceduling and support in conduct of Monthly monitoring committee meetings , Maintanence of Records/Registers and submission of Reports, training needs of officers, risk based selection of importers, exporters, issues and themes for audit and performance appraisal
2	Vigilance	CPGRAM, Processing of complaints against staff/ officers received from DGOV, Board & others and maintaining the relevant register, IPR, Intimation of
3	Administration + Establishment + Pay Cell	Building Maintenance, House Keeping and related issues, Transfer / Posting of Officers/Staff, Establishment related work, Salary related work
4	9 Circles of Audit	Work related to thematic audit, Transanctional Audit , On site post clearnce Audit and other work related with CRA Audit