

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.

CUSTOMS ACC (IMPORT) COMMISSIONERATE

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

S.No.	Sections	DUTIES ASSIGNED/WORK ALLOTTED
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	Appraising Group	Assessment relating to Import of goods
4	Audit	Pre audit and Post Audit of the SAD claims before disbursement. Inspection issues related to CRA
5	Disposal	Issues related with long standing cargo at different CFS for disposal
6	EDI	ICEGATE related work
7	Import Shed	Examination and out of charge of Import Goods
8	Legal	Dealing with legal matters of the commissionerate
9	Recovery	Recovery of confirmed demands
10	Records	Maintenance of Bill of Entry records
11	Refund	Disposal of SAD refund and other issues
12	Review	Review and appeal matters and review related reports ,
13	RTI	RTI issues
14	SIIB	Investigation, search and seizures , issue demands related to imported goods.
15	Technical	Monthly revenue report and other related issues
16	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
17	Central Receipt Cell	Receipt or dispatch
18	Hindi	Hindi Related work
19	Sevottam	Assess the efficiency of internal processes and their impact on the quality of service delivery.
20	Group 7	Assesment and licensing

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 THROGH 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.

CUSTOMS ICD (TKD) IMPORT COMMISSIONERATE

DUTIES/FUNCTIONS ASSIGNED TO THE SECTIONS UNDER ICD(TKD) IMPORT 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.	Appraising Group	Assessment relating to Import of goods
4.	Audit	Pre audit and Post Audit of the SAD claims before disbursement, Inspection issues related to CRA
5.	Bond	Maintenance of reports in respect of Bonds and related issues
6.	Disposal	Issues related with long standing cargo at different CFS for disposal
7.	EDI	ICEGATE related work
8.	Import Shed	Examination and out of charge of Import Goods
9.	Legal	Dealing with legal matters of the commissionerate
10.	Recovery	Recovery of confirmed demands
11.	Records	Maintenance of Bill of Entry records
12.	Refund	Disposal of SAD refund and other issues
13.	Review	Review and appeal matters and review related reports
14.	RTI	RTI issues
15.	SIIB	Investigation, search and seizures , issue demands related to imported goods.
16.	Technical	Monthly revenue report and other related issues
17.	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
18.	Central Receipt Cell	Receipt or dispatch
19.	Hindi	Hindi Related work
20.	Sevottam	Assess the efficiency of internal processes and their impact on the quality of service delivery.
21.	Group 7	Assesment and licensing

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 sepoy, 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

CUSTOMS ICD(PPG) COMMISSIONERATE

DUTIES/FUNCTIONS ASSIGNED TO THE SECTIONS UNDER ICD PPG COMMISSIONERATE

S.No.	Sections	Duties assigned/ Work allocated
1	Adjudication	This section deals with adjudication cases of the competency of Joint / Additional Commissioner and Commissioners.
2	Refund	This section deals with Refund cases.
3	Disposal	This section deals with unlearned / unclaimed goods.
4	Drawback / IGST refund	This section deals in Export incentives (DBK / IGST Refund)
5	Legal	This section deals with the departmental cases in High Court and Supreme Court.
6	Review	Review the adjudication orders.
7	Appraising Group	This section appraised the import valuation.
8	Bond / Bank Gurantee	This section deals in Bond and Bank Gurantees.
9	EPM / Licence Section	This section deals in License and EODC etc.
10	Recovery	This section is formed for recovery of government dues.
11	Administrative	This section monitoring of Office administration.
12	Head Quarter	This section deals with in house general administration and liaisoning.
13	Import	This section deals with Import consignments.
14	Export	This section deals with Export consignments.

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 , Maintenance 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