

## **Disclosures under Section 4 (1) (b) of the Right to Information Act, 2005**

### **(i) The particulars of its organization, functions and duties:**

In pursuance of Ministry's Notification No. 78/2014-Cus (N.T.) read with Notification No. 82/2014-Cus (N.T.) both dated 16 September 2014, a new Customs Commissionerate was created within the jurisdiction of Customs, Central Excise & Service Tax, Meerut Zone, Meerut. This Commissionerate Started functioning with effect from 15<sup>th</sup> October, 2014 from CONCOR Complex, Noida Dadri Road, Tilpatta, Greater Noida, Distt. G. B. Nagar. Principal Commissioner of Customs is the head of the Noida Customs Commissionerate, which has jurisdiction over the districts of Ghaziabad, Gautam Budh Nagar and Bulandshahr in the state of U. P. Further, the territorial jurisdiction of New Customs Commissionerate has been specified vide Trade Notice No. 03/CC/ADMN/Cus/2014 dated 15<sup>th</sup> October, 2014 by the chief Commissioner, Customs Central Excise & Service Tax, Meerut Zone, Meerut.

As per the said Trade Notice, the territorial jurisdiction will be as under:-

(i) All work relating to Import in ICD- Dadri (including CMA-CGM CFS, Star Track CFS, All Cargo CFS, Albatross CFS port) and any other ICD/CFS not elsewhere specified in the jurisdiction of Commissionerate and work relating to administration & SIIB and other work of the Commissionerate.

(ii) All work relating to Export in ICD-Dadri (including CMA-CGM CFS, STT CFS, All Cargo CFS, Albatross CFS and any other ICD/CFS not elsewhere specified in the jurisdiction of Commissionerate.

(iii) All work relating to Import and Export in ICD-Loni.

Subsequent to the implementation of GST from 01.07.2017 the reorganization of Customs Department was effected vide notification no.82/2017- Cus (NT) dt 24.08.2017 (as amended). The Customs Commissionerate, Noida is having jurisdiction under Meerut Zone, Meerut in the states of Uttar Pradesh and Uttarakhand. These ICDs are:

1. ICD Dadri with custodian M/s CONCOR
2. ICD Loni with custodian M/sWorld Window Infrastructure Logistics Pvt. Ltd.
3. ICD Moradabad with custodian M/s CONCOR
4. ICD Khurja with custodian M/s Arshiya Industrial & Distribution Hub Ltd.

5. ICD Rori with custodian M/s Kribhco Infrastructure Ltd.
6. ICD Kashipur, with custodian M/s Kashipur Infrastructure and FerjghtTerminal Pvt Ltd,
7. ICD PantNagar with custodian M/s SIDCUL CONCOR Infra Company Ltd.

This Commissionerate has also taken over all such customs related work w.e.f 15/01/2018, which were hitherto performed by CGST Commissionerates of Meerut Zone. For ease of doing business, a Trade Notice No. 01/2018 dated 18.01.2018 has been issued by the Chief Commissioner, Customs & Central Goods & Services Tax Meerut Zone Meerut and created 10 Export Promotion Circles in the state of Uttar Pradesh & Uttarakhand to perform customs related work, which were hitherto performed by CGST, which includes implementation of self sealing / factory stuffing of containerised export cargo, fixation of brand rate of drawback, Duty drawback for supplies made by DTA units to SEZ, Licensing of customs bonded warehouse etc. .

**(II) ORGANIZATION SETUP AND DUTIES:-**

The Commissionerate having jurisdiction over state of U.P. & Uttarakhand with Headquarters at ICD Dadri, Village Tilpatta, Distt. Gautam Budh Nagar, functions under the administrative control of Principal Commissioner of Customs, assisted by Addl./Joint/Deputy/ Assistant/ Commissioners. The Commissionerate draws its Gr. B, C and multitasking staff from Central Excise & CGST Zone Meerut, which is controlling authority for the officers/staff in these groups.

The Commissionerate further, for ease of doing business, created 10 Export Promotion Circles (EPC). for the purpose of facilitating the exporters and importer earlier being carried out by the Central Excise formations.

The hierarchy of the officers is as under:-

Principal Commissioner

ii. Additional/Joint Commissioner

iii. Deputy/Asstt. Commissioner

iv. Appraiser

v. Superintendent.

vi. Personal Secretary

vii. Inspector

viii. Executive Assistant /Tax Assistant/LDC

ix. Drivers

x. Havaldars

xi. Sepoy

**(ii) The powers and duties of its officers and employees:-**

The officers and staff of Noida Customs, Commissionerate are committed to its Citizen Charter, to provide to trade & industry time bound and speedy cargo clearance facility, quick redress of grievance and inculcating in its officers' sense of service with stress on-

(i) Integrity and judiciousness

(ii) Courtesy and understanding

(iii) Objectivity and transparency

(iv) Promptness and efficiency

Steps are afoot to further professionalize Customs staff to be able to render efficient and prompt service to the clients almost at par with those rendered by other Customs services in developed countries/WCO/WTO norms.

The Powers of officers of Customs have been elaborated in Section 5 of the Customs Act, 1962 and are laid as under –

a). Subject to such conditions and limitations as the Board may impose, an officer of Customs may exercise the powers and discharge the duties conferred or imposed on him under this Act.

b). An officer of Customs may exercise the powers and discharge the duties conferred or imposed under this Act on any other officer of Customs, who is subordinate to him.

The work is delegated to various categories of officers within the framework of the law.

**(iii). The procedure followed in the decision making process, including channels of supervision and accountability.**

a) The Pr. Commissioner monitors the working and functioning of the Commissionerate. Since the Policy formulations are exclusively in the domain of the Board, policy implementation in spirit of the laws so formulated forms the major functions of field formations. The Commissionerate collates and compiles various trade representations; problems faced by the Trade and Industry and forward them to the Chief Commissioner Office, Meerut Zone for onwards submission to the Board which become ingredients for policy formulation.

b) Decision making in the organization is based on decentralization that is to say that there is a definite delegation of authority and responsibility to different levels of the organization. Such delegation is laid out either in the Customs Act, 1962 or the Rules and Regulations made there under or vide various circulars issued by the department from time to time.

c) Since this Custom Commissionerate is entrusted with the main work of implementation of the Customs Act, Rules, allied Acts and Board's orders etc., all aspects of Revenue are monitored and status are forwarded to Board in the form of weekly, monthly and quarterly reports.

d) All references received from the Trade, different stakeholders and Field formations are submitted by concerned Sections to the AC/DC in-charge in the Commissionerates. The file noting are prepared by Inspector. The relevant notification / circulars etc. are explained by Suptd/AO. The main recommendations are made by AC /DC /ADC and finally the important decisions are approved by the Commissioner. In case of requirement of any clarification the same is referred to the Board for taking final decision.

**(iv) The norms set by it for the discharge of its functions.**

The mission of the organization is to achieve excellence in the implementation of

Customs Acts, Allied Acts and Rules there under aimed at:

1. Realizing the revenues in a fair, equitable and efficient manner.
2. Administering the Government's economic, tariff and trade policies with a practical and pragmatic approach.
3. Facilitating trade and industry by streamlining and simplifying Customs and Excise processes in light of the guidelines prescribed and facilitating the Trade and Industry.

4. Creating a climate for voluntary compliance by providing guidance and building mutual trust.
5. Combating revenue evasion, commercial frauds and social menace in an effective manner

To achieve its mission, the Zonal Office has taken on priority to utilize both the man and material resources at its disposal in-

1. Enhancing the use of Information Technology
2. Streamlining Customs and Excise Procedures
3. Encouraging voluntary compliance
4. Evolving cooperative initiatives
5. Assisting in the formulation of Tariff policies
6. Combating Revenue evasion, commercial frauds and social menace effectively
7. Measuring conformance to service delivery standards
8. Developing professionalism and responsibility

**(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

Available on CBIC Website i.e. <http://www.cbic.gov.in/index>

**(vi) A statement of the categories of documents that are held by it or under its control.**

The office documents are generally processed and stored in the form of files and folders. Files and documents related to work assigned to concern Sections of this office are duly catalogued, indexed and entered in Registers and these are kept in the custody of respective Sections. Almost entire database is available in EDI system.

**(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.**

The members of Public can write to this office on any such issue or seek appointment for meeting, if required.

**(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

CCFC meetings and open House Meetings with Trade Representatives / Importers/Exporters and other stake holders are held at regular intervals by the this Commissionerate. The minutes of the meeting are displayed on notice board. The Citizen's Charter of the Department envisions that the Customs & Central Excise officers shall carry out their assigned tasks with integrity and judiciousness; courtesy and understanding; objectivity and transparency; promptness and efficiency. The officers are also committed to providing every possible assistance to the public and trade in implementation of the Customs policies and procedures. The Customs department has also initiated a number of measures to ensure that complaint(s) /grievance(s) are minimized and where received these are attended to promptly.

In order to take care of the grievance(s)/complaint(s) the department has put in place a grievance redressal mechanism in this Commissionerate. The grievance redressal mechanism can broadly be categorized as:

- Facilitation for receipt and guidance of complaints / representation at the inward Section in Commissioner's office.
- Redressal of vigilance complaints
- Prompt handling of the complaints / grievances received through CPGRAMS

(Central Public Grievances Monitoring System)

**(ix) A directory of its officers and employees.**

The information is reflected in the Commissionerate website <https://www.noidacustoms.gov.in/front.php>

**(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

Designation Level as per Pay Matrix (7th Pay Commission)

Group 'A'

1. Pr. Commissioner L-14
2. Additional Commissioner L-13
3. Joint Commissioner L-12
4. Deputy Commissioner L-11
5. Assistant Commissioner L-10
6. Chief Accounts Officer L-10
7. Assistant Director (Comm.) L-10

Group 'B(G)'

1. Sr. P.S. L-8
2. Appraiser L-8
3. Superintendent L-8
4. ACAO/AO L-7

Group 'B(NG)' /Group 'C'

1. Preventive Officer L-7
2. Examiner/Inspector L-7
3. DOS L-6
4. Senior Hindi Translator L-6
5. Junior Hindi Translator L-6
6. Senior Tax Assistant L-6
7. Tax Assistant L-4
8. Lower Division Clerk L-2
9. Motor Driver ( Grade - I ) L-5
10. Motor Driver ( Grade - II ) L-4

11. Motor Driver ( Grade - III ) L-2

12. Head Havaldar L-2

13. Havaldar L-1

14. Sepoy L-1

7th Pay Commission Pay Matrix Table (Civilian Employees) S.NO.	Group	Designation	Level as per pay Matrix (7th CPC)
1	A	Pr. Commissioner	14 (144200-218200)
2	A	Add. Comm.	13 (118500-214100)
3	A	Joint Comm.	12 (78800-209200)
4	A	Dy. Comm.	11 (67700-208700)
5	A	Asstt. Comm	10 (56100-177500)
6	B(GZD)	Supdt.	8 (47600-151100)
7	B(GZD)	Appraiser	8 (47600-151100)
8	B(GZD)	Admn. Officer	7 (44900-142400)
9	B (N-GZD)	Inspector	7 (44900-142400)
10	B (N-GZD)	Executive Asstt.	6 (35400-112400)
11	B (N-GZD)	Junior Hindi Trans.	6 (35400-112400)
12	C	Driver	5 (29200—92300)
13	C	Tax Asstt.	4 (25500—81100)
14	C	LDC	3 (21700-69100)
15	C	Hav/H.hav	2 (19900-63200)

(xi) **Particulars of all plans, proposed expenditures and reports on disbursements made.**

Not applicable

(xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes .**

NA

(xiii) **Particulars of recipients of concessions, permits or authorizations granted by it.**



NA

**(xiv). Details in respect of the information, available to or held by it, reduced in an electronic form.**

The administered Acts and Rules are available on the CBIC website ( <http://www.cbic.gov.in> ). All Notifications, Instructions and Circulars issued from time to time are also made available on this website. viz. <http://www.cbic.gov.in/>

The Noida Customs Commissionerate maintains its website <https://www.noidacustoms.gov.in/front.php> wherein salient information pertaining to various field formations is given for general information of the public at large. In addition, website also contains a copy of the Public Notices/ Trade Facilities issued by the Commissionerate.

**(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

The details of the minutes of the PTFC/CCFC Meetings are displayed on Notice Board. Library room is maintained at Commissionerate office at Concor Building.

**(xvi) The names, designations and other particulars of the Public Information Officers**

A Public Notice bearing No.14/2019 dt. 29/11/2019 was issued to appoint the Central Public Information Officers in the jurisdiction of Noida Commissionerate,

List of Central Public Information Officer (CPIO)- Sl. No.	Name and Designation of CPIO	Office Address & Jurisdiction	Name & Address of the APIO
01	Shri Sheopat Singh, (Assistant Commissioner Customs), Office of the Principal Commissioner, Noida Customs Commissionerate Concor Complex, P O - Container Depot Greater	(i) Head Quarter, Noida Customs, (ICD Dadri, Startrack Terminal CFS, CMA-CGM CFS, Albatross CFS Concor Complex P O - Container	Shri Umesh Kumar, ( Joint Commissioner of Customs) Office of the Pr. Commissioner, Customs Commissionerate Concor

	Noida Gautam Budh Nagar (U P )-20131 1 .	Depot, Greater Noida, Gautam Budh Nagar (U P ) (ii) ICD Khurja Arshiya Industrial Distribution Hub Ltd, Village, Ibrahimpur Junaidpur Urf Moujpur. Khurja, Bulandshahar. U.P	Complex P O – Container Depot Greater Noida Gautam Budh Nagar (U P )-201311
02	Shri Nitish Karnatak (Deputy Commissioner of Customs) Office of the Deputy Commissioner of Customs). ICD Rori near, Modinagar-Karkhoda Road (U.P)	ICD Rori near Modinagar , Modinagar-Karkhoda Road, Distt- Ghaziabad (U.P) -	do
03	Shri Rajeev Kulshrestha, (Assistant Commissioner of Customs), Office of the Joint Commissioner of Customs ICD Loni, Chirori Banthla Road Distt- Ghaziabad (U P )	ICD Loni, Ghaziabad Chirori Banthla Road Distt- Ghaziabad (U P )	do
04	Shri Manoj Parbhakar (Deputy Commissioner of Customs), Office of the Deputy Commissioner of Customs Moradabad ICD LOCOSHED Moradabad (U P	ICD Moradabad-LOCOSHED, Moradabad U.P	do
05	Shri Harsh Verdhan Pande (Assistant Commissioner of Customs), Office of the Assistant Commissioner of Customs ICD Kashipur. Kashipur Infrastructure and FerjghtTerminal Pvt Ltd, Bazpur Road. NH-74 8 KM Stone Beside Cheema Paper Mill,Vill-Sandkhera Distt- Udham Singh Nagar (U K)	(i) ICD Kashipur- Office of the Assistant Commissioner of Customs ICD) Kashipur. Kashipur Infrastructure and FerjghtTerminal Pvt Ltd, Bazpur Road. NH-74 8 KM Stone Beside Cheema Paper Mill, Vill-Sandkhera Distt- Udham Singh Nagar (U K)	do

06	Shri Harsh Verdhan Pande (Assistant Commissioner of Customs), Office of the Assistant Commissioner of Customs ICD Pant Nagar, Plot No 4-5 Sector- 14 IIE SIDCUL Pantnagar. U K	(ii) <b>ICD Pant Nagar-</b> Plot No 4-5 Sector- 14 IIE SIDCUL Pantnagar. U K	do