

ABOUT THE ORGANISATION

Particulars of its organisation, functions and duties	(i) Name and address of the Organization	Shri Alok Tewari, Chief Commissioner, CGST & CX, C.R. Building I.P. Estate, New Delhi-110002.
	(ii) Head of the organization	Chief Commissioner
	(iii) Vision, Mission and Key objectives	http://gstdelhizone.gov.in/vision.php
	(iv) Function and duties	<p>CCO's functions</p> <p>The (main) function of the Chief Commissioner's Office (CCO) is to discharge its responsibilities and strive to achieve excellence in its working besides causing due supervision and administration in ensuring the effective functioning of its subordinate GST & Central Excise and Customs Commissionerates in the Zone; for this purpose, assuring –</p> <ol style="list-style-type: none"> (1) the collection of due Government revenue under GST and Customs in a fair, equitable and efficient manner. (2) Administering the Government's various economic, tariff and trade policies. (3) Facilitating trade and industry including by streamlining and simplifying GST processes and helping Indian business to enhance its competitiveness. (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. (6) Duly implementing the Central Board of Indirect Taxes and Customs (CBIC)'s laid down policy and instructions. (7) Providing valuable inputs, other reports, feedback, etc. to the CBIC and higher authorities and guide the subordinate Commissionerates. <p>About Goods & Service Tax (GST) Indirect Taxation (w.e.f. 01-07-2017) regime</p> <p>Briefly, the law relating to Goods and Service Tax viz., the Central GST Act, 2017 (Act No. 12 of 2017) and the (concerned) State GST Act, 2017 was finally brought (legislated) into effect on 01-07-2017 (midnight), based on the constitutional amendment (effected) in this regard. It</p>

		<p>seeks to replace (subsume) the various earlier indirect taxes levied by the Central Government and State Governments (i.e., 17 kinds of indirect taxes imposed, such as: entry taxes, CVD, SAD Customs, AED, Luxury tax, Entertainment tax, taxes on lottery, betting and gambling; 23 kinds of 23 cesses imposed, such as: cess on tea and coffee, rubber, etc.). The introduction of GST is considered as a path-breaking and innovative step and measure to achieve the nation's long-cherished goal of (slogan) 'One Nation – One Tax – One Market' (seamless and unfettered flow of goods and services without any tax hindrance, as considered earlier) besides improving ease of doing business. The Government's logo in this regard is given below.</p> <p>The CCO, Delhi ZOne comprises of 04 executive Central GST Commissionerates (Delhi North, East, West, South) and 02 Audit Commissionerates (Audit I/II). Apart from this, 02 Commissioners (Appeals) are also functioning (Appeal I/II) and Cadre Control Authority under the administrative jurisdiction of the Chief Commissioner.</p> <p>Any complaint, grievance, etc. experienced by the taxpayer and all others concerned regarding the working of the CCO and its subordinate Commissionerates may be brought to the notice of this Office (including by e-mail) for grievance redressal and necessary action.</p>
	(v) Organization Chart	http://gstdelhizone.gov.in/organization-structure.php
	(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	http://gstdelhizone.gov.in/organization-structure.php
Power and duties of its officers and employees	(i) Powers and duties of officers (administrative, financial and judicial)	https://www.cbic.gov.in/htdocs-cbec/gst/index-english
	(ii) Power and duties of other employees	
	(iii) Rules/ orders under which powers and duty are derived	

	and	
	(iv) Exercised	
	(v) Work allocation	http://gstdelhizone.gov.in/standing_order.php
Procedure followed in decision making process	(i) Process of decision making Identify key decision making points	Decisions for executions, purchases etc. are exercised by the sub-ordinate jurisdictional Commissionerate in lines with the extant statutory provisions. For details, site of the respective Commissionerates may please be visited.
	(ii) Final decision making authority	
	(iii) Related provisions, acts, rules etc.	
	(iv) Time limit for taking a decisions, if any	
	(v) Channel of supervision and accountability	
Norms for discharge of functions	(i) Nature of functions/ services offered	Decisions for executions, purchases etc. Are exercised by the sub-ordinate jurisdictional Commissionerate in lines with the extant statutory provisions. For details site of the respective Commissionerates may please be visited.
	(ii) Norms/ standards for functions/ service delivery	
	(iii) Process by which these services can be accessed	
	(iv) Time-limit for achieving the targets	
	(v) Process of redress of grievances	https://pgportal.gov.in/
Rules, regulations, instructions manual and records for discharging functions	(i) Title and nature of the record/ manual /instruction.	https://cbic-gst.gov.in/cbic-gst-application-advisories-user-manuals.html

	(ii) List of Rules, regulations, instructions manuals and records.	https://www.cbic.gov.in/hdocs-cbec/gst/index-english
	(iii) Acts/ Rules manuals etc.	https://www.cbic.gov.in/hdocs-cbec/gst/index-english
	(iv) Transfer policy and transfer orders	Available in Delhi CGST website <u>NOTICE BOARD - Office Orders</u>
	(i) Gr. A	https://www.cbic.gov.in/hdocs-cbec/home_links/hrissues
	(ii) Gr. B & C	CENTRAL EXCISE DELHI-I (mofapp.nic.in)
Categories of documents held by the authority under its control	(i) Categories of documents	Not applicable for this office. However, it is informed that Bonds, securities etc. remain under the safe custodies of various offices under the sub-ordinate jurisdictional Commissionerate in lines with the extant statutory provisions
	(ii) Custodian of documents/categories	
Directory of officers and employees	(i) Name and designation	http://gstdelhizone.gov.in/officers.php
	(ii) Telephone , fax and email ID	
Monthly Remuneration received by officers & employees including system of compensation	(i) List of employees with Gross monthly remuneration	The salary and remuneration of employees are as per 7th CPC &FR/SR in accordance with the designation and the pay scale. https://doe.gov.in/seventh-cpc-pay-commission
	(ii) System of compensation as provided in its regulations	

Name, designation and other particulars of public information officers	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	http://gstdelhizone.gov.in/files/rti/faa-cpio.pdf
Programmes to advance understanding of RTI	(i) Educational programmes	Not applicable for this office. However, time to time training is/ are scheduled by various offices of NACIN. Therefore, for such details, the site of the respective NACIN may please be visited. https://nacin.gov.in/page/trainingcalendar
	(ii) Efforts to encourage public authority to participate in these programmes	
	(iii) Training of CPIO/APIO	

	(iv) Update & publish guidelines on RTI by the Public Authorities concerned	http://gstdelhizone.gov.in/files/rTI/guidelines-for-filling-rTI-application.pdf
Transfer policy and transfer orders	(i) Gr. A	https://www.cbic.gov.in/htdocs-cbec/home_links/hrissues
]]	(ii) Gr. B & C	CENTRAL EXCISE DELHI-I (mofapp.nic.in)

Budget and Programme

Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.	(i) Total Budget for the public authority	Available on the website http://gstdelhizone.gov.in/
	(ii) Budget for each agency and plan & programmes	
	(iii) Proposed expenditures	
	(iv) Revised budget for each agency, if any	
	(v) Report on disbursements made and place where the related reports are available	

Foreign and domestic tours		https://www.cbic.gov.in/hdocs-cbec/info-act/tourdtls/foreign-idx
	<p>(iii) Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The works contracts concluded – in any such combination of the above-and</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	Decisions for executions, purchases etc. are exercised by the subordinate jurisdictional Commissionerate in lines with the extant statutory provisions. For details site of the respective Commissionerates may please be visited. Links are also available in NOTICE BOARD
`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	https://www.cbic.gov.in/hdocs-cbec/deptt_offcr/audit-cxst/audit-cxst

Publicity and Public interface

<p>Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof</p>	<p>Arrangement for consultations with or representation by the members of the public</p>	<p>RAC (Regional Advisory Committee) is scheduled on quarterly basis. REIC (Regional Economic Intelligence Committee) is scheduled on by-monthly basis. Time to time, RAC members and REIC members are intimated of the schedule/ bylaws/ relevant statutory provisions by way of correspondences through letters/ e-mail. Further, there is no fixed scheduled for holding JCM meeting with the Principal Commissioner. As and when required, the members of the respective association/s approach the competent authority for sorting out their grievances/ problems. Chief Commissioner or Principal Commissioner Calls meeting for resolving their issues relating to administration, establishment and welfare etc.</p>
	<p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p>	
	<p>(ii) Arrangements for consultation with or representation by</p>	<p>Arrangement for details of Information & Facilitation Counter (IFC) to provide publications as sought by RTI applicants is being provided during 09:30 to 18:00 Hrs., on each working day through SEVOTTAM counter being operated at "OFFICE OF THE CHIEF COMMISSIONER, CGST & CX, Delhi Zone, Ground Floor, C.R. Building I.P Estate, New Delhi-110002</p>
	<p>a) Members of the public in policy formulation/ policy implementation</p>	<p>Phone :- 011-23708308.</p>
	<p>b) Day & time allotted for visitors</p>	
	<p>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	

Are the details of policies / decisions, which affect public, informed to them	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	http://gstdelhizone.gov.in/taxpayerservices.php
	(i) Internet (website)	http://gstdelhizone.gov.in/index.php
	(i) Electronic format	https://www.cbic.gov.in/htdocs-cbec/gst/index-english
	(ii) Printed format	
Whether information manual/handbook available free of cost or not	(i) Free of cost	Various brochures of different schemes etc. (viz. SVLDRS) are available in the office, free of cost during 09:30 to 18:00 Hrs., on each working day through SEVOTTAM counter being operated at "OFFICE OF THE CHIEF COMMISSIONER, CGST & CX, Delhi Zone, Ground Floor, C.R. Building I.P Estate, New Delhi-110002 Phone :- 011-23708308.

E-Governance

Language in which Information Manual/Handbook Available		https://cbic-gst.gov.in/cbic-gst-application-advisories-user-manuals.html
When was the information Manual/Handbook last updated?	Last date of Annual updation	Updated on regular basis.

Particulars of facilities available to citizen for obtaining information	(i) Name & location of the facility	Office of the Chief Commissioner, CGST & CX, 1st Floor, C.R. Building, I.P Estate, New Delhi-110002.
	(ii) Details of information made available	NA
	(iii) Working hours of the facility	09:30 am to 06:00 pm (working days)
	(iv) Contact person & contact details (Phone, fax email)	Ph: 011-23708308, Email : ccu-cexdel@nic.in
Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	RTI Quarterly report 2020-2021
	(ii) Details of appeals received and orders issued	RTI Quarterly report 2020-2021
OTHERS		
	(i) Name & details of	
	(a) Current CPIOs & FAAs	http://gstdelhizone.gov.in/files/rti/faa-cpio.pdf
	(b) Earlier CPIO & FAAs from 1.1.2015	
	(ii) Details of third party audit of voluntary disclosure	NACIN
	(a) Dates of audit carried out	NACIN for period 2019-20
	(b) Report of the audit carried out	Not Available with this office
	(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	Ms. Samrita Kaur Gill, Joint Commissioner, CCA & CGST & CX, Delhi North
	(a) Date of	15.07.2019

	appointment	
	(b) Name & Designation of the officers	Ms. Samrita Kaur Gill, Joint Commissioner, CCA & CGST & CX, Delhi North