वस्तु & सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF GOODS & SERVICE TAX
सिकंदराबाद जी.एस.टी.आयुक्तालय/ **SECUNDERABAD GST COMMISSIONERATE**
जी.एस.टी.भवन,एल. बी. स्टेडियम रोड,बशीरबाग,हैदराबाद-500 004
GST BHAVAN, L.B.STADIUM ROAD, BASHEER BAGH,HYDERABAD-500 004
E-Mail: cgst.seccommr@gov.in Ph No.:040- 2323148

Date: As signed

Suo moto disclosure under Section 4 of the RTI Act, 2005

1.1 PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES [Section 4(1) (b) (i)]:

Name and address of the Organisation: -

Office of the Chief Commissioner of CGST, Central Excise & Customs, Hyderabad Zone, GST Bhavan, L.B. Stadium Road, Basheerbagh, Hyderabad - 500 004.

Head of the Organisation: - Mr. Arun Kumar, Chief Commissioner.

Vision, Mission and Key Objectives: -

Vision: Partnering in India's socio-economic growth by formulating and implementing progressive indirect tax policies adopting stakeholdercentric approach and protecting the frontiers.

Mission: A robust indirect tax and border control administration, with a view towards delivery of services, which is –

- Simple and predictable

- Fair and just

- Transparent

- Technology driven

and which -

-Encourages trust

– based voluntary compliance

- Protects honest taxpayers' rights

- Facilitates trade with risk-based enforcement

- Enables legitimate movement of people, goods and services

- Supplement the efforts to ensure national security

- Continually invests in capacity building to achieve professional and ethical excellence, and

- Promotes Ease of doing Business

Our Motto "Desh Sevarth Kar Sanchay" Tax collection in Service of the Nation

Core Values

- Integrity and Judiciousness

- Impartiality and Fairness

- Courtesy and Understanding

- Objectivity and Transparency

- Uprightness and Conscientiousness

- Promptness and Efficiency

Our Expectations

We expect citizens to:

- Uphold and respect the laws of the land

- Voluntarily discharge all tax liabilities

- Fulfil their duties and legal obligations in time

- Be honest in furnishing information

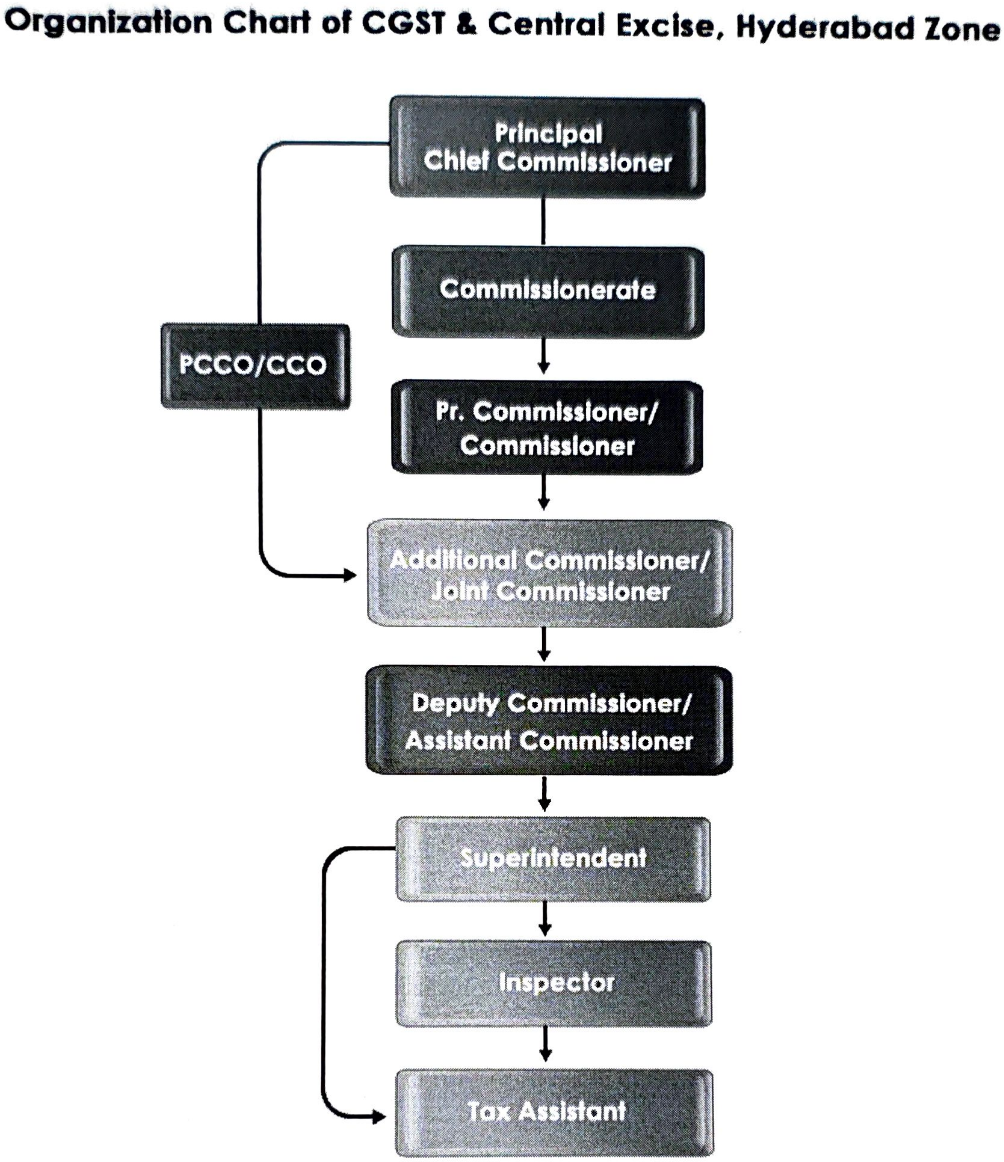
- Be co-operative and forthright in inquiries and verification

- Avoid unnecessary litigation.

Functions and Duties:-

CGST, Central Excise & Customs, Hyderabad Zone is a Central Government organization working under Central Board of Indirect Taxes & Customs (CBIC), Department of Revenue, Ministry of Finance, Government of India. This office is entrusted to monitor the work of levy of CGST, Central Excise & Customs being performed by 9 Commissionerates (04 CGST Executive Commissionerates, 01 Customs Commissionerate, 02 CGST Audit Commissionerates and 02 CGST Appeals Commissionerate). The Chief Commissioner of the Zone has the administrative control over the entire zone spread across the state of Telangana .

Organisation Chart:-



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 – The Government of India has implemented Goods and Service Tax(GST) w.e.f 01.07.2017. GST is a single tax on supply of goods & services which replaces the existing indirect taxes levied by both Centre and States. Central Board of Excise and Customs (CBEC) has been renamed as Central Board of Indirect Taxes and Customs (CBIC).

1.2 POWERS AND DUTIES OF OFFICERS AND EMPLOYEES [Section 4(1) (b) (ii)]:

The powers and duties of the officers are defined in the following Acts:

- Central Excise Act, 1944,
- Customs Act 1962,
- CGST Act, 2017,
- IGST Act, 2017, and
- Rules made thereunder, which are available in public domain.

(i) Powers and duties of officers (Administrative, Financial and Judicial):

1. Chief Commissioner of CGST, Central Excise& Customs:

The Chief Commissioner is the Administrative Head of the Zone. He/ She shall oversee collection of targeted revenue every year and shall report to the Central Board of Indirect Taxes& Customs (CBIC). He/ She exercises control over the Principal Commissioners/ Commissioners of CGST, Central Excise & Customs in the zone as well as Principal Commissioners/ Commissioners of Appeals and Audit Commissionerates coming under the zone. The Chief Commissioner is also the Cadre Control Authority having administrative control over service matters of Group-B & Group-C officers working in Hyderabad Zone (Telangana) and Visakhapatnam Zone (Andhra Pradesh).

2. Additional Commissioner / Joint Commissioner of CGST, Central Excise& Customs:

An officer in the rank of Additional Commissioner/Joint Commissioner of CGST and Central Excise is deployed in Chief Commissioner's office. He/ She assist the Chief Commissioner in all matters. He/ She supervise and have control over all the staff working in Chief Commissioner's office.

3. Deputy / Assistant Commissioner of CGST, Central Excise & Customs:

An officer in the rank of Deputy/Assistant Commissioner of CGST and Central Excise is deployed in Chief Commissioner's office. He/ She assists the Chief Commissioner and Additional Commissioner in matters allotted to him/her. He/ She supervises and has control over the sections allocated to him/her as under:

- Cadre Control Authority & Establishment
- Confidential & Vigilance Section
- Central Administrative Tribunal (CAT) Section
- Systems Section
- Technical Section
- Legal &Review Section
- Statistics Section
- Audit Section
- Analytics Section (BIFA/ADAVIT, etc)
- RTI Cell.

(ii) Powers and duties of other officers/employees:

4. Superintendent/Administrative Officer of CGST, Central Excise & Customs:

Officers in the rank Superintendent/Administrative Officer of CGST and Central Excise are deployed in Chief Commissioner's office. He/ She assists the Chief Commissioner, Additional Commissioner, Deputy/Assistant Commissioner of CGST, Central Excise & Customs in matters allotted to him/her. He/ She supervises and has control over the sections allocated to him/her.

5. Inspector of CGST, Central Excise& Customs:

Officers in the rank of Inspector of CGST and Central Excise are deployed in Chief Commissioner's office. He/ She assists the Chief Commissioner, Additional Commissioner, Deputy/Assistant Commissioner and Superintendent of CGST, Central Excise & Customs in matters allotted to him/her.

6. Executive Assistant/Tax Assistant of CGST, Central Excise& Customs:
Officers in the rank of Executive Assistant/Tax Assistant of CGST, Central Excise & Customs are deployed in Chief Commissioner's office. He/ She assists the Chief Commissioner, Additional Commissioner, Deputy/Assistant Commissioner and Superintendent /Administrative Officer of CGST Central Excise & Customs in matters allotted to him/her.

In addition to above, Stenographer Grade-I/II and Personal Secretary are also posted in Chief Commissioner's office to assist the Chief Commissioner and Additional Commissioner.

(iii) Rules/orders under which powers and duties are derived:

Instructions contained in Manual of Office Procedure are followed during discharge of functions.

(iv) Rules/orders under which powers and duties are exercised:
Instructions contained in Manual of Office Procedure are followed during discharge of functions.

(v) Work allocation:
Work Allocation amongst the officers of all grades is done with the approval of the Competent Authority and work allocation orders are uploaded on the website for the purpose of information.

1.3 PROCEDURE FOLLOWED IN DECISION MAKING PROCESS [Section 4(1) (b) (iii)]:

(i) Process of Decision Making – Identify key decision making points:

Office of the Chief Commissioner of CGST and Central Excise is primarily an administrative / monitoring unit. It monitors the activities of Executive Commissionerates, Audit Commissionerates and Appeal Commissionerates falling under the zone.

(ii) Final Decision Making Authority:

Commissionerate is headed by a Principal Commissioner/Commissioner who is the final decision making authority with regard to disputes regarding levy and collection of CGST, Central Excise & Customs in his/her jurisdiction.

(iii) Related provisions, acts, rules etc.:

The procedure followed by the officers in the decision making process and different aspects of supervision, accountability for taking decisions are outlined in the CGST Act, IGST Act, Central Excise Act, Customs Act and related Rules and Manuals which are already in public domain.

(iv) Time-limit for taking decisions:

Time limit for taking decisions are outlined in the CGST Act, IGST Act, Central Excise Act, Customs Act and related Rules and Manuals which are already in public domain. Further, for key services provided by the Commissionerates under this office, the time limits have also been made available in public domain through Citizen's charter.

(v) Channel of supervision and accountability:

Commissionerates are supervised by Principal Commissioner/Commissioner who is assisted by Additional/Joint Commissioners and other officers in the Commissionerate Headquarters office. There are subordinate field formations called Divisions which are supervised by an officer of the rank of Deputy/Assistant Commissioner and there are multiple Ranges under each Division which are supervised by Superintendents. Each Range Officer of the Division is assisted by Inspectors. The overall control of the Zone is vested with the Chief Commissioner.

1.4 NORMS FOR THE DISCHARGE OF ITS FUNCTIONS [Section 4(1)(b)(iv)]:

(i) Nature of functions/ services offered: To carry out the mission of CBIC to administer CGST, IGST and Central Excise laws aimed

- realizing the revenues in a fair, equitable & efficient manner;
- administering the Government's economic, tariff and trade policies with a practical and pragmatic approach;
- facilitating trade and industry by streamlining & simplifying CGST and Central Excise processes and helping Indian businesses to enhance their competitiveness;
- creating a climate for voluntary compliance by providing guidance and building mutual trust;
- Combating revenue evasion and commercial frauds in an effective manner.

(ii) Norms/ standards for functions/ service delivery: The said objectives are sought to be achieved by:-

- enhancing the use of information technology;
- streamlining the procedures;
- encouraging voluntary compliance;
- Evolving cooperative initiatives.

(iii) Process by which these services can be accessed: For services provided by the Commissionerates under this office, the designated portals can be accessed through links given in Tax Payer Services Tab on the website.

(iv) Time-limit for achieving the targets: Time limit for taking decisions are outlined in the CGST Act 2017, CGST Rules 2017, Central Excise Manual, the Adjudication Manual, Audit Manual etc. which have been made available in public domain through the website.

(v) Process of redress of grievances:

The aggrieved citizens may submit their grievances online through CPGRAM Portal for speedy and favorable redressal at https://pgportal.gov.in/or by any other mode.

The grievances received are examined by the Section dealing with the matter and if found genuine necessary action for redressal of the same is taken accordingly by the competent authority. If the grievance pertains to the field formations under the jurisdiction of this office, the same are forwarded for their comments or necessary action and final decision is taken based on the verification report received from the field formations. Decision on the grievances is conveyed to the CPGRAM portal or by Post, from where the same is received.

1.5 RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY THE ORGANIZATION OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS [Section 4(1) (b)(v)]:

(i) Title and nature of the record/manual/instruction:

The main statutes which are related to the levy and collection of CGST, IGST & Central Excise Duty are as under:

- Central Excise Act, 1944
- Central Excise Tariff Act, 1985
- National Calamity Contingent Duty (Section 136 of the Finance Act, 2001 (14 of 2001)
- Education Cess (Chapter VI of the Finance Bill, 2004)
- Additional Duties of Excise (Goods of Special Importance) Act, 1957
- Additional Duties of Excise (Textiles and Textile Articles) Act, 1978
- Provisional Collection of Taxes Act, 1931

- Customs Act, 1962
- CGST Act, 2017; IGST Act 2017; UGST Act 2017
- Customs Tariff Act, 1975
- Foreign Trade (Development and Regulation) Act, 1992
- Chapter V of the Finance Act, 1994 [Service Tax]
- Finance Act, 1989 (13 of 1989) (from section 40 to 49) [Inland Air Travel Tax]
- GST Rates
- Health Security se National Security Cess Act, 2025

(ii) List of Rules, regulations, instructions manuals and records:

- The Cenvat Credit Rules, 2004
- The Central Excise Rules, 2002 (Section 143 of the Finance Act, 2002) The Central Excise (Appeals) Rules, 2001
- The Central Excise (Settlement of Cases) Rules, 2001
- The Central Excise (Removal of Goods at Concessional Rate of Duty for Manufacture of Excisable Goods) Rules, 2001
- Central Excise Valuation (Determination of Price of Excisable Goods) Rules, 2000
- Consumer Welfare Fund Rules, 1992
- The Customs, Excise & Service Tax Appellate Tribunal (Procedure) Rules, 1982.
- The Central Excise (Advance Rulings) rules, 2002.
- Foreign Privileged Persons (Regulation of Customs Privileges) Rules, 1957
- Customs (Attachments of Property of Defaulters for Recovery of Government Dues) Rules, 1995
- Accessories (Condition) Rules, 1963
- Re-Export of Imported Goods (Drawback of Customs Duties) Rules, 1995
- Notice of Short-Export Rules,1963
- Customs and Central Excise Duties Drawback Rules,1995
- Specified Goods (Prevention of Illegal Export) Rules, 1969
- Customs Tariff (Determination of Origin of Goods under the Agreement on SAARC Preferential Trading Arrangement) Rules,1995
- Notified Goods (Prevention of Illegal Import) Rules, 1969
- CGST Rules 2017; IGST Rules 2017

Manuals

- CBIC Manual on Central Excise
- CBIC Manual on Customs

(iii) Acts/ Rules manuals etc.: All these Acts, Rules, Manuals are available in CBIC website www.taxinformation.cbic.gov.in.

1.6 CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL [Section 4(1) (b) (VI)]:

(i) Categories of documents

Office of the Chief Commissioner of CGST, Central Excise & Customs being only an administrative/monitoring unit, no specific records are exclusively held by it or under its control. However, the Commissionerates maintain the followings records:

1. Records of revenue realization
2. Records of inspection and audit
3. Records of litigation in Courts
4. Records of litigation in Tribunals
5. Records of vital statistics like Revenue, arrears of Revenue, Provisional assessments, Adjudication, Refunds
6. Records of Offences registered against tax evaders
7. Records of Tax Recovery
8. Records of Drawback Claims
9. Records of Vigilance matters
10. Records of Receipts and Expenditure Accounts
11. Records of Service Books
12. Records of Establishment matters
13. Records of Administration
14. Records of Stores & Stationery
15. Records of Welfare matters
16. Records of Audits conducted and discrepancies noted
17. Records of Prosecutions
18. Records of litigation in courts
19. Records of Departmental Adjudication

(ii) Custodian of documents/categories:

Apart from the matters like administration of Chief Commissioner's Office, public grievances, etc, the issues which are received in Chief Commissioner's Office for information and comments are held by it. Records related to work assigned to concerned Sections are kept in the custody of respective Sections.

1.7 BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS PART OF PUBLIC AUTHORITY [Section 4(1) (b) (viii)]:

i. Name of Boards, Council, Committee Etc. : Not Applicable.
ii. Composition: Not Applicable.
iii. Dates from which constituted: Not Applicable.
iv. Term/Tenure: Not Applicable.

v. Powers and Functions: Not Applicable
vi. Whether their meetings are open to the public? Not Applicable
vii. Whether minutes of the meetings are open to the public?–Not Applicalbe
viii. Place where the minutes if open to the public are available– Not Applicable

1.8 DIRECTORY OF OFFICERS AND EMPLOYEES [Section 4(1) (b) (ix)]:

Directory of Key Officers of the O/o the Chief Commissioner, CGST, Central Excise & Service Tax is available on the website under Under their respective Commissionerate Tabs .

1.9 MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS [Section 4(1)(b)(x)]:

(i) List of Employees with Gross monthly remuneration:

S. No.	Designation	Pay Level in pay matrix (along with applicable allowance)
01	Chief Commissioner	LEVEL 16
02	Additional Commissioner	LEVEL 13
03	Joint Commissioner	LEVEL 12
04	Deputy Commissioner	LEVEL 11
05	Assistant Commissioner / Chief Accounts Officer	LEVEL 10
06	Superintendent / Sr. Private Secretary	LEVEL 8
07	Administrative Officer/ Private Secretary/ Inspector	LEVEL 7
08	Executive Assistant / Steno (Gr-I)	LEVEL 6
09	Tax Assistant / Steno (Gr- II)	LEVEL 4

(ii) System of compensation as provided in regulations: There is no system for compensation.

1.10 NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS [Section 4(1)(b)(xvi)]:

The details of the CPIO, APIO and FAA are available on the website https://cgsthyderabadzone.gov.in/ in under the Tab RTI>>List of CPIO/APIO/FAA

1.11 PROGRAMMES TO ADVANCE UNDERSTANDING OF RTI [Section 26]:

1. **Educational Programmes:** Training on RTI related subjects are conducted by NACIN.
2. **Efforts to encourage public authority to participate in these programmes:** Webinars are being conducted by NACIN,HZU for the officers and staff of the Zone.
3. Officers are nominated for training on RTI related subjects which are conducted by

NACIN.

4. **Training of CPIO/APIO:** All trainings are conducted by NACIN. Further, officers also have access to training modules available on iGot Platform.
5. **Update & publish guidelines on RTI by the Public Authorities concerned** : Important CIC Decisions have been made available on the website.

1.12 TRANSFER POLICY AND TRANSFER ORDERS [F.No.1/6/2011-IR dt.
1.13 15.4.2013]:

Transfer Policy and Transfer Orders are available on the website under information under RTI tab.

(v) Report on disbursements made and place where the related reports are available: Not available.

(VI) Information related to Procurements:

I. Notice/tender enquiries, and corrigenda – Not available as this office does not make procurements. Procurement for O/o the Chief Commissioner, CGST & Central Excise, Hyderabad is done by the CGST Executive Commissionerate, Hyderabad.
II. Details of the bids awarded, comprising the names of the suppliers of goods/ services being procured -- Not available as this office does not make procurements. Procurement for O/o the Chief Commissioner, CGST & Central Excise, Hyderabad is done by the CGST Executive Commissionerate, Hyderabad.
III. The works contracts concluded in any such combination of the above- Not Applicable.
IV. The rate /rates and the total amount at which such procurement or works contract is to be executed - Not Applicable.

2.1 BUDGET ALLOCATED, TO EACH AGENCY INDICATING ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE ETC. [Section 4(1) (b) (xi)] :

(i) Total Budget for the public authority: Not Applicable.
(ii) Budget for each agency and plan & programmes: Not Applicable.
(iii) Proposed expenditures: Not Applicable.
(iv) Revised budget for each agency, if any: Not Applicable.
(v) Report on disbursments made and place where the related reports are available: Not applicable
(vi) Information related to Procurements: Not Applicable

2.2 **FOREIGN AND DOMESTIC TOURS [F. No. 1/8/2012-IR dt. 11.9.2012]**:

i. Budget – Not Applicable

ii. Foreign and Domestic Tours by Ministries and Officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department – Not Applicable

2.3 MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES [Section 4(1)(b)(xii)]:

i. Name of the programme of activity –There is no subsidy program in the Chief Commissioner's Office.

ii. Objective of the programme - Not Applicable.

iii. Procedure to avail benefits- Not Applicable.

iv. Duration of the programme/scheme - Not Applicable.

v. Physical and financial targets of the programme - Not Applicable.

vi. Nature/Scale of Subsidy/Amount allotted - Not Applicable.

vii. Eligibility criteria for grant of subsidy - Not Applicable.

viii. Details of beneficiaries of subsidy programme (number, profile, etc) - Not Applicable.

2.4 DISCRETIONARY AND NON-DISCRETIONARY GRANTS [F.No. 1/6/2011-IR dt. 15.04.2013]:

i. Discretionary and non-discretionary grants/allocations to State Govt./NGOs/other institutions –Not Applicable.

ii. Annual accounts of all legal entities that are provided grants by public authorities – Not Applicable.

2 . 5 PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY THE PUBLIC AUTHORITY [Section 4(1)(b)(xiii)]:

1. **Concessions, permits or authorizations granted by public authority**: Not Applicable.
2. **For each concession, permit or authorization granted**:

I. Eligibility criteria - Not Applicable.

II. Procedure for getting the concession/ grant and/ or permits of authorizations - Not Applicable.

III. Name and address of the recipients given concessions/ permits or authorizations - Not Applicable.

IV. Date of award of concessions/permits of authorizations - Not Applicable.

2.6 CAG & PAC paras [F.No. 1/6/2011-IR dt. 15.4.2013]:

Not Applicable.

3.1 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 THERE OF[Section 4(1()b)(vii)] [F.No. 1/6/2011-IR dt. 15.04.2013]

i. Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens: Not Applicable.

ii. a. Arrangements for consultation with or representation by the members of the public in policy formulation/ policy implementation: Not applicable.

b. Day& time allotted for visitors: Not applicable.

c. Contact details of information & Facilitation Counter (IFC) to provide publications frequently sought by the RTI Applicants: Not Applcable.

iii. Public- Private Partnerships (PPP).

a. Details of Special Purpose Vehicle, if any – Not Applicable.
b. Detailed project reports (DPRs) – Not Applicable.
c. Concession agreements – Not Applicable.
d. Operation and maintenance manuals – Not Applicable.
e. Other documents generated as part of implementation of the PPP – Not Applicable.
f. Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government –Not Applicable.
g. Information relating to outputs and outcomes –Not Applicable.
h. The process of the selection of the private sector party (concessionaire etc.) –Not Applicable.
i. All payments made under the PPP project –Not Applicable.

3.2 ARE THE DETAILS OF POLICIES/DECISIONS WHICH AFFECT PUBLIC INFORMED TO THEM [Section 4(1)(c)]:

Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;

i. Policy decisions/ legislations taken in the previous one year: Not Applicable.
ii. Outline the Public consultation process– Not Applicable.
iii. Outline the arrangement for consultation before the formulation of policy - Not Applicable.

3.3 DISSEMINATION OF INFORMATION WIDELY AND IN SUCH FORM AND MANNER WHICH IS EASILY ACCESSIBLE TO THE PUBLIC [Section 4 (3)]:

Use of the most effective means of communication,

i. **Internet (website)** :

Information related to all the relevant Acts, Rules, Transfer Policy, Transfer Orders, different Committees etc. are uploaded on the website https://cgsthyderabadzone.gov.in.

3.4 FORM OF ACCESSIBILITY OF INFORMATION MANUAL/HANDBOOK [Section 4(1)(b)]:

i. Electronic Format : Information Manual/Handbook available in English in the website https://cgsthyderabadzone.gov.in. under acts and rules
ii. Printed Format: Not Applicable

3.5 WHETHER INFORMATION MANUAL/HANDBOOK AVAILABLE FREE OF COST OR NOT [Section 4(1)(c)]:

i. Free of cost: Information Manual/Handbook available in English in the website https://cgsthyderabadzone.gov.in under acts and rules

ii. At a reasonable cost of the medium– Information Manual/Handbook available in English in the website https://cgsthyderabadzone.gov.in under acts and rules

4.1 LANGUAGE IN WHICH INFORMATION MANUAL/HANDBOOK AVAILABLE [F.No. 1/6/2011-IR dt. 15.4.2013]:

1. Hindi: Information Manual/Handbook available in English in the website https://cgsthyderabadzone.gov.in under acts and rules.
2. English: Information Manual/Handbook available in English in the website https://cgsthyderabadzone.gov.in under acts and rules.
3. Vernacular/ Local Language: Not applicable.

4.2 WHEN WAS THE INFORMATION MANUAL/HANDBOOK LAST UPDATED? [F.No. 1/6/2011-IR dt. 15.4.2013]:

Last date of Annual updation: https://cgsthyderabadzone.gov.in under acts and rules.

4.3 INFORMATION, AVAILABLE IN AN ELECTRONIC FORM [SECTION 4(1)(b)(xiv)]:

1. Details of information available in electronic form: Office of the Chief Commissioner of CGST Central Excise, Customs being only an administrative / monitoring unit, no specific information is exclusively held by it or under its control. The administered Acts and Rules and all Notifications, Instructions and Circulars issued from time to time are made available on CBIC website (https://www.cbic.gov.in).
2. Name/ title of the document/record/other information: https://www.cbic.gov.in
3. Location where available: https://www.cbic.gov.in

4.4 PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION [SECTION 4(1)(b)(xv)]:

1. Name & location of the facility: The website https://cgsthyderabadzone.gov.in under Tax Payer Services provides information and guidelines for the public. The Reception Desk and GST Sewa Kendra assists the public who approach the office for assistance or information.
2. Details of information made available: Information such as Trade Notices, Division of Taxpayer base between State and Central Government, Advance Rulings under GST, Transfer orders, etc. are uploaded in the website https://cgsthyderabadzone.gov.in
3. Working hours of the facility: The working hours of the facility are between 9.15 AM and 5.45 PM on Government working days.
4. Contact person and contact details (Phone, Fax and E-Mail):- Office of CC, Hyderabad Contact details: 040 23237581, Fax: 040 23230974
   E-mail: ccu-cexhyd@nic.in

4.5 SUCH OTHER INFORMATION AS MAY BE PRESCRIBED [SECTION 4(1)(b)(xvii)] :

i. Grievance redressal mechanism –"CPGRAMS" online portal exists for redressal of grievances of the public [www.pgportal.gov.in]
ii. List of completed schemes/Projects/ Programmes: Not Applicable.
iii. List of schemes/projects/programme underway: Not Applicable.
iv. Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract– Not Applicable.
v. Annual Report -Not Applicable.
vi. Frequently Asked Question (FAQs) –Frequently Asked Questions are available at https://cgsthyderabadzone.gov.in under FAQs tab.

Any other information such as

a) Citizen's Charter – Available on website https://cgsthyderabadzone.gov.in

b) Result Framework Document (RFD) – Not Applicable..

c) Six monthly reports- Not Applicable.

d) Performance against the benchmarks set in the Citizen's Charter - Not Applicable.

4.6 RECEIPT & DISPOSAL OF RTI APPLICATIONS & APPEALS [F.No.1/6/2011-IR dt.15.04.2013] [F. No. 1/6/2011-IR dt. 15.4.2013]:

1. Details of applications received and disposed: Details of RTI Applications received under RTI and information provided is being uploaded regularly in the website and are available under the tab of the Commissionerate where the RTI is received/transferred.

2. Details of appeals received and orders issued: Details of RTI Appeals received and orders issued under RTI are being uploaded regularly in the website under the tab of the Commissionerate where the RTI is received/transferred.

4.7 REPLIES TO QUESTIONS ASKED IN THE PARLIAMENT [Section 4 (1)(d) (2)]:

i. Details of questions asked and replies given: Replies to Parliamentry Questions are being sent to CBIC, New Delhi via official mail.

5.1 SUCH OTHER INFORMATION AS MAY BE PRESCRIBED [F. No. 1/2/2016-IR dt. 17.8.2016, F. No. 1/6/2011-IR dt. 15.4.2013]

(i) Name and details of

(a) **Current CPIOs & FAAs:**

Name & Designation of the Officer	Designation
Shri Dasari Balaiah	Commissioner (In Situ)/FAA
Shri Dhirendra Singh Rawat	Assistant Commissioner/CPIO

(b) Earlier CPIO & FAAs

CPIOs

Name & Designation of the Officer	Designation
Shri P. Chakrapanee	Assistant Commissioner/CPIO
Shri B. V. Ramana Reddy	Assistant Commissioner/CPIO

FAAs

Name & Designation of the Officer	Designation
Ms. P. Madhuree	Joint Commissioner/ FAA
Shri S. Satish Kumar	Joint Commissioner/FAA

ii. Details of the third-party audit of voluntary disclosure – https://dsscic.nic.in/users/pn-login

a. Dates of audit carried out – https://dsscic.nic.in/users/pn-login
b. Report of the audit carried out – https://dsscic.nic.in/users/pn-login

iii. Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD :

https://cgsthyderabadzone.gov.in/

iv. Consultancy committee of key stakeholders for advice on suo-motu disclosure: https://dsscic.nic.in/users/pn-login

v. Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI: Not Applicable.

a. Dates from which constituted – Not Applicable.

b. Name & Designation of the Officers – Not Applicable.

6.1 Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information:

All information related to this office such as Head of the Department, Organizational Structure, Geographic Jurisdiction, related Acts, Rules, Links to different taxpayer services, Contact details of CPIO/FAA, Constitution of various Committees, Transfer Policies and Transfer orders, etc are readily available on the website: https://cgsthyderabadzone.gov.in/

6.2 Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. of India):

(i) Whether STQC certification obtained and its validity: Not Applicable.

(ii) Does the website show the certificate on the Website: Not Applicable.

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(D.S. Rawat)
ASSISTANT COMMISSIONER