

ANNEXURE

(i) ORGANISATION FUNCTION AND ITS DUTIES

Madurai Commissionerate is a subordinate office functioning under the control of Central Board of Excise and Customs. The Commissionerate assists the Board in administering the following acts.

- 1 Customs Act 1962
- 2 Central Excise Act 1944
- 3 Chapter V of the Finance Act 1994(Service Tax)

(ii) Powers and duties of its officers and employees.

The Commissioner is the administrative Head of the Commissionerate. All matters of policy and administration within the Commissionerate are decided by the Commissioner.

Additional Commissioner / Joint Commissioner in the Commissionerate assists the Commissioner in all administrative and policy matters.

The Commissionerate Jurisdiction is further divided into 5 Divisions and each Divisions is placed under the administrative control of a Deputy / Assistant Commissioner. The Deputy / Assistant Commissioners dispose the cases under the delegated areas as per the directions of the CBEC and the Commissioner. Besides he is responsible for timely action and expeditious disposal of work etc within the jurisdiction of the Division.

Each Division is further divided into Ranges and the functions of Range officer and Range Inspectors are stipulated in Board's Instruction No.04/2008 dated 24.12.2008 issued in file F.No.224/37/2005/CX-6.

In the administrative side of this Department, the administrative staff of various cadres assist the Commissioner for timely action of work relating to the respective Sections.

(iii) Procedure followed in decision making process

The Commissionerate follows the procedure indicated in Manual of Office Procedure (MOP) in decision making process.

(iv) The norms set for discharge of its functions

The Commissionerate follows the norms set out by the Department of Personnel & Training / Department of Administrative Reforms and Public Grievances.

(v) Rules, Regulations, instructions, manual and records used by its employees for discharging functions

The rules, regulations, Circulars, Acts are published by CBEC in its website www.cbec.gov.in

(vi) Statement of documents that are held by the Commissionerate.

a) Central Excise and Service Tax

1. Various returns filed by the assessee
2. Challans for the payment of duties submitted by the assesseees.
3. Show Cause Notices issued for the default of payment of duty / duty evasion.
4. Order –in-Original passed by the Adjudicating Authority.
5. Order-in –Appeals passed by the Appellate Authorities
6. Order passed by CESTAT /High Court / Supreme Court in cases pertaining to Madurai Commissionerate.

b) Customs

Various forms for various categories of shipping bills, bills of export, Bill of Entry, Bonds, Draw back claims, Form of Appeal, Form of Memorandum of cross objection, Baggage declaration, warehoused goods (removal) form.

In addition, Sections of the Department hold different categories of documents relating to the work of the concerned Sections.

(vii) & (viii) Particulars of arrangement that exists for consultation with or representation by members of the public in relation to formulation of policy & Statement of Boards, councils, committees and other bodies

Public Grievance officer

Public notices are issued periodically furnishing the names and telephone numbers of the officers so that the trade and public may contact them if there is any grievance.

A Public Grievance Redressal committee & Sevottam Cell.

A Public Grievance Redressal Committee and Sevottam cell are functioning in this Commissionerate for the redressal of the grievances of Trade and Public. Tax Payer Assistance centre is functioning in the Commissionerate. Representatives from various trade organisation participate in such meetings.

Grievance redressal of passengers (CUSTOMS)

A number of measures are taken to ensure that the international passengers do not face any difficulty in Customs clearance at the international airport. 90% of the passengers pass through green channel, if they have nothing to declare. The Baggage Rules are displayed in the Arrival hall. If the passenger

has got any vigilance related complaint, the same can be lodged with CVC or the Commissioner. Such information are displayed in the Customs Arrival Hall.

(ix) Directory of its officers and employees.

The contact details of officers of this Commissionerate are displayed in the official website of Madurai Commissionerate www.centralexcisemadurai.tn.nic.in

(x) Monthly remuneration received by the officers and employees

The Pay scales of officers and staff (Main –Stream) in the Pre-revised / Revised as per the 6th CPC is displayed in the official website as detailed below.

Sl.No	Group	Posts	Pay Scale (Pre-revised / Revised as per the 6 th CPC)
1.	A	Commissioner (SAG)	PB-4 Rs. 37400-67000 +GP Rs.10000
2		Addl. Commr {JAG(NFSG)}	PB-4 Rs. 37400-67000 +GP Rs.8700
3		Joint Commissioner(JAG)	PB-3 Rs. 15600-39100 +GP Rs.7600
4		Deputy Commissioner(STS)	PB-3 Rs. 15600-39100 +GP Rs.6600
5		Assistant Commissioner(JTS)	PB-3 Rs. 15600-39100 +GP Rs.5400
6		CAO	PB-3 Rs. 15600-39100 +GP Rs.5400
7	B(Gazetted)	Superintendent	PB-2 Rs.9300-34800 + GP Rs.4800 & 5400
8		Private Secretary	PB-2 Rs.9300-34800 + GP Rs.4600
9		Administrative Officer	PB-2 Rs.9300-34800 + GP Rs.4600
10	B(Non-Gazetted)	Inspector	PB-2 Rs.9300-34800 + GP Rs.4600
11		Stenographer Grade-I	PB-2 Rs.9300-34800 + GP Rs.4200
12		Executive Assistant	PB-2 Rs.9300-34800 + GP Rs.4200
13		Driver Special Grade	PB-2 Rs.9300-34800 + GP Rs.4200
14	C	Stenographer Grade -II	PB-1 Rs.5200-20200 + GP Rs.2400
15		Tax Assistant	PB-1 Rs.5200-20200 + GP Rs.2400
16		Driver Grade – I	PB-1 Rs.5200-20200 + GP Rs.2800
17		Driver Grade – II	PB-1 Rs.5200-20200 + GP Rs.2400
18		Driver (Ordinary Grade)	PB-1 Rs.5200-20200 + GP Rs.1900
19		Lower Division Clerk	PB-1 Rs.5200-20200 + GP Rs.1900
20		Head Havalдар	PB-1 Rs.5200-20200 + GP Rs.1900
21		Havalдар	PB-1 Rs.5200-20200 + GP Rs.1800
22		Multi Tasking Staff	PB-1 Rs.5200-20200 + GP Rs.1800

(xi) Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

The Budget under various heads allocated to this Commissionerate and the total expenditure made by the Commissionerate (including formations) is furnished in the website as below:

MAJOR, MINOR AND DETAILED HEAD OF ACCOUNT	Sanctioned Grant 2016-17	Expenditure during the November 2016 (Rs)	Expenditure upto the month (Rs)
1	2	5	6
Salaries	175000000	14414927	131936019
Wages	1200000	146639	1116306
Medical Treatment	800000	0	279125
Overtime Allowances	100000	0	0
D.T.E	3000000	136598	793033
Office Expenses(General)	14000000	1048356	9850692
Motor Vehicles	3200000	456923	2067381
Motor Vehicles (1% Increment)	0	0	0
Other Administrative Expenses	100000	25272	61317
Information Technology	2000000	107276	1441280
Rent, Rates & Taxes	2500000	184840	1342526
Publications	40000	0	0
Law Charges	350000	0	137300
S.S.E.	200000	0	46250
Rewards	100000	0	0

Departmental Canteen (OAE)	1500000	157396	1290783
Minor Works	250000	0	0
Minor Works (MH- 2216)	150000	0	0
Grants -in-aid	20000	0	0

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

Not applicable

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

Section 5 A of the Central Excise Act empowers to grant exemptions and such exemptions are available in the CBEC website.

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

Important communications to the trade in the form of trade notices, circulars, public notices and Citizen charter are published in the official website.

(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.

Help centres are maintained in the Commissionerate and Airport. Detailed information for guidance is available in CBEC website www.cbec.gov.in.

(xvi) The names, designation and other particulars of the Public Information Officers.

The names, designation and other particulars of the Public Information Officers are published in the official website as detailed below:

Name , Designation and Address of the Appellate Authority/CPIOs in Madurai Commissionerate

Name/Designation/Address of CPIO	Name/Designation/Address of Appellate Authority	Jurisdiction
<p>Shri L. Bhaskaran, Assistant Commissioner of Central Excise, Hqrs. Office, Bibikulam, Madurai-2. Phone:0452-2644172 Fax: 0452-2644229 e.mail:- cexmadurai24@nic.in</p>	<p style="text-align: center;">Shri. Pydi Rama Prasad, Joint Commissioner of Central Excise, Bibikulam, Madurai 625 002. [For Hqrs.Office, Madurai –I ,Madurai-II, Dindigul-I & II and Virudhunagar Divisions] Phone : 0452-2644173 Fax: 0452-2644229 e.mail:- cexmadurai24@nic.in</p>	<p>Entire Jurisdiction of Madurai Commissionerate</p>
<p>Shri P.R. Ganesh, Assistant Commissioner, Central Excise Madurai-I Division V P Rathinasamy Nadar Road. Madurai-625002 Ph. 0452-2531738 email:- cexmdu1div@gmail.com</p>		<p>Relating to the charge of Madurai – I Division</p>
<p>Shri S.Gopalan, Assistant Commissioner, Madurai - II Division, V P Rathinasamy Nadar Road, Madurai-625002 PH.0452-2644170 Fax:- 0452-2531792 email:- cexmdu2div@gmail.com</p>		<p>Relating to the charge of Madurai – II Division</p>
<p>Shri. P.R. Kalidass, Asst. Commissioner of Central Excise. Dindigul - I Division No.68, Nehruji Nagar, R.M. Colony, Dindigul - 624 001 Ph. 0451-2427522 email:- cexdgl1div@gmail.com cexdglonediv@gmail.com</p>		<p>Relating to the charge of Dindigul – I Division</p>

<p>Shri P.R. Kalidass Asst. Commissioner of Central Excise, Dindigul - II Division, Plot No. 5, S.I. Complex. Race Course Road. Dindigul-624 005 Ph. 0451-2432342 email:- cexdgl2div@gmail.com</p>		<p>Relating to the charge of Dindigul – II Division</p>
<p>Shri P.R. Ganesh Assistant Commissioner, Central Excise, No.130/8, Katcheri Road, Virudhunagar . Ph. 04562-243856 email:- cexvnrdiv@gmail.com</p>		<p>Relating to the charge of Virudhunagar Division</p>

(xvii) Such other information as may be prescribed, and thereafter update these publications every year.

This office maintains proper records for most of the information and details held by it by the respective Sections in both manual and computerised form and updation is also being done periodically.