

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions, Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely 1- organization and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. Governance, 5- Information as prescribed and 6- Information disclosed on own initiative.

1. Organization and Function

S.No	Item	Details of disclosure	Remarks/Reference Points (Fully met/ partially met/ Fully met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organization functions and duties [Section4(1)(b) (i)]	(i) Name and Address of the Organization	Commissioner (Appeals), CGST & Central Excise, Jaipur, NCR Building, Statue Circle, C-Scheme, Jaipur-302005
		(ii) Head of the organization	Commissioner
		(iii) Vision, Mission and Key objective	<ul style="list-style-type: none"> • <u>Vision</u> is to provide an efficient and transparent mechanism for disposal of appeals. • <u>Mission</u> is to achieve excellence in the formulation and implementation law procedures • <u>Key objectives</u> benchmarking of adopting best practice, • Enhancing the use of information technology • Evolving cooperative initiatives with other agencies • <u>Developing professionalism through capacity building</u>
		(iv) Function and duties	The main function of the Commissioner (Appeals) is to hear and decide every appeal filed by any person aggrieved by any decision or passed by a central excise officer, lower in rank than a commissioner and subject to the provisions of these Rules and Bye-laws, any officer or Authority of the Commissioner may delegate his or its powers to any other officer or Authority or person under their respective control and subject to the conditions that the overall responsibility for exercise of the powers so delegated shall continue to rest in the officer or Authority delegating such powers.
			Fully Met
			Fully Met
			Fully Met
			Fully met

		(v) Organization Chart	<ul style="list-style-type: none"> • Commissioner – 1 • Additional Commissioner – 1 • Assistant Commissioner -1 • Superintendent – 5 • Administrative Officer - 1 • Inspector – 5 • Steno – 1 • EA/TA – 1 • Driver – 1 • Hawaldar - 2 	Partly met
		(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.	Not applicable	Fully met
1.2	Power and duties of its officers and employees [Section4(1)(b) (ii)]	(i) Powers and duties of officers (administrative, financial and judicial	<p>Powers and Functions of the Commissioner</p> <p>Commissioner of CGST & CE(Appeals), Jaipur exercises supervision and control on appeals cases as well as all the technical and administrative work in the Commissionerate. He keeps a close watch over the functioning of Commissionerate. He monitors the appeals cases in Commissionerate. He monitors the proper implementation of Board's instructions/guidelines issued from time to time on appeals cases, technical and administrative matters. He has all Executive powers and Quasi Judicial powers. He has to interpret Law. He shall ensure that the pending appeals cases are timely disposed of and shall report to the Chief Commissioner. He is subject to inspection by the CBIC, Chief Commissioner, Directorate of Inspection and Accountant General. He is also responsible for the proper conduct of the Officers working in his Commissionerate by exercising Administrative powers and disciplinary action powers.</p>	Fully met
		(ii) Power and duties of other employees	As designated by the Head of the appeals Commissionerate	Fully met
		(iii) Rules/orders under which powers and duty are derived and	As per rules and regulation	Fully met
		(iv) Exercised	As per rules and regulation	Fully met
		(v) Work allocation	As work allotted by the Head of the appeals Commissionerate	Fully met
3	Procedure followed in decision making process	(i) Process of decision making identify key decision making points	CCS conduct rules for officers and employee and CGST, CE and ST Act, rules, guidelines for assessee	Fully met

	[Section4(1)(b) (iii)]	(ii) Final decision making authority	Commissioner (Appeals)	Fully met
		(iii) Related provisions, acts, rules etc.,	CCS conduct rules and other rules and regulation related to CGST, Central Excise and Service tax	Fully met
		(iv) Time limit for taking a decision, if any	Decisions at the level of the Commissioner (Appeals) is taken immediately	Fully met
		(v) Channel of supervision and accountability	Inspector, Superintendent, Asstt. Commissioner, Addl. Commissioner, Commissioner	Fully met
1.4	Norms for discharge of functions [Section4(1)(b) (iv)]	(i) Nature of functions/services offered	Please see Item -1.1 (iv)	Fully met
		(ii) Norms/standards for functions/service delivery	Norms :- as per Govt. Of India & CBIC norms/guidelines Appeals cases disposed of by appellate authority	Fully met
		(iii) Process by which these services can be accessed	Appeals filed by the appellant after that appeals put up accordingly check list to the authority and personal hearing is given by the authority after personal hearing cases may be decided by the authority. and State Govt. at their level and list is provided to NIEPA for training.	Fully met
		(iv) Time-limit for achieving the targets	As per defied rules and regulation	-
		(v) Process of redress of grievances	-	Fully met
1.5	Rules, regulations, instructions manual and records for discharging functions [Section4(1)(b) (v)]	(i) Title and nature of the records/manual/instruction	Rules and Regulation	Fully met
		(ii) List of Rules, regulations, instructions manuals and records	CCS rules adopted	Fully met
		(iii) Acts/Rules manuals etc.	Recruitment rules as per Govt. Of India norms and CBIC guidelines.	Fully met
		(iv) Transfer policy and transfer orders	Transfer only within the Jaipur Zone as the office is situated at various station in Rajasthan	Fully met
1.6	Categories of documents held by the authority under its control [Section4(1)(b) (vi)]	(i) Categories of documents	As defined in rules	Fully met
		(ii) Custodian of documents/categories	Respective Sections/ Documentation Officer/ Registrar's office & Accounts Officer.	Fully met
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section4(1)(b) (viii)]	(i) Name of Board, Council, Committee etc.	Central Board of Indirect Taxes & Customs, New Delhi	Fully met
		(ii) Composition	Not applicable	Fully met
		(iii) Dates from which constituted	Not applicable	Fully met
		(iv) Terms/Tenure	Not applicable	Fully met
		(v) Powers and functions	Not applicable	Fully met
		(vi) Whether their meetings are open to the public	Not applicable	Fully met
		(vii) Whether the minutes of the meetings are open to the public	Not applicable	Fully met
		(viii) Place where the minutes if open to the public are available	Not applicable	Fully met
1.8	Directory of officers and	(i) List of employees with Gross monthly	Sugriva Meena, Commissioner - 193366/-	Fully met

	employees [Section4(1)(b) (ix)]	remuneration	Jagdish Prasad Meena Addl. Commissioner 180973/- Prakash Parwani, Asstt. Commissioner – 132223/- Manoj Vashista, Superintendent – 123723/- Brij Bhushan Gupta, Superintendent – 97882/- Vivek Srivastva, Superintendent – 111098/- Suresh Chand Maich, Superintendent – 108098/- Vipin Gupta, , Superintendent – 92759/- Narendra Sharma, , Superintendent – 88924/- Sudheer Chand Srivastva, Sr. PS – 91424/- Bhagwan Singh, AO – 86424/- Navneet Goyal, Inspector – 108098/- Dharmidhar Singh, Inspector – 108098/- Hemant Arora, Inspector – 77174/- Sheela Sharma, Inspector – 77174/- Ramavatar Chauhan, Inspector – 67049/- Rishi Raj Pabri, TA – 35207/- Bhanwar Singh Rathore, Driver – 51549/- Gopal Naidu, Head Hawaldar – 45175/- Kailash Sharma, Head Hawaldar – 42799/-	
		(ii) Telephone, Fax and Email ID	0141-2385235,	Fully met
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section4(1)(b) (x)]	(i) List of employees with Gross monthly remuneration	Please see Item -1.8 (i)	Fully met
		(ii) System of compensation as provided in its regulations	As per Govt. Of India Rules	Fully met
1.10	Name, designation and other particulars of public information officers [Section4(1)(b) (xvi)]	(i) Name and designation of the public information officer (PIO), Asstt. Public Information & Appellate Authority	Prakash Parwani, Asstt. Commissioner(CPIO) J.P. Meena Addl. Commissioner(appellate authority)	Fully met
		(ii) Address, telephone numbers and email ID of each designated official	CGST & CE (Appeals) Commissionerate NCR Building, Statue Circle, C-Scheme, Jaipur CPIO – 0141-2385104-312 Email ID pparwani-rj@gov.in Appellate Authority – 0141-2385104-295 Email ID 0141-2385104-295	Fully met
1.11	No. of employees against whom Disciplinary action had been proposed/taken [Section4(2)]	No. of employee against whom disciplinary action has been	Disciplinary proceedings against Shri Navneet Goyal, Inspector	Fully met
		(i) Pending for minor penalty or major penalty proceedings	-	-
		(ii) Finalized for minor penalty or major penalty proceedings	-	-

Budget and Programme

S.No	Item	Details of disclosure	Remarks/Reference Points (Fully met/ partially met/ Fully met- Not applicable will be treated as fully met/ partially met)	
2.1	Budget allotted to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section4(1)(b) (xi)]	(i) Total budget for the public authority	Salary - 20000000 Medical - 100000 DTE - 500000 OE(Fen) - 2500000 OE(MV) - 500000 OE(Swachhta) - 200000 OAE - 25000 SSE - 20000 IT - 300000	Fully met
		(ii) Budget for each agency and plan & Programmes	Not applicable	Fully met
		(iii) Proposed expenditures	As mention in item no. 2.1(iii)	Fully met
		(iv) Revised budget for each agency, if any	Salary - 25000000 Medical - 150000 DTE - 500000 OE(Fen) - 2000000 OE(MV) - 750000 OE(Swachhta) - 200000 OAE - 25000 SSE - 10000 IT - 300000	Fully met
		(v) Report on disbursements made and place where the related reports are available	Report available with the Administrative Officer in this office	Fully met
2.2	Foreign and domestic tours (F.No. 1/8/2012-IR dated 11.09.2012)	(i) Budget	5,00,000/-	Fully met
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well	Not applicable	Fully met

		as the heads of the Department (a) Places Visit (b) The period of Visit (c) The number of members in the official delegation (d) Expenditure on the visit		
		(iii) Information related to procurements	General Administration	
		(a) Notice/tender enquires, and corrigenda if any thereon	a):- Tenders	Fully met
		(b) Details of the bids awarded comprising the name of the supplier of goods/services being procured	Housekeeping service to professional management facility service of Rs. 62,310/- Hiring Motor vehicles from Om Tours & Travels of Rs. 69,800/- And other purchase can be made through JAM	
		(c) The works contracts concluded – in any such combination of the above and		
		(d) The Rate/rates and the total amount at which such procurement or works contract is to be executed		Fully met
2.3	Manner of execution of subsidy programme [Section4(1)(b) (xii)]	(i) Name of the programme of activity	Not applicable	Fully met
		(ii) Objective of the programme	Not applicable	Fully met
		(iii) Procedure to avail benefit	Not applicable	Fully met
		(iv) Duration of the programme/scheme	Not applicable	Fully met
		(v) Physical and financial targets of the programme	Not applicable	Fully met
		(vi) Nature-scale of subsidy/amount allotted	Not applicable	Fully met
		(vii) Eligibility criteria for grant of subsidy	Not applicable	Fully met
		(viii) Details of beneficiaries of subsidy programme (number profile etc.)	Not applicable	Fully met
2.4	Discretionary and non-	(i) Discretionary and	Not applicable	

	discretionary grants [F.No. 1/6/2011-IR dated 15.04.2013]	non-discretionary grants/allocation to State Govt./NGOs/other institutions.		
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Not applicable	Fully met
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section4(1)(b) (xii)]	(i) Concessions, permits or authorizations granted by public authority	Not applicable	Fully met
		(ii) For each concessions, permit or authorization granted (a) Eligibility criteria (b) Procedure for getting the concession/grant and/or permits of authorizations (c) Name and address of the recipients given concessions/ permits or authorizations (d) Date of award of concessions/permits of authorizations	Not applicable	Fully met
2.6	CAG & PAC paras (F. No. 1/6/2011-IR dated 15.04.2013)	CAG & PAC paras and the action taken report (ATRs) after these have been laid on the table of both houses of the parliament	No para is pending	Fully met

3. Publicity Band Public interface

S.No	Item	Details of disclosure		Remarks/Reference Points (Fully met/partially met/ Fully met- Not applicable will be treated as fully met/partially met)
3.1	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 [Section4(1)(b)(vii)] (F. No. 1/6/2011-IR dated 15.04.2013)	Arrangement for consultations with or representation by the members of the public	Not applicable	Fully met
(i)		Relevant Act, Rules, Forms and other documents which are normally accessed by citizens		
(ii)		Arrangements for consultation with or representation by Members of the public in policy formulation/policy implementation	Not applicable	Fully met
(a)		Day & time allotted for visitors		
(b)		Contact details of information & facilitation Counter (IFC) to provide publications frequently sought by RTI applicants		
(c)		Public-Private partnership (PPP)	Not applicable	Fully met
(i)		Details of Special Purpose Vehicle (SPV) if any	Not applicable	Fully met
(ii)		Details project report (DPRs)	Not applicable	Fully met
(iii)	Concession agreements	Not applicable	Fully met	
(iv)	Operation and maintenance manuals	Not applicable	Fully met	
(v)	Other documents generated a part of the implementation of the PPP	Not applicable	Fully met	
(vi)	Information relating to fees, tills, or the other kinds of revenues that may be collected under authorization from the	Not applicable	Fully met	

		government		
		(vii) Information relating to outputs and outcomes	Not applicable	Fully met
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Not applicable	Fully met
		(ix) All payment made under the PPP project	Not applicable	Fully met
3.2	Are the details of policies/decisions, which affect public informed to them [Section4(1)(c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;	Not applicable	Fully met
		(i) Policy decision/ligislations taken in the previous one year		Fully met
		(ii) Outline the Public consultation process	Not applicable	Fully met
		(iii) Outline the arrangement for consultation before formulation of policy	Not applicable	Fully met
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section4(3)]	Use of the most effective means of communication	Not applicable	Fully met
		(i) Internet (website)		Fully met
3.4	Form of accessibility of information manual / handbook [Section4(1)(b)]	Information manual / handbook available	Not applicable	Fully met
		(i) Electronic format	Not applicable	Fully met
		(ii) Printed format	Not applicable	Fully met
3.5	Whether information manual/handbook available free of cost or not [Section4(1)(b)]	List of materials available	Not applicable	Fully met
		(i) Free of cost	Not applicable	Fully met
		(ii) At a reasonable cost of the medium	Not applicable	Fully met

4. E. Governance

S.No	Item	Details of disclosure		Remarks/Reference Points (Fully met/partially met/ Fully met- Not applicable will be treated as fully met/partially met)
4.1	Language in which information manual / Handbook available (F. No. 1/6/2011-IR dated 15.04.2013)	Information manual / handbook available (i) English	Not applicable	Fully met
		(ii) Vernacular / Local Language	Not applicable	Fully met
4.2	When was the information Manual /Handbook last updated (F. No. 1/6/2011-IR dated 15.04.2013)	Last date of annual updation	Not applicable	Fully met
4.3	Information available in electronic form [Section4(1)(b)(xiv)]	(i) Details of information available in electronic form	Not applicable	Fully met
		(ii) Name / title of the documents / record / other information	Not applicable	Fully met
		(iii) Location where available	Not applicable	Fully met
4.4	Particulars of facilities available to citizen for obtaining information [Section4(1)(b)(xv)]	(i) Name & location of the faculty	Not applicable	Fully met
		(ii) Details of information made available	Not applicable	Fully met
		(iii) Working hours of the facility	Not applicable	Fully met
		(iv) Contact person & contact details (phone, fax email)	Not applicable	Fully met
4.5	Such other information as may be prescribed under Section 4(1)(b) (xvii)	(i) Grievance redressal mechanism	Not applicable	Fully met
		(ii) Details of application received under RTI and information provided	Not applicable	Fully met
		(iii) List of completed schemes/projects/programmes	Not applicable	Fully met
		(iv) List of	Not applicable	Fully met

		schemes/projects/programme underway		
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract.	Not applicable	Fully met
		(vi) Annual Report	Not applicable	Fully met
		(vii) Frequently Asked Question (FAQs)	Not applicable	Fully met
		(viii) Any other information such as Citizen's Charter	Not applicable	Fully met
		(a) Result Framework Document(RFD)	Not applicable	Fully met
		(c) Six monthly reports on the	Not applicable	Fully met
		(d) Performance against the benchmarks set in the Citizen's Charter	Not applicable	Fully met
4.6	Receipts & Disposal of RTI applications & appeals (F. No. 1/6/2011-IR dated 15.04.2013)	(i) Details of applications received and disposal	Not applicable	Fully met
		(ii) Details of appeals received and orders issued	Not applicable	Fully met
4.7	Replies to questions asked in the parliament [Section4(1)(d)(2)]	Details if questions asked and replies given	Not applicable	Fully met

Information as may be prescribed

S.No	Item	Details of disclosure	Remarks/Reference Points (Fully met/partially met/ Fully met- Not applicable will be treated as fully met/partially met)	
5.1	Such other information as may be prescribed (F.No. 1/2/2016-IR dated 17.08.2016, F. No. 1/6/2011-IR dated 15.04.2013)	(i) Name & details of (a) Current CPIOs & FAAs (b) (c) Earlier CPIO & FAAs from 01.01.2015	Prakash Parwani, Asstt. Commissioner(CPIO) J.P. Meena Addl. Commissioner(appellate authority) D.S. Dutt, Asstt. Commissioner(CPIO) Ruchita Viz, Addl. Commissioner(appellate authority)	
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Not applicable	Fully met
		(iii) Appointment of Nodal Officer not below the rank of Joint Secretary/Additional Hod (a) Date of appointment (b) Name & Designation of the officers	Commissioner Shri Sugriva Meena, Commissioner	Fully met Fully met
		(iv) Consultancy Committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not applicable	Fully met Fully met
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently/sought information under RTI (a) Dates from which constituted (b) Name & Designation of the officers	Prakash Parwani, Asstt. Commissioner(CPIO) J.P. Meena Addl. Commissioner(appellate authority)	Fully met

Information Disclosed on own Initiative

S.No	Item	Details of disclosure	Remarks/Reference Points (Fully met/partially met/ Fully met- Not applicable will be treated as fully met/partially met)
6.1	Items / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Not applicable Fully met
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in Feb.2009 and included in the Central Secretariat (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 (ii) Does the website show the certificate on the website	Not applicable Fully met