

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.

I. 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)
I.1	Particulars of its organization functions and duties [Section4(1)(b) (i)]	(i) Name and Address of the Organization	Commissionerate, CGST & Central Excise, Alwar, 'A' Block, Surya Nagar, Alwar-301001	Fully Met
		(ii) Head of the organization	Principal Commissioner	Fully Met
		(iii) Vision, Mission and Key objective	<ul style="list-style-type: none"> • <u>Vision</u> is to provide an efficient and transparent mechanism for office work. • <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 • Developing professionalism through capacity building 	Fully Met
		(iv) Function and duties	There are 7 Divisions and 35 Ranges concerned mainly with CGST and Central Excise. The main functions of the Commissionerate are as under The present organizational structure is based on territorial jurisdiction and the Division and Range offices handles all the different functions pertaining to units falling under their jurisdiction. Thus, one	Fully met

			office handles the various functions of registration, audit, refund, adjudication, legal, recovery, taxpayer services etc. (i) monitor the collection and assessment of CGST, (ii) Study the implementation of GST in the field and to suggest measures to increase revenue collection; (iii) to undertake study of law and procedures, (iv) to form a data base, and	
		(v) Organization Chart	<ul style="list-style-type: none"> • Principal Commissioner – 1 • Additional Commissioner –2 • Deputy Commissioner-1 • Assistant Commissioner -7 • Superintendent –48 • Administrative Officer – 1 (on loan to DGGGI) • Inspector – 62 • Steno – 2 • LDC/TA/EA – 12 • Driver – 4 • Hawaldar/ Head Hawaldar – 21 	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	Powers and Functions of the Principal Commissioner Principal Commissioner of CGST & CE, Commissionerate, Alwar, exercises supervision and control on Commissionerate 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 functioning of Divisions in Commissionerate. He monitors the proper implementation of Board's instructions/ guidelines issued from time to time on various technical and administrative matters. He has all Executive	Fully met

			powers and Quasi Judicial powers. He has to interpret Law. He shall ensure that the pending adjudication, Recovery, Refund, Call book 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.	
		(ii) Power and duties of other employees	As designated by the Head of the 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 Commissionerate	Fully met
1.3	Procedure followed in decision making process [Section4(1)(b) (iii)]	(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 taxpayers	Fully met
		(ii) Final decision making authority	Principal Commissioner , CGST Commissionerate, Alwar	Fully met
		(iii) Related provisions, acts, rules etc.,	CCS conduct rules and other rules and regulation related to CGST, SGST, IGST, Central Excise and Service Tax Acts and rules made thereunder.	Fully met
		(iv) Time limit for taking a decision, if any	As per time limits prescribed under relevant rules and regulations	Fully met
		(v) Channel of supervision and accountability	Inspector, Superintendent, Assistant/ Deputy Commissioner, Additional Commissioner, Principal Commissioner LDC, TA/EA, Superintendent, Assistant/ Deputy Commissioner, Additional Commissioner, Principal 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	As per norms prescribed by the Government of India and CBIC norms/ guidelines	Fully met
		(iii) Process by which these services can be accessed	Taxpayers can avail services through GSTN Portal for filing or returns and payment of appropriate tax. Any other issue can be resolved by approaching the Authorities through e-mail/ visit to the office.	Fully met

		(iv) Time-limit for achieving the targets	As defined under relevant rules and regulation	
		(v) Process of redress of grievances	Redressal of grievances is dealt by the Vigilance Branch Hqrs. Within 30 days.	-
1.5	Rules, regulations, instructions manual and records for discharging functions [Section4(1)(b) (v)]	(i) Title and nature of the records/manual/instruction	Acts, Rules and Regulation	Fully met
		(ii) List of Rules, regulations, instructions manuals and records	Acts pertaining to CGST, SGST, IGST, Central Excise and Service Tax and rules made thereunder.	Fully met
		(iii) Acts/Rules manuals etc.	Acts pertaining to CGST, SGST, IGST, Central Excise and Service Tax and rules made thereunder.	Fully met
		(iv) Transfer policy and transfer orders	Transfer only within the Jaipur Zone having jurisdiction over whole of Rajasthan as per transfer policy framed from time to time.	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.	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 employees [Section4(1)(b) (ix)]	(i) List of employees with Gross monthly remuneration	As per 7 th CPC	Fully met
		(ii) Telephone, Fax and Email ID	0144-2371485	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	R.S. Meena, Assistant Commissioner(CPIO) Ved Prakash Singh, Additional Commissioner (Appellate Authority)	Fully met
		(ii) Address, telephone numbers and email ID of each designated official	CGST & CE Commissionerate, A-Block, Surya Nagar, Alwar CPIO - Phone 0144-2371500 Email ID techeu@rediffmail.com Appellate Authority - Phone - 0141-2371485 Email ID techeu@rediffmail.com	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	Nil	Fully met
		(i) Pending for minor penalty or major penalty proceedings		
1.12	Programmes to advance understanding of RTI (Section 26)	(ii) Finalized for minor penalty or major penalty proceedings	-	-
		(i) Educational programme	Educational programmes are conducted by the National Academy of Customs, Indirect Tax and Narcotics (NACIN).	Fully met
		(ii) Efforts to encourage public authority to participate in these programmes	Public authorities are nominated of the programme conducted by the NACIN.	Fully met
		(iii) Training of CPIO/APIO	By NACIN	Fully met
1.13	Transfer policy and transfer orders [F.No. 1/6/2011-IR dated 15.04.2013]	(iv) Update & published guidelines on RTI by the public authorities concerned	Not applicable as presently there is no separate website of this Commissionerate.	Fully met
			As per Government of India Policy and transfer policy framed from time to time.	Fully met

2. Budget and Programme		Details of disclosure		Remarks/Reference Points (Fully met/ partially met/ Fully met- Not applicable will be treated as fully met/ partially met)	
S. No.	Item				
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	Report available with Administrative Officer	Fully met
		(ii)	Budget for each agency and plan & Programmes	Not applicable	Not applicable
		(iii)	Proposed expenditures	As mention in item no. 2.1(iii)	Fully met
		(iv)	Revised budget for each agency, if any	Report available with Administrative Officer	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	Report available with the Administrative Officer in this office	Fully met
		(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	Not applicable
		(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 (a) Notice/tender enquires, and corrigenda if any thereon (b) Details of the bids awarded comprising the name of the supplier of goods/services being procured (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	General Administration Report available with Administrative Officer	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-discretionary grants [F.No. 1/6/2011-IR	(i) Discretionary and non-discretionary grants/allocation to State	Not applicable	Fully met

	dated 15.04.2013	Govt./NGOs/other institutions.		Fully met
		(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	Compliance related to All CAG and PAC paras is being attend regularly. 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 there of [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	Not applicable	Fully met
		(a) Members of the public in policy formulation/policy implementation		
		(b) Day & time allotted for visitors		
		(c) Contact details of information & facilitation Counter (IFC) to provide publications frequently sought by RTI applicants		
		Public-Private partnership (PPP)	Not applicable	Fully met
		(i) Details of Special Purpose Vehicle (SPV) if any		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 government	Not applicable	Fully met
		(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/ legislations taken in the previous one year	Not applicable	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 (i) Internet (website)	Not applicable	Fully met
3.4	Form of accessibility of information manual / handbook [Section4(1)(b)]	Information manual / handbook available (i) Electronic format	Available on website of the department i.e. www. cbic.gov.in	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	Available on website of the department i.e. www. cbic.gov.in	Fully met
		(i) Free of cost		
		(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	English	Fully met
		(i) English		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	Updation as and when required.	
4.3	Information available in electronic form [Section4(1)(b)(xiv)]	(i) Details of information available in electronic form	Available on website of the department i.e. www. cbic.gov.in	Fully met
		(ii) Name / title of the documents / record / other information	Not applicable	Fully met
		(iii) Location where available	Available on website of the department i.e. www. cbic.gov.in	Fully met
4.4	Particulars of facilities available to citizen for obtaining information [Section4(1)(b)(xv)]	(i) Name & location of the faculty	Available on website of the department i.e. www. cbic.gov.in	Fully met
		(ii) Details of information made available	All Acts/ Rules/ Circulars etc. pertaining to CGST/SGST/IGST/Central Excise/Service Tax	Fully met
		(iii) Working hours of the facility	24 Hrs.	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)	(i) Grievance redressal mechanism	Not applicable	Fully met
		(ii) Details of application received under RTI and information	Not applicable	Fully met

(xvii)	provided	(iii) List of completed schemes/projects/programmes	Not applicable	Fully met
		(iv) List of schemes/ projects/ programme underway	Not applicable	Fully met
		(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	Not applicable	Fully met
		(a) Citizen's Charter	Not applicable	Fully met
		(b) 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	All RTI application received are being disposed of within time limit.	Fully met
		(ii) Details of appeals received and orders issued	All RTI application received are being disposed of within time limit.	Fully met
4.7	Replies to questions asked in the parliament [Section4(1)(d)(2)]	Details if questions asked and replies given	All the information in respect of the Parliament Question supplied to higher formation within the timeframe prescribed.	Fully met

5. 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	R.S. Meena, Assistant Commissioner(CPIO) Ved Prakash Singh, Additional Commissioner(appellate authority)	
		(a)	Current CPIOs & FAAs		
		(b)	Earlier CPIO & FAAs from 01.01.2015		
		(ii)	Details of third party audit of voluntary disclosure	Not applicable	Fully met
		(a)	Dates of audit carried out		
		(b)	Report of the audit carried out		
		(iii)	Appointment of Nodal Officer not below the rank of Joint Secretary/Additional HoD	Principal Commissioner	Fully met
(a)	Date of appointment				
(b)	Name & Designation of the officers	Shri Nishiith Goyal, Principal Commissioner	Fully met		
(iv)	Consultancy Committee of key stake holders for advice on suo-motu disclosure	Not applicable	Fully met		
(a)	Dates from which constituted				
(b)	Name & Designation of the officers				
(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently/ sought information under RTI	Not applicable	Fully met		
(a)	Dates from which constituted				
(b)	Name & Designation of the officers				

6. 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



कार्यालय आयुक्त
सी.जी.एस.टी. & केन्द्रीय उत्पाद आयुक्तालय
"ए" ब्लॉक सूर्य नगर अलवर-301001

(तकनीकी शाखा Technical Branch)

C.NO. V (16)Tech/Public Notice/01/2014

Dated 08/08/2018

PUBLIC NOTICE NO. 02 /2018

All concerned are hereby informed that in suppression of earlier Public Notice No.01/2018 dated 28.03.2018 in respect of appointment of Central public Information Officer (CPIO) / Appellate Authority under the Right to Information Act, 2005 (RTI, 2005), following officers are designated as CPIO and, Appellate Authority in terms of Section 5(1) & Section 19 (1) respectively of the RTI Act, 2005 in the administrative jurisdiction of Central Goods & Service Tax and Central Excise Commissionerate, Alwar :-

S.No.	Administrative Office	Unit	Name and Deignation of the CPIO (S/Shri)	Name and Deignation of the Appellate Authority
1	Central Goods & Service Tax Commissionerate	Alwar	R.S. Meena, Assistant Commissioner (Tech.), techeu@rediffmail.com Tel.No.0144-2371500	Shri V.P. Singh, Additional Commissioner GST Commissionerate, Alwar, "A" Block, Surya Nagar, Alwar-301001. Tel. No.0144-2371484 Fax No. 0144-2371484 vp60singh@gmail.com
2	Division-A, Alwar,		Kailash Chand Meena, Assistant Commissioner, 1, Old Industrial Area, 1 st Floor, Adjacent to Railway Station (Platform no.2), Alwar-301001. cedivisionalwar@gmail.com Tel. No.0144-2370090	
3	Division-B, Alwar,		G.R. Meena, Assistant Commissioner, 1, Old Industrial Area, 2 nd Floor, Adjacent to Railway Station (Platform no.2), Alwar-301001. stdivisionalwar@rediffmail.com Tel. No.0144-2372540	
4	Division-C, Bhiwadi		Mukesh Chand, Assistant Commissioner, Alwar Bye pass Road, Near Ashiana, Bageecha, Bhiwadi-301019. cexbhiwadi@gmail.com Tel. No. 01493-230967	
5	Division-D, Bhiwadi.		Sunil Malhotra, Assistant Commissioner, Alwar Bye pass Road, Near Ashiana, Bageecha, Bhiwadi-301019. centralexcisebhiwadi2@gmail.com Te. No.01493-230968	

6	Division-E, Behror.	Ram Dhan Jat, Assistant Commissioner, Central Excise Office, RIICO Colony, Near Telephone Exchange Office, Behror- 301707. cexdeu05@rediffmail.com Tel. No.01494-230925
7	Division-F, Bharatpur	Kailash Chand Meena, Assistant Commissioner, In Front of Ghana Pakshi Vihar Gate, Jawahar Nagar, Bharatpur-321001. gstdivisionbtp@gmail.com Tel. No.05644-223392
8	Division-G, Sikar.	A.Z. Ansari, Assistant Commissioner, Sec-C, Todi Nagar, Sanwali Road, Sikar- 332001 cedivisikar@rediffmail.com Tel. No.1572-274877

मं: पु.

13/08/2018
(निरीक्षक गायक)

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Copy for information to:-

1. The Chief Commissioner, CGST (JZ), Jaipur.
2. PS to the Commissioner, Alwar.
3. The Commissioners of CGST, Jaipur /Jodhpur/Udaipur/Audit-Jaipur & Jodhpur/Customs/Appeals-
Jaipur & Jodhpur.
4. All Deputy / Assistant Commissioner, CGST Division, Alwar-A/Alwar-B/Bhiwadi-C/Bhiwadi-D/
Behror-E/Bharatpur-F/Sikar-G/Hqrs. Alwar.
5. All Trade Associations and Members of RAC as per mailing list.
6. Notice Board / Guard File.
7. Computers Branch, Hqrs. Jaipur for uploading.

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13/08/18
सहायक आयुक्त (तकनीकी)