

## Disclosures under Section 4 (1) (b) of the Right to Information Act, 2005

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

S.No.	Item	Details of disclosure	Information
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	<b>OFFICE OF THE COMMISSIONER, CUSTOMS, MANIK BAGH PALACE, INDORE</b>
		(ii) Head of the organization	<b>SHRI NEERAV KUMAR MALLICK, COMMISSIONER</b>
		(iii) Vision, Mission and Key objectives	<a href="#">ANNEXURE A</a>
		(iv) Function and duties	<a href="#">ANNEXURE-B</a>
		(v) Organization Chart	<a href="#">ANNEXURE- D</a>
		(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	Since inception of this commissionerate i.e. from 15.01.2018 Shri Neerav Kumar Mallick is the HoD
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	<a href="#">ANNEXURE-E</a>
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	
		(iv) Exercised	
		(v) Work allocation	<a href="#">ANNEXURE- C</a>
1.3	Procedure followed in decision making process	(i) Process of decision making Identify key decision making points	<a href="#">ANNEXURE-F</a>
		(ii) Final decision making authority	
		(iii) Related provisions, acts, rules etc.	

	[Section 4(1)(b)(iii)]	(iv) Time limit for taking a decisions, if any	
		(v) Channel of supervision and accountability	
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	<a href="#">Annexure-G</a>
		(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	CPGRAMS <a href="https://pgportal.gov.in/Home/LodgeGrievance">https://pgportal.gov.in/Home/LodgeGrievance</a>
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	<a href="http://www.cbic.gov.in/index">http://www.cbic.gov.in/index</a>
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	<b>Link to Transfer &amp; Posting may be provided</b>
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents	The office documents are generally processed and stored in the form of files and folders. Files and documents related to work assigned to concern Sections of this office are duly catalogued, indexed and entered in Registers and these are kept in the custody of respective Sections. Some documents are also uploaded on the GSTIN Portal.
		(ii) Custodian of documents/categories	
1.7	Boards, Councils, Committees and other Bodies constituted as	(i) Name of Boards, Council, Committee etc.	N/A
		(ii) Composition	
		(iii) Dates from which constituted	

	part of the Public Authority [Section 4(1)(b)(viii)]	(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	<a href="#">Annexure-C</a>
		(ii) Telephone , fax and email ID	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	<a href="https://doe.gov.in/sites/default/files/7cpc_report_eng.pdf">https://doe.gov.in/sites/default/files/7cpc_report_eng.pdf</a>
		(ii) System of compensation as provided in its regulations	
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	<a href="#">Annexure-H</a> <a href="#">Annexure-H1</a>
		(ii) Address, telephone numbers and email ID of each designated official.	

