

**Bengaluru City Customs Commissionerate**  
**DISCLOSURE UNDER SECTION 4(1)(b) OF RIGHT TO INFORMATION ACT, 2005**

**1 ORGANIZATION AND FUNCTION**

**1.1 PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES [Section 4(1)(b)(ii)]:**

**i. NAME AND ADDRESS OF THE ORGANIZATION: -**

Office of The Commissioner of Customs, C.R.Building, Queen's, Road, Bengaluru – 560 001.

**ii. HEAD OF THE ORGANIZATION: -**

S.P.Singh, Commissioner of Customs, Bengaluru City Customs Commissionerate

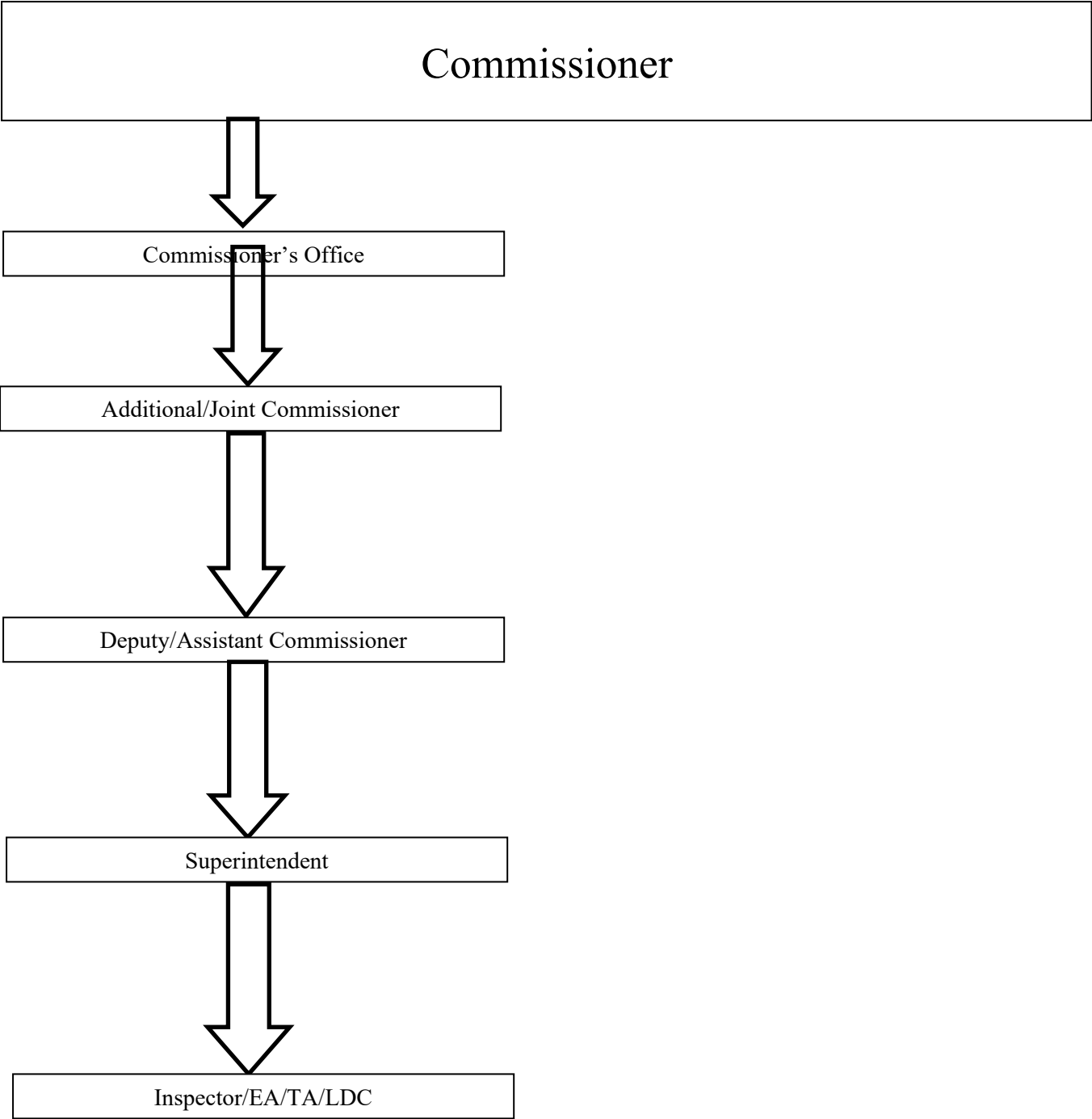
**iii. VISION, MISSION AND KEY OBJECTIVES: -**

To carry out the mission of CBIC to administer Customs laws aimed at: -

- realizing the revenues in a fair, equitable & efficient manner;
- simplification of procedures, streamlining its online application and taking forward the benefits to the trade & industry by enhancing compliance
- Setting up of institutional framework for identification of Best Practices in Customs, for pan India application and extending online application of such initiatives at National level.
- administering the Government's economic, tariff and trade policies with a practical and pragmatic approach;
- facilitating trade and industry by streamlining & simplifying Customs processes and helping Indian businesses to enhance their competitiveness;
- creating a climate for voluntary compliance by providing guidance and building mutual trust;
- Combating duty evasion and frauds in an effective manner.

**iv. FUNCTIONS AND DUTIES: -**

The Bengaluru City Customs Commissionerate is a Central Government organization working under Central Board of Indirect Taxes & Customs (CBEC), Department of Revenue, Ministry of Finance, Government of India. The Bengaluru City Customs Commissionerate is entrusted to monitor the work of levy and collection of Customs Duty in Bengaluru Inland Container Depot and Postal Appraising Department, Bengaluru. The Commissioner of Customs, Bengaluru City Customs Commissionerate has the administrative control over the entire Commissionerate.



v. **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 Customs Act, 1962 and the Rules made there under, which are available in public domain.

**(i) Powers and duties of officers (administrative, financial and judicial):**

1. **Commissioner of Customs:** The Commissioner is the Administrative Head of the Commissionerate. She/he shall oversee collection of targeted revenue every year and shall report to the Central Board of Indirect Taxes & Customs (CBIC). She/he exercises control over the ICD and PAD coming under the above zone.

2. **Additional/Joint Commissioner of Customs:** An officer in the rank of Additional Commissioner of Customs is deployed in Commissioner's office and a Joint Commissioner of Customs is deployed in the Inland Container Depot. She/he assists the Commissioner in all matters. The Additional Commissioner of Commissioner's office supervises and has control over all the staff working in the Commissioner's office and the Joint Commissioner, ICD office supervises and has control over all the staff working in the ICD, White field.

3. **Deputy/Assistant Commissioner/Chief Accounts Officer:** Officers in the rank of Deputy/Assistant Commissioner of Customs are deployed in Commissioner's office, ICD and PAD. They assist the Commissioner and Additional Commissioner in matters allotted to him/her. She/he supervises and has control over the sections allocated to him/her.

**(ii) Powers and duties of the other employees:**

4. **Superintendent/Appraiser of Customs:** Officers in the rank Superintendent of Customs are deployed in Commissioner's office, ICD and PAD. She/he assists the Commissioner, Additional Commissioner, Deputy/Assistant Commissioner of Customs in matters allotted to him/her. She/he supervises and has control over the work and Officers allocated to him/her.

5. **Inspector/Executive Assistant/Tax Assistant of Customs:** Officers in the rank of Inspector / Administrative Officer /Executive Assistant/Tax Assistant of Customs are deployed in Commissioner's office, ICD and PAD. She/he assists the Chief Commissioner, Additional Commissioner, Deputy/Assistant Commissioner / Chief Accounts Officer, Superintendent of Customs in matters allotted to him/her.

**(iii) Rules/orders under which powers and duties are derived :**The Powers and duties are derived from The Customs Act 1962 and Manual of Office Procedure are followed for discharge of functions.

**(iv) Rules/orders under which powers and duties are exercised:** The Powers and duties are exercised from The Customs Act 1962 and Manual of Office Procedure are followed for discharge of functions.

**(v) Work allocation:** The Commissioner shall oversee the collection of targeted revenue every year and shall report to the Chief Commissioner and Central Board of Indirect Taxes & Customs(CBIC). She/he exercises control over the Additional/Joint Commissioners of Customs in the Commissionerate. She/he has administrative control over service matters of Group-B & Group-C officers working in Bengaluru City Customs Commissionerate.

The Chief Commissioner is assisted by the Additional Commissioner of Customs who in assists the Chief Commissioner in all matters supervises and has control over all the staff working in Chief Commissioner's office.

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

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

**(ii) Final Decision-Making Authority:**

**(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 Customs Preventive Manual, Customs Appraising Manual, the Adjudication Manual, Audit Manual, etc. The procedure indicated in Manual of Office Procedure (MOP) is also followed for decision-making.

**(iv) Time limit for taking decisions:** Time limit for taking decisions is outlined in the Customs Manual, the Adjudication Manual, Audit Manual etc.

**(v) Channel of supervision and accountability:** Commissionerates are supervised by Commissioners. The Commissioner is assisted by Additional/Joint Commissioners and other officers in the Commissionerate Headquarters office. There are subordinate field formations viz. various sections / Units which are supervised by a Deputy/Assistant Commissioner. The overall control of the Commissionerate is vested with the Commissioner.

#### **1.4 NORMS FOR THE DISCHARGE OF ITS FUNCTIONS[Section4(1)b(iv)]:**

**(i) Nature of functions/ services offered:** To carry out the mission of CBIC to administer Customs laws, aimed at: -

- Setting up of institutional framework for identification of Best Practices in Customs, for pan India application and extending online application of such initiatives at National level.
- Simplification of procedures, streamlining its online application and taking forward the benefits to the trade & industry by enhancing compliance.
- realizing their venues 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 customs 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 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 :** Contact Information of Officers of all Commissionerates available in Customs

Website [www.bangalorecustoms.gov.in](http://www.bangalorecustoms.gov.in)

**(iv) Time-limit for achieving the targets:** Time limits for taking decisions are outlined in the Customs Preventive and Appraising Manual, the Adjudication Manual, Audit Manual, etc.

**(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 other 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 respective 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[Section4[(1)b(v)]:**

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

The main statutes which are related to the levy and collection of Customs duty are:

- CustomsAct,1962
- CustomsTariffAct,1975
- TheCentralExciseAct,1944
- National Calamity Contingent Duty (Section 136 of the Finance Act, 2001 (14 of2001)
- Education Cess (Chapter VI of the Finance Bill, 2004)
- Additional Duties of Customs (Goods of Special Importance) Act,1957
- Provisional Collection of Taxes Act, 1931
- CGST Act, 2017; IGST Act 2017; UGST Act 2017
- Foreign Trade (Development and Regulation) Act,1992
- Foreign Exchange Management Act, 2000.
- The Drugs and Cosmetics Act, 1940.
- Food Safety and Standards Act, 2006.
- The Arms Act,1959
- The Narcotic Drugs and Psychotropic Substances Act, 1985.
- The Indian Explosives Act, 1884
- The Dangerous Drugs Act, 1930
- DestructiveInsectsandPestsAct,1914.

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

- The Custom(Appeals) Rules, 1982
- The Baggage Rules,2016
- The Customs and Central Excise Duties Drawback Rules, 2017
- Re-Export of Imported Goods (Drawback of Customs Duties) Rules, 1995
- The Customs (Settlement of Cases) Rules,2001
- Customs Valuation (Determination of Price of imported Goods)Rules,2007
- Customs Valuation (Determination of Value of Export Goods)Rules,2007
- Customs (Advance Rulings) Rules,2002
- Foreign Privileged Persons (Regulation of Customs Privileges) Rules, 1957
- Customs (Compounding of Offence) Rules,2005
- Consumer Welfare Fund Rules,1992
- The Customs, Excise & Service Tax Appellate Tribunal (Procedure) Rules, 1982.
- Customs (Attachments of Property of Defaulters for Recovery of Government Dues) 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
- Customs (Import of Goods at Concessional Rate of Duty for Manufacture of Excisable Goods) Rules, 1996.
- Customs (Publication of Names) Rules,1975
- Customs (Settlement of Cases) Rules,2007
- Customs Tariff (Identification and Assessment of Safeguard Duty) Rules, 1997
- Customs Tariff (Transitional Product Specific Safeguard Duty), Rules 2002
- Foreign Trade (Regulation)Rules,1993
- Foreign Trade (Exemption from Application of Rules in certain cases) Order 1993.
- Notice of Short Export Rules,1963
- Customs Tariff (Identification, Assessment and Collection of Countervailing Duty on Subsidized Articles and for Determination of Injury) Rules, 1995
- Customs Tariff (Identification, Assessment and Collection of Anti-Dumping Duty on Dumped Articles and for Determination of Injury) Rules, 1995
- Intellectual Property Rights (Imported Goods) Enforcement Rules, 2007

### **Regulations:**

- Sea Cargo Manifest and Transshipment Regulations,2018 [English]
- Customs (Finalization of Provisional Assessment) Regulations,2018

- [English]
- Customs Audit Regulations, 2018 [English]
  - Customs Brokers Licensing Regulations, 2018 [English]
  - Warehouse (Custody and Handling of Goods) Regulations, 2016 [English]
  - Special Warehouse Licensing Regulations, 2016 [English]
  - Special Warehouse (Custody and Handling of Goods) Regulations, 2016 [English]
  - Private Warehouse Licensing Regulations, 2016 [English]
  - Public Warehouse Licensing Regulations, 2016 [English]
  - Warehoused Goods (Removal) Regulations, 2016 [English]
  - Customs Baggage Declaration Regulations, 2013 [English] (42KB)
  - Shipping Bill (Electronic Declaration) Regulations, 2011
  - Customs (Provisional Duty Assessment) Regulations, 2011 [Rescinded vide CBEC Notfn.No.113/2016-Cus (N.T.) dated 22/08/2016]  
Replaced by guidelines issued vide Board Circular 38/2016-Cus dated 22/08/2016, regarding provisional assessment under section 18 of the Customs Act, 1962
  - On-site Post Clearance Audit at the Premises of Importers and Exporters Regulations, 2011
  - Bill of Entry (Electronic Integrated Declaration) Regulations, 2011
  - Courier Imports And Exports (Electronic Declaration And Processing) Regulations, 2010
  - Handling of Cargo in Customs Areas Regulations, 2009
  - Customs House Agents Licensing Regulations, 2004. Superseded by Customs Brokers Licensing Regulations, 2018.
  - Special Economic Zones (Customs Procedures) Regulations, 2003 [Rescinded by Notfn.12/2007-Cus(N.T.), dated 21-02-2007]
  - Courier Imports and Exports (Clearance) Regulations, 1998
  - Customs (Fees for Rendering Services by Customs Officers) Regulations, 1998
  - Bill of Entry (Electronic Declaration) Regulations, 1995 [Superseded by Bill of Entry (Electronic Declaration) Regulations, 2011]
  - Customs Refund Application (Form) Regulations, 1995
  - Goods Imported (Conditions of Transshipment) Regulations, 1995
  - Import of Gold and Silver By Passengers (Form of Bill of Entry) Regulations, 1994
  - Shipping Bill and Bill of Export (Form) Regulations, 1991
  - ATA Carnet (Form of Bill of Entry & Shipping Bill) Regulations, 1990
  - Project Imports Regulations, 1986
  - Customs House Agents Licensing Regulations, 2004. Superseded by Customs Brokers Licensing Regulations, 2018
  - Bill of Coastal Goods (Form) Regulations, 1976
  - Bill of Entry (Forms) Regulations, 1976
  - Boat Notes Regulations, 1976
  - Export Manifest (Aircraft) Regulations, 1976
  - Export Manifest (Vessels) Regulations, 1976
  - Export Report (Form) Regulations, 1976

- Import Manifest (Aircraft) Regulations,1976
- Import Report (Form) Regulations,1976
- Shipping Bill for Aircraft Spares Ex-bond Regulations,1975
- Uncleared Goods (Bill of Entry) Regulations,1972
- Levy of Fees (Customs Documents) Regulations,1970
- Baggage (Transit to Customs Stations) Regulations,1967
- Manufacture and other Operations in Warehouse Regulations,1966
- Passenger's Baggage (Levy of Fees) Regulations,1966
- Bonded Aircraft Stores (Procedure) Regulations,1965
- Transportation of Goods (Through Foreign Territory) Regulations,1965
- Customs(Provisional Duty Assessment) Regulations, 1963 [Superseded by Customs (Provisional Duty Assessment) Regulations, 2011]
- Imported Packages (Opening) Regulations,1963
- Imported Stores (Retention on Board) Regulations,1963
- Warehoused Goods (Removal) Regulations,1963

### **Manuals**

- CBIC Manual on Customs Preventive
- CBIC Manual on Customs Appraising
- Customs Manual on Self-Assessment 2011

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

(iv) **Transfer policy and transfer orders**– Transfer Policy are uploaded in the website [www.bangalorecustoms.gov.in](http://www.bangalorecustoms.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 Commissioner, Bengaluru City Customs Commissionerate 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
6. Revenue, Provisional assessments, Adjudication, Refunds
7. Records of Offences registered against tax evaders
8. Records of Revenue Recovery
9. Records of Drawback Claims
10. Records of Refunds Claims
11. Records of Vigilance matters
12. Records of Receipts and Expenditure Accounts
13. Records of Service Books
14. Records of Establishment matters
15. Records of Administration
16. Records of Stores & Stationery
17. Records of Welfare matters

18. Records of Audits conducted and discrepancies noted
19. Records of Prosecutions
20. Records of litigation in CAT
21. Records of Departmental Adjudication

**(ii) Custodian of documents/categories:**

**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)]:**

RAC/PGC Meeting: The Regional Advisory Committee/Public Grievance Committee meeting is held every quarter in the Bangalore Customs Commissionerate under the Chairmanship of the Commissioner of Customs, Bangalore. The list of Members of this Committee includes all the community partners like the Trade Associations, Customs House Agents' Association, Steamer Agents' Association, Custodians, STPI, as also some representatives from important Public Sector Undertakings like BEL, ITI etc. The Meeting addresses the issues pertaining to Customs matters. Points to be discussed in the meetings are taken in advance and studied. In addition to clarification given by the department during the meetings, detailed minutes are also issued, which are sent to all the Members (hardcopy) as also posted on the Commissionerate's website ([bangalorecustoms.gov.in](http://bangalorecustoms.gov.in)).

PTFC Meeting: Pursuant to the recommendations of the Kelkar Committee, a Permanent Trade Facilitation Committee was setup in the Bangalore Customs Commissionerate in the year 2003. The Members include all the community partners like the Trade Associations, Customs House Agents' Association, Steamer Agents' Association, Custodians, etc. The specific objective of this meeting is to discuss problems relating to clearance of import and export goods and to find solutions thereto. The meeting is held once every three months. The procedure followed is the same as in other meetings mentioned above. The points are taken in advance for detailed study, discussed during the course of the meeting and clarifications given. Detailed minutes are drawn and circulated amongst the Members (hard copy) and also posted on the Commissionerate's website ([bangalorecustoms.gov.in](http://bangalorecustoms.gov.in)).

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

**Directory of Key Officers of the Commissionerate:**

Sl. No.	(i) Name of the Officer and Designation		Sections Held	(ii) Telephone No.
1	S.P.SINGH	Commissioner	ALL	080-22864753 22864739
2	DAYANANDAN.T	Additional Commissioner	ADDITIONAL COMMISSIONER	080- 22868574

3	NTTISH KARNATAK	JOINT COMMISSIONER	ICD	080-28454417
4	N.R.Deshpande	Assistant Commissioner	Vigilance/ Legal / Proscution Sections	080-22863075
5	Nagaraj Anveri	Assistant Commissioner	Adjudiation/ Review Sections	080-22863075
6	Rakesh V. Giri	Assistant Commissioner	Technical/ AEO Section	080- 22863714
7	Manoj Baranwal	Assistant Commissioner	RTI/HPU/CIU/ Systems/PAD/EPC East,Mysore and Chitradurga	080- 22863076
8	Devashish Paul	Deputy Commissioner	1.Export Promotion Cell- Central & South, warehouses including MOOWR ,Disposal,Post Clearance Audit & TBA	080- 22863714
9	Shivanarayan Rajan	Assistant Commissioner	Import and Export at CONCOR ICD & CFS of CWC. 2.Faceless Assessment of appraising groups 2G and 2I allocated to ICD CONCOR 3.Bonds 4.BG Monitoring Cell 5.Export Obligation Monitoring Cell – AA & EPCG 6.MCD & IGM	080-28457482
10	R. Manjunatha	Assistant Commissioner	Import and Export at Sattva ICD, HAL & Marigold 2.Faceless Assessment of appraising groups 3 & 5B 3. Arrears Recovery Cell & Claims under solvency proceeding for the entire	080-28457482

			<p>Commissionerate.</p> <p>4.Finalization of Provisional Assessment of all appraising groups allocated to INWFD6 &amp; INKQZ6</p> <p>5.BRC Monitoring Cell</p> <p>6.Unaccompanied Baggage</p> <p>7.Alternate System Manager, EDI &amp; all system related issues (ICES)</p>	
11	Munikrishnappa.S. P.	Assistant Commissioner	<p>1.Port assessment of all appraising groups allocated to INWFD6 &amp; INKQZ6</p> <p>2.Technical</p> <p>3.CPGRAMS</p> <p>4.Export Assessment</p> <p>5.Audit &amp; Adjudication (including Call Book)</p> <p>6.Refunds</p> <p>7.Drawbacks</p> <p>8.CPIO for all the above charges</p>	080-28457481
12	B.J.Kaarthik	Assistant Commissioner	<p>1.SIIB</p> <p>2.LRM</p> <p>3.Disposal</p> <p>4.Section 48 &amp; Monitoring of disposal of un-claimed &amp; Un-cleared Cargo</p> <p>5.Administration and Co-ordination with Custodians</p> <p>6.Turant Suvidha Kendra (TSK)</p>	080-28457482

**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:**

The Scale of Pay for Commissioner	: LEVEL 14 of Pay matrix along with applicable allowances
The Scale of Pay for Additional Commissioner	: LEVEL 13 of Pay matrix along with applicable allowances
The Scale of Pay for Joint Commissioner	: LEVEL 12 of Pay matrix along with applicable allowances
The Scale of Pay for Deputy Commissioner	: LEVEL 11 of Pay matrix along with applicable allowances
The Scale of Pay for Assistant Commissioner/Chief Accounts officer	: LEVEL 10 of Pay matrix along with applicable allowances
The Scale of Pay for Superintendent/ Sr. Private Secretary	: LEVEL 8/9 of Pay matrix along with applicable allowances
The Scale of Pay for Administrative Officer/Private Secretary/Inspector	: LEVEL 7 of Pay matrix along with applicable allowances
The Scale of Pay for Executive Assistant / Steno (Gr-I)	: LEVEL 6 of Pay matrix along with applicable allowances
The Scale of Pay for Tax Assistant/ Steno (Gr-II)	: LEVEL 4 of Pay matrix along with applicable allowances

**(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)]:**

<b>(i) Name &amp; Designation of the Officer</b>		<b>(ii) Address &amp; Telephone No.</b>
DAYANANDAN.T, ADC	First Appellate Authority, CCO	Office of the Commissioner of Customs. Bengaluru City Customs Commissionerate, Telephone No.080-22860672
MANOJ BARANWAL Assistant Commissioner	CPIO, CCO	Office of Commissioner of Customs. Bengaluru City Customs Commissionerate

Suma Suresh, Superintendent	CAPIO, CCO	Office of the Commissioner of Customs. Bengaluru City Customs Commissionerate
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**1.11 NO. OF EMPLOYEES AGAINST WHOM DISCIPLINARY ACTION HAS BEEN PROPOSED/TAKEN [Section 4(2)]:**

No. of employees in Commissioner's office against whom disciplinary action has been taken

- (i) **Pending for Min penalty or major penalty proceedings–1**
- (ii) **Finalized for Min penalty or major penalty proceedings–Nil**

**1.12 PROGRAMMES TO ADVANCE UNDERSTANDING OF RTI[Section26]:**

- (i) **Educational Programmes:** Training on RTI related subjects are conducted by NACIN.
- (ii) **Efforts to encourage public authority to participate in these programmes:** Officers are nominated for training on RTI related subjects which are conducted by NACIN.
- (iii) **Training of CPIO/APIO:** All trainings are conducted by NACIN.
- (iv) **Update & publish guidelines on RTI by the Public Authorities concerned:** Not applicable.

**1.13 TRANSFER POLICY AND TRANSFER ORDERS [F.No.1/6/2011-IRdt. 15.4.2013]:**

Transfer Policy and Transfer Orders are uploaded in the Bengaluru Customs website [www.bangalorecustoms.gov.in](http://www.bangalorecustoms.gov.in).

**2. BUDGET AND PROGRAMME**

**2.1 BUDGET ALLOCATED, INDICATING PARTICULARS OF ALL PLANS, PROPOSEDEXPENDITURES AND REPORTS ON DISBURSEMENTS MADE [Section 4(1)b(xi)]:**

**MONTHLY EXPENDITURE REPORT IN RESPECT OF BENGALURU CITY CUSTOMS COMMISSIONERATE,  
FOR THE MONTH OF MARCH-2025**

**(Amount in Rs.)**

<b>OBJECT HEAD</b>	<b>SANCTIONED GRANT 2024-25</b>	<b>ACTUAL EXPENDITURE DURING THE MONTH OF MARCH-2025</b>	<b>TOTAL EXPENDITURE UPTO THE MONTH OF MARCH-2025</b>	<b>BALANCE</b>
Salaries	<b>15,93,27,000</b>	15,95,863	15,93,14,033	12,967
Wages	<b>8,19,000</b>	45,071	8,19,035	<b>(-) 35</b>
Rewards	<b>59,50,000</b>	1,91,200	57,33,700	2,16,300
Medical Treatment	<b>17,75,000</b>	5,80,710	17,72,604	2,396
Allowances	<b>14,91,29,000</b>	19,58,032	14,91,10,728	18,272
Leave Travel Concession	<b>11,00,000</b>	1,68,320	10,98,919	1,081
Domestic Travel Expenses	<b>26,31,500</b>	3,09,803	26,31,420	80
Office Expenses	<b>1,61,45,000</b>	13,32,572	1,61,43,401	1,599
Printing and Publications	<b>29,500</b>	22,900	29,100	400
Rent for others	55,00,000	8,79,000	54,31,635	68,365
Digital Equipment	6,00,000	40,975	5,97,724	2,276
Material and Supplies	60,000	25,370	59,666	334
Fuels and Lubricants (P.O.L)	<b>13,89,000</b>	98,286	13,80,671	8,329
Advertising and Publicity	<b>28,000</b>	0	27,930	70
Professional Services	<b>15,03,000</b>	2,70,280	15,00,185	2,815
Repair and Maintenance	7,50,000	2,56,785	7,47,138	2,862
Secret Service Expenditure	5,50,000	0	5,50,000	0
Other Revenue Expenditure	9,00,000	60,669	8,97,794	2,206
Swachhta Action Plan	3,00,000	1,99,500	2,99,500	500
Minor Civil and Electric Works (Office):- HoD Power	1,50,000	1,49,290	1,49,290	710
Machinery and Equipment	1,00,000	99,999	99,999	1
Information, Computer, Telecommunications (ICT) equipment	<b>15,00,000</b>	2,55,423	14,70,212	29,788
Furniture's & Fixtures	0	0	0	0
<b>Grand Total</b>	<b>35,02,36,000</b>	<b>85,40,048</b>	<b>34,98,64,684</b>	<b>3,71,316</b>

## 2.1

(i) 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 – NIL

(ii) Information related to Procurements:

- a. Notice/tender enquires, and corrigenda– Not Applicable.
- b. Details of the bids awarded comprising the names of the suppliers of goods/ services being procured –All the procurements are being made through GeM (Government e- Market portal).
- c. The works contracts concluded in any such combination of the above- Not Applicable.

The rate /rates and the total amount at which such procurement or works contract is to be executed -Not Applicable.

## 2.2 MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES [Section4(1)b(xii)]:

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- i. Name of the programme of activity –There is no subsidy program
  - 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.

### 2.3 Nature/Scale of Subsidy/Amount allotted- Not Applicable.

- (i) Eligibility criteria for grant of subsidy –Not Applicable.
- (ii) Details of beneficiarie of subsidy programme (number, profile etc) – Not Applicable.

## 1.2 DISCRETIONARYAND NON-DISCRETIONARY GRANTS [F.No. 1/6/2011-IRdt. 15.04.2013]:

- (i) Discretionary and non-discretionary grants /allocations to State Govt./NGOs/other institutions:

There are no discretionary and non-discretionary grants.

- (ii) Annual accounts of all legal entities who are provided grants by public authorities:

Not Applicable.

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

- (i) **Concessions, permits or authorizations granted by public authority:**

There are no concessions, permits or authorizations available in generic sense of the term.

- (ii) **For each concession, permit or authorization granted**

- a. Eligibility Criteria-Not Applicable.
- b. Procedure for getting the concession/grant/or permits of authorizations – Not Applicable.
- c. Name and address of the recipients given concessions/permits or authorizations – Not Applicable.
- d. Date of award of concessions/permits of authorizations- Not Applicable.

## Publicity and Public interface

### 2.5 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 [Section 4(1)(b)]

PTFC Meetings are held at Commissionerate and the minutes are being issued.

Policy issues are forwarded to the competent authorities wherever found necessary.

Contact details of information and facilitation counter is available on the website <https://bangalorecustoms.gov.in/>

PPP- Not Applicable.

### 2.6 Are the details of policies/decisions, which affect public, informed to them [Section 4(1) (c)]

All the details are available on the website <https://bangalorecustoms.gov.in>

- i) Online response and queries is through Email.
- ii) Arrangement for consultation before formulation of policy is by way of meetings with the trade and trade bodies for collation of information and suggestion for onward submission to competent authority are available as posts in cbic.gov.in website from time to time.

### 2.7 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]

- i) Website: <https://bangalorecustoms.gov.in>
- ii) Twitter account: <https://twitter.com/blrcustoms>

### 3.1 Form of accessibility of information manual/handbook [Section 4(1)(b)]

- (i) Electronic Format
- (ii) Printed format:
  - a) AIO Handbook

### 3.2 Whether information manual/handbook available free of cost or not [Section 4(1)(b)]

- i) List of materials available free of Cost-All items mentioned in 3.4.1 are available free of Cost
- ii) At reasonable Cost: NA

<b>4. E Governance</b>	
<b>Section 4(1)(b)</b>	<b>Information to be published under the Act</b>
<b>4.1</b>	<b>Language in which information manual/hand book available-English</b>
<b>4.2</b>	<b>When was the information manual/hand book last updated? – updated on real time basis</b> a) Tax information - <a href="https://taxinformation.cbic.gov.in">https://taxinformation.cbic.gov.in</a> b) CBIC Information – <a href="http://www.cbic.gov.in">www.cbic.gov.in</a>
<b>4.3</b>	<b>Information available in electronic form-</b> Complete information regarding the Central Board of Indirect Taxes and The Customs Act, 1962 is available is on the above given web portals. All Notifications, Circulars, Instructions, etc, issued under the Customs Act, 1962 are updated on real time basis on <a href="https://taxinformation.cbic.gov.in">https://taxinformation.cbic.gov.in</a>
<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information-</b> i) PIO-Office of the Commissioner of Customs, Bengaluru City Customs, Queens road, Bengaluru 560001. ii) Details of Information made available: All information required to be made available under RTI act pertaining to administration, finance and Judicial Matters. iii) Working Hours: 09.30 AM to 6.00 PM From Monday to Friday.

4.5 The names, designations, and other particulars of the Public Information Officers (PIOs).

### **5.1 Such other information as may be prescribed.**

Name & Address of CAPIO/CPIO	Name & Address of the Appellate Authority	Jurisdiction
Anil Kumar Reddy K, AC, Office of the Commissioner of Customs,C.R.Building, Queen’s Road, Bengaluru- 560001	Mudduveeraya Shivaprasad Prithvi, Additional Commissioner, Office of the Commissioner of Customs, City Customs, Annexe Building, 4thFloor, C.R. Building, Queen’sRoad,Bengaluru– 560001	Bengaluru City Customs, Hqrs.

Munikrishnappa S P, AC, ICD, City Customs Whitefield, Bengaluru - 560066	Shri Nitish Karnatak , Joint Commissioner, ICD, Whitefield, Bengaluru -560066	ICD, Whitefield, Bengaluru
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**ii) Third party audit of Voluntary Disclosure is being done by NACIN, Bangalore**

**(i) Appointment of nodal Officers not below the rank of Joint Secretary/ Additional HOD**

**(a) Date of Appointment-Not applicable**

**(b) Name and designation of the Officers-Not applicable**

**(ii) Consultancy committee of key stakeholders for advice on suo-moto disclosure**

**(a) Dates from which Constituted-Not applicable**

**(b) Name and designation of the Officers-Not applicable**

**(iii) Committee of PIOs/ FAAs with rich experience in RTI to identify frequently sought information under RTI**

**(a) Dates from which constituted- Not applicable**

**(b) Name and designation of the officers- Not applicable**

**6. INFORMATION DISCLOSED ON OWN INITIATIVE**

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

Information such as Public Notices, Standing Orders of Central Government, Circulars Transfer orders, etc, are uploaded in the web- site [www.bangalorecitycustoms.gov.in](http://www.bangalorecitycustoms.gov.in)

Assistant Commissioner