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**DIRECTORATE GENERAL OF SYSTEMS & DATA MANAGEMENT
CUSTOMS & CENTRAL EXCISE
5TH FLOOR, HOTEL SAMRAT, CHANAKYAPURI
NEW DELHI-110 021**

F.No.ADG(SG)/RTI/Systems/2005 | 3969 to 4021

Dated: 28.12.2007

To,
All Chief Commissioners of Customs, Central Excise, LTU
All Director Generals of Directorates
The Director (CRCL) / Director (O&M) / Commissioner (Logistics) /
Commissioner (P & PR) / Commissioner (Legal Affairs)

Sir/Madam,

Subject: Designation of CPIO and Appellate Authorities in CBEC under the RTI ACT, 2005.

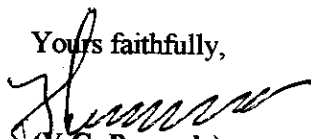
Please refer to letter F.No.296/115/2007-CX-9 dated 12.11.2007 received from Commissioner(Coord.), CBEC, on the above subject.

In this regard, a few reports have been received from some Chief Commissioners. However, either these are in hard copies or the prescribed format is not being followed. It is desirable that the details being displayed on the official CBEC website be in a standard format. To ensure this, the following steps may please be followed :

1. This information may be E-mailed to the webmaster at address webmaster.cbec@icegate.gov.in and / or webmaster.cbec@gmail.com with copy to hari.shankar@icegate.gov.in . A specimen format for the same is enclosed herewith.
2. The report should necessarily originate from the Chief Commissioner's office, which would ensure that the report is for the entire Zone. (This office has been receiving mails and hard copies of the reports / Public Notices / Office orders from individual Commissionerates. Kindly ensure that such copies are not sent to this office as it is not possible to carry out piecemeal updations).
3. The information / details should include the following as shown in the specimen:
 - a. Name, designation, Office Address of CPIO and Appellate Authority
 - b. Telephone, fax and E-mail
 - c. Jurisdiction
 - d. District / Sub-divisions
4. The same format / procedure should be followed for quarterly updation of the same, which should reach this office by the 7th of the succeeding month.
5. In order to ensure uniformity and correctness of information, the information received by Post / fax (i.e. hard copies), shall not be uploaded.

Encl:- As above

Yours faithfully,


(Y.G. Parande)
Director General

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OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE/ CUSTOMS,
(please write complete address)

Sl.No	Office / Location of Commissionerate	Name & address of the Appellate Authority S/Shree	Name & address of the CPIO S/Shree	Jurisdiction
	please write complete address of Office of The Chief Commissioner			
	Please mention Commissioner, Appeals (if any)			

Commissionerate	Name/Designation/ Address of CPIO	Name/Designation/ Address of Appellate Authority	Jurisdiction
(Please write name of commissionerate)	(CPIO designated for this Cmmte.)	(Appellate Authority designated for this Cmmte.)	

S.No	District	Sub-Division	Name/Designation and Address of CPIO	Name/Designation and Address of Appellate Authority
	(please write name of distt.)	(please write name of Div/sub-Div.)		

(Chief Commissionerates) : For further clarifications please see :
<http://www.cbec.gov.in/info-act/cpio-capio/cochin.htm> (Please use same colours for heading rows of every table i.e as appearing in the given link. Also use Arial font size 10).

(Directorate Generals, Directorates) : For further clarifications please see :
<http://www.cbec.gov.in/info-act/dg/systems-datamagment.htm> (Please use same colours for heading rows of every table i.e as appearing in the given link. Also use Arial font size 10).

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