

SUO MOTO DISCLOSURE u/s 4.1.(b) of RTI Act, 2005

**1. Organisation and Function**

S. no	Item	Details of disclosure	Remarks
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization (ii) Head of the organization (iii) Vision, Mission and Key objectives (iv) Function and duties (v) Organization Chart Any other details- (vi) 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	Available on website- ccolkozone.gov.in
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) (ii) Power and duties of other employees (iii) Rules/ orders under which powers and duty are derived (iv) Exercised (v) Work allocation	Available on website- ccolkozone.gov.in
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. (iv) Time limit for taking a decision, if any (v) Channel of supervision and accountability	Available on website- ccolkozone.gov.in
1.4	Norms for discharge of functions [Section 4(1) (b)(iv)]	(i) Nature of functions/ services offered (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	As per following: i. CGST Act, 2017 ii. Central Excise Act, 1944 iii. Customs Act, 1962 iv. Finance Act, 1994
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. (ii) List of Rules, regulations, instructions manuals and records. (iii) Acts/ Rules manuals etc. (iv) Transfer policy and transfer orders	Available on website- cbic.gov.in
1.6	Categories of documents held by the authority	(i) Categories of documents (ii) Custodian of documents/categories	Not applicable

1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b) (viii)]	(i) Name of Boards, Council, Committee etc.	Not applicable
		(ii) Composition	
		(iii) Dates from which constituted	
		(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)]	(i) Name and designation	Available on website- ccolkozone.gov.in
		(ii) Telephone, fax and email ID	
1.9	Monthly Remuneration received by officers & employees including system of compensation	(i) List of employees and their Gross monthly remuneration	Available on website- ccolkozone.gov.in
		(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 officer(s) & Appellate Authority	Available on website- ccolkozone.gov.in
		(ii) Address, telephone numbers and email ID of each designated official.	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	Not applicable
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Not applicable
		(ii) Efforts to encourage public authority to participate in these programmes	
		(iii) Training of CPIO/ APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	
1.13	Transfer policy and transfer orders		Available on website- ccolkozone.gov.in

**2. Budget and Programme**

S. no	Item	Details of disclosure	Remarks
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on Disbursements made etc. [Section 4(1)(b)]	(i) Total Budget for the public authority	Under process of incorporation on website
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for DTA each agency, if any	
		(v) Report on Disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours	(i) Budget (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. a. Places visited b. The period of visit c. The number of members in the official delegation d. Expenditure on the visit	Not applicable
		(iii) Information Related to procurements a. Notice/tender enquires, & corrigenda if any thereon, b. Details of the bids awarded comprising the names of the suppliers 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	
2.3	Manner of execution of subsidy programme [Section 4(i)(b) (xii)]	(i) Name of the programme of activity	Not applicable
		(ii) Objective of The programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/scale of subsidy / amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants	(i) Discretionary and non-discretionary grants/ allocations State Govt./ NGOs /other institutions	Not applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	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	Not applicable
		ii. For each concessions, permit or authorization granted a. Eligibility criteria b. Procedure for getting the concession/ grant and / or permits of authorizations	
		iii. Name & address of the recipients given concession/ permits or authorizations	
		iv. Date of award of concessions / permits of authorization	
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Under process of incorporation on website

### 3. Publicity Band Public interface

S. no	Item	Details of disclosure	Remarks
3.1	Particulars for Any arrangement for consultation with or representation	i. Arrangement for consultations with or representation by the members of the public (a) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens ii. Arrangements for consultation with or representation by 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 iii. Public- private partnerships (PPP) (1) Details of Special Purpose Vehicle (SPV), if any (2) Detailed project reports (DPRs) (3) Concession agreements. (4) Operation and maintenance manuals (5) Other documents generated as part of the implementation of the PPP (6) Information relating to fees, tolls, or the other kinds of revenues that may be Collected under Authorization from the government (7) Information relating to outputs and outcomes (8) The process of the selection of the private sector party (concessionaire etc.) (9) All payment made under the PPP project	Not applicable
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while Formulating important policies or announcing decisions affect public to make the process more interactive (i) Policy decisions/ legislations taken in the previous one year (ii) Outline the Public consultation process (iii) Outline the arrangement consultation before formulation of Policy	Available on website- <a href="http://cbic.gov.in">cbic.gov.in</a>
3.3	Dissemination of information widely and	Use of the most effective means of communication (i) Internet (website)	Available on website- <a href="http://cbic.gov.in">cbic.gov.in</a>
3.4	Form of accessibility Of information manual / handbook (Section 4(1)(b))	Information manual/handbook available in (i) Electronic format (ii) Printed format	Not applicable
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1) (b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	Not applicable

**4. E. Governance**

S. no	Item	Details of disclosure	Remarks
4.1	Language in which Information Manual/ Handbook Available	(i) English	Not applicable
		(ii) Vernacular/ Local Language	
4.2	When was the information Manual/ Handbook last updated?	Last date of Annual updation	Not applicable
4.3	Information available in electronic form [Section 4(1) (b)(xiv)]	(i) Details of information available in electronic form	Available on website- ccolkozone.gov.in
		(ii) Name/ title of the document/record/ other information	
		(iii) Location where available	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b) (xv)]	(i) Name & location of the faculty	Most of the information is available on website viz. Ccolkozone.gov.in and cbic.gov.in. Further, the information not available may be obtained by filing RTI application
		(ii) Details of information made available	
		(iii) Working hours of the facility	
		(iv) Contact person & contact details (Phone, fax email)	
4.5	Such other information as may be prescribed under section 4(i) (b) (xvii)	(i) Grievance redressal mechanism	online CPGRAMS
		(ii) Details of applications received under RTI and information provided	Available on website- ccolkozone.gov.in
		(iii) List of completed schemes/ projects/ Programmes	Not applicable
		(iv) List of schemes/ projects/ programme underway	Not applicable
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not applicable
		(vi) Annual Report	Available on website- ccolkozone.gov.in
		(vii) Frequently Asked Question (FAQs)	
		(viii) Any other information such as	
		a) Citizen's Charter	Not applicable
		b) Result Framework Document (RFD)	
c) Six monthly reports on the Performance against the benchmarks set in the Citizen's charter			
4.6	Receipt & Disposal of RTI Applications & Appeals	(i) Details of applications received and disposed	Available on website- ccolkozone.gov.in
		(ii) Details of appeals received and orders issued	
4.7	Replies to questions asked in the parliament	Details of questions asked and replies given	Available on website- ccolkozone.gov.in

**5. Information as may be prescribed**

S. no	Item	Details of disclosure	Remarks
5.1	Such other information as may be prescribed	i. Name & details of	Available on website- ccolkozone.gov.in
		a. Current CPIOs & FAAs	
		b. Earlier CPIO & FAAs from 1.1.2015	
		ii. Details of third-party audit of voluntary disclosure	Under process of incorporation on website
		a. Dates of audit carried out	
		b. Report of the audit carried out	
		iii. Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD	Not applicable
		a. Date of appointment	
		b. Name & Designation of the officers	
		iv. Consultancy committee of key stakeholders for advice on suo-motu disclosure	
		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
		a. Dates from which constituted	
b. Name & Designation of the Officers			
b. Name & Designation of the Officers			

**6. Information Disclosed on own Initiative**

S. no	Item	Details of disclosure	Remarks
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		-
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (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?	-