

PARTICULARS REQUIRED TO BE PUBLISHED
UNDER SECTION 4(1)(b) OF RIGHT TO INFORMATION ACT 2005.

(i) **ORGANISATION, FUNCTIONS AND DUTIES**

1. Name of the Organisation :

CHENNAI CENTRAL EXCISE AUDIT II COMMISSIONERATE

The newly created Chennai Central Excise Audit - II Commissionerate started functioning from 14.10.2014 as per Board's Circular No.985/09/2014 CX dated 22.09.2014, issued by the Central Board of Excise and Customs.

The office of the Central Excise Audit II Commissionerate is situated in the 3rd & 4th Floor, Periyar Building , 690, Anna Salai, Nandanam, Chennai 600035.

JURISDICTION

Chief Commissioner :- Central Excise Chennai Zone

Commissionerate :- Central Excise Audit II

Circles :- There are seven circles in Audit – II Commissionerate

<i>Formation</i>	<i>Jurisdiction</i>
Audit II Commissionerate	All assesseees falling under the jurisdiction of Principal Commissioner of Central Excise, Chennai – IV, Commissioner of Central Excise, Chennai – II and Commissioner of Central Excise, Puducherry
Circle I	Risk Analysis (Head Quarters Office)
Circle II	Audit in respect of assesseees falling under the jurisdiction of Commissioner of Central Excise, Chennai II

Circle III	Audit in respect of assesseees falling under the jurisdiction of Commissioner of Central Excise, Chennai – II
Circle IV	Audit in respect of assesseees falling under the jurisdiction of Principal Commissioner of Central Excise, Chennai – IV
Circle V	Audit in respect of assesseees falling under the jurisdiction of Principal Commissioner of Central Excise, Chennai – IV
Circle VI	Audit in respect of assesseees falling under the jurisdiction of Principal Commissioner of Central Excise, Chennai – IV
Circle VII	Audit in respect of assesseees falling under the jurisdiction of Commissioner of Central Excise, Puducherry

II The powers and duties of its officers and employees

A. The powers and duties of the officers are derived from Central Excise Act, 1944 and the Finance Act 1994 and Central Excise Rules, 2002 and Service Tax Rules 1994. .

B. The organization chart of Central Excise , Audit II Commissionerate , Chennai is as follows:-

Shri. K.M.Ravichandran	Commissioner
Shri. S.Mohan	Advisor (Cost)
Shri. K.V.R.K.BhupalaRao	Additional Commissioner
Shri S. Sridhar	Assistant Commissioner
Shri. T.R Krishnakumar	Assistant Commissioner
Shri. V.Rajkumar Moses	Assistant Commissioner
Shri. N.Thirugananasundaram	Assistant Commissioner
Shri .P .Balasubramaniam	Assistant Commissioner

Shri. Markendeya Mishra	Assistant Commissioner

C. The administrative control and supervision over the Central Excise Audit Commissionerate, Chennai is as under:

Name	Designation		Phone & Fax Nos
Shri.K.M.Ravichandran	Commissioner of Central Excise Audit, II -Chennai	Head of Department Overall in charge of Central Excise & Service Tax Audit	044-24338300 Fax: 044-24338301

D. Charges of Joint/ Deputy / Assistant Commissioner :

S.NO	Name	Designation	Charges
1	Shri. S.Mohan	Advisor(Cost)	Valuation
2	Shri. K.V.R.K.BhupalaRao	Additional Commissioner	In charge of Audit Circles I-VII
3	Shri S. Sridhar	AC	CIRCLE-II Comprising Audit Group A-D
4	Shri. T.R Krishnakumar	AC	CIRCLE-III Comprising Audit Group A-D
5	Shri.Markendeya Mishra	AC	Circle-IV Comprising Audit Group A-D
6	Shri. P.Balasubramaniam	AC	Circle-V Comprising Audit Group A-D
7	Shri.N.Thirugananasundaram	AC	Circle-VI Comprising Audit Group A-D
8	ShriV.Rajkumar Moses	AC	Circle-VII

			Comprising Audit Group A-D

E) Superintendent (Group B, Executive) are entrusted with work related to conducting audit of assessees in the jurisdiction of this Commisionerate.

Besides Superintendents there are Group B, (Non Gazetted) executive officers of the rank of Inspectors, Group B & C Ministerial officers, and Group D Havalgars in this Commissionerate.

III The procedure followed in decision making process including channels of supervision and accountability

The Commissionerate is headed by the Commissioner who is the Administrative and Supervisory head. The Commissioner is supported by the Joint/Additional Commissioner who handles the working of the Commissionerate. Further, the Commissionerate consists of Circles/ Audit Groups headed by the Asstt./Dy.Commissioner supported by the Superintendents of the Groups and assisted by the Inspectors. Audits are being conducted as per the norms prescribed in the Audit Manual . Paras raised during the Audits are being discussed in the Monitoring Committee Meeting chaired by the Commissioner every month. Show Cause Notices are issued by the respective officers based on the monetary limit prescribed by the Board.

IV The norms set for the discharge of its functions

The norms are specified in the Act and Rules and Audit is conducted as per the procedure set out in Audit Manual.

V The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions

1. Central Excise Act 1944
2. Finance Act 1994 (for Service Tax)
3. Customs Act 1962
4. CBEC Manual of supplementary instructions on Central Excise and Customs
5. Circulars and Notifications issued from time to time by CBEC.
6. Central Excise and Service Tax Audit Manual

VI A statement of the categories of documents that are held by it or under its control

The documents received from the assesseees for conducting Audit .

VII The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of it is policy or implementation thereof

As a trade facilitation measure a Tax Payer Service Centre has been set up to address specific problems faced by the assesseees.

VIII A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minute of such meetings are accessible for public.

NIL

IX Directory of its offices and employees

As given in Para II above.

X Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

7th Pay Commission Pay Matrix Table for Central Government Employees w.e.f.1.1.2016

Pay Band	5200-20200					9300-34800				15600-39100			37400-67000			67000-79000	75500-80000	80000	90000
Grade Pay	1800	1900	2000	2400	2800	4200	4600	4800	5400	5400	6600	7600	8700	8900	10000				
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	13A	14	15	16	17	18
1	18000	19900	21700	25500	29200	35400	44900	47600	53100	56100	67700	78800	118500	131100	144200	182200	205400	225000	250000
2	18500	20500	22400	26300	30100	36500	46200	49000	54700	57800	69700	81200	122100	135000	148500	187700	211600		
3	19100	21100	23100	27100	31000	37600	47600	50500	56300	59500	71800	83600	125800	139100	153000	193300	217900		
4	19700	21700	23800	27900	31900	38700	49000	52000	58000	61300	74000	86100	129600	143300	157600	199100	224400		
5	20300	22400	24500	28700	32900	39900	50500	53600	59700	63100	76200	88700	133500	147600	162300	205100			
6	20900	23100	25200	29600	33900	41100	52000	55200	61500	65000	78500	91400	137500	152000	167200	211300			
7	21500	23800	26000	30500	34900	42300	53600	56900	63300	67000	80900	94100	141600	156600	172200	217600			
8	22100	24500	26800	31400	35900	43600	55200	58600	65200	69000	83300	96900	145800	161300	177400	224100			
9	22800	25200	27600	32300	37000	44900	56900	60400	67200	71100	85800	99800	150200	166100	182700				
10	23500	26000	28400	33300	38100	46200	58600	62200	69200	73200	88400	102800	154700	171100	188200				
11	24200	26800	29300	34300	39200	47600	60400	64100	71300	75400	91100	105900	159300	176200	193800				
12	24900	27600	30200	35300	40400	49000	62200	66000	73400	77700	93800	109100	164100	181500	199600				
13	25600	28400	31100	36400	41600	50500	64100	68000	75600	80000	96600	112400	169000	186900	205600				
14	26400	29300	32000	37500	42800	52000	66000	70000	77900	82400	99500	115800	174100	192500	211800				
15	27200	30200	33000	38600	44100	53600	68000	72100	80200	84900	102500	119300	179300	198300	218200				
16	28000	31100	34000	39800	45400	55200	70000	74300	82600	87400	105600	122900	184700	204200					
17	28800	32000	35000	41000	46800	56900	72100	76500	85100	90000	108800	126600	190200	210300					
18	29700	33000	36100	42200	48200	58600	74300	78800	87700	92700	112100	130400	195900	216600					
19	30600	34000	37200	43500	49600	60400	76500	81200	90300	95500	115500	134300	201800						
20	31500	35000	38300	44800	51100	62200	78800	83600	93000	98400	119000	138300	207900						
21	32400	36100	39400	46100	52600	64100	81200	86100	95800	101400	122600	142400	214100						
22	33400	37200	40600	47500	54200	66000	83600	88700	98700	104400	126300	146700							
23	34400	38300	41800	48900	55800	68000	86100	91400	101700	107500	130100	151100							
24	35400	39400	43100	50400	57500	70000	88700	94100	104800	110700	134000	155600							
25	36500	40600	44400	51900	59200	72100	91400	96900	107900	114000	138000	160300							
26	37600	41800	45700	53500	61000	74300	94100	99800	111100	117400	142100	165100							
27	38700	43100	47100	55100	62800	76500	96900	102800	114400	120900	146400	170100							
28	39900	44400	48500	56800	64700	78800	99800	105900	117800	124500	150800	175200							
29	41100	45700	50000	58500	66600	81200	102800	109100	121300	128200	155300	180500							
30	42300	47100	51500	60300	68600	83600	105900	112400	124900	132000	160000	185900							
31	43600	48500	53000	62100	70700	86100	109100	115800	128600	136000	164800	191500							
32	44900	50000	54600	64000	72800	88700	112400	119300	132500	140100	169700	197200							
33	46200	51500	56200	65900	75000	91400	115800	122900	136500	144300	174800	203100							
34	47600	53000	57900	67900	77300	94100	119300	126600	140600	148600	180000	209200							
35	49000	54600	59600	69900	79600	96900	122900	130400	144800	153100	185400								
36	50500	56200	61400	72000	82000	99800	126600	134300	149100	157700	191000								
37	52000	57900	63200	74200	84500	102800	130400	138300	153600	162400	196700								
38	53600	59600	65100	76400	87000	105900	134300	142400	158200	167300	202600								
39	55200	61400	67100	78700	89600	109100	138300	146700	162900	172300	208700								
40	56900	63200	69100	81100	92300	112400	142400	151100	167800	177500									

XI Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

AUDIT II COMMISSIONERATE CHENNAI (In Rs.)

Object head	Sanction Grant	Expenditure incurred upto 31.03.2017
	2016-17	2016-17
Salaries	87500000	94902106
Wages	0	0
Overtome Allowance	0	0
Rewards:		
Rewards to officers/staff	62000	50000
Reward to ifnormers	0	0
Total Rewards	62000	50000
Medical Treatment	146524	146524
D.T.E	431000	440875
F.T.E	0	
Office Expenses		
O.E(Genreal)	2467797	2485751
O.E(Motor Vehicle)	2726045	2726045
O.E(Laboratories)	0	0
O.E(1% Scheme)	0	0
O.E(Swachta)	0	0
Total O.E	5193842	5211796
R.R.T	0	0
Publications	0	0
Banking cash transaction tax	0	0
O.A.E	54927	53977
Advertising and Publicity	0	0
Prof.Services:	0	0
Law Charges	0	0
Cost of Police	0	0
Other Services	0	0
Total.Prof.Service	0	0
Other Charges	0	0
Charged	0	0
Voted	0	0
Total Other-Charges	0	0
Information Technology	726041	725983
Departmental Canteen	0	0
Cost of Printing (Bandrolls)	0	0
Other items	0	0
Minor work (office)	0	0

Grant in Aid-Genral	0	0
Total other items	0	0
Total of Major head 2038	94114334	101531261
MH2216-Housing maintenance repairs	0	0
Minor work(Residential)	0	0
Grand Total (MH2038 and MH 2018)	94114334	101531261

XII The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

Not applicable

XIII Particulars of recipients of concessions, permits or authorization granted by it.

Not applicable

XIV Details in respect of the information, available to or held by it, reduced in an electronic form.

a) **Comprehensive Information on Central Excise / Service Tax Act / rules/ Instructions is available at <http://www.cbec.gov.in> web site.**

b) Directorate of Data Management is maintaining Central Excise and Service tax Audit Revenue in electronic form.

XV The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

Information regarding laws and procedures can be obtained from cbec.gov.in

XVI The names, designations and other particulars of the Public information officers.

RTI CELL

Name of the Commissionerate	Name, address, telephone No. of the CPIO	Name, address, telephone No. of the First Appellate Authority
Chennai Central Excise Audit II Commissionerate	Shri.P.Balasubramaniam, Assistant Commissioner, O/o The Commissioner of Central Excise (Audit II), E.V.R. Periyar Maligai, III Floor, 690, AnnaSalai, Nandanam, Chennai 600 035. Contact No. 24310892	Shri.K.V.R.K. Bhupala Rao, Additional Commissioner O/o The Commissioner of Central Excise (Audit II), E.V.R. Periyar Maligai, IV Floor, 690, Anna Salai, Nandanam, Chennai 600 035. Contact No. 24333400

XVII Such other information as may be prescribed.

NIL

