



भारत सरकार

GOVERNMENT OF INDIA

वित्त मंत्रालय, राजस्व विभाग

MINISTRY OF FINANCE, DEPARTMENT OF REVENUE

केन्द्रीय उत्पाद शुल्क आयुक्त कार्यालय, चेन्नै - III आयुक्तालय

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CHENNAI - III COMMISSIONERATE

C. No. IV/16/44/2016-Ex.Pol.

Date: 28th April, 2016

Standing Instruction 01/2016 (Technical)

To make sure that all the Orders-in-Original passed by the Deputy/Assistant Commissioners of the Divisions are received in the Headquarters Review section in time, and statutory review is completed promptly, a monthly report is prescribed in the following format:

Report on the Orders-in-Original passed by the Deputy/Assistant Commissioner, Division, for the month of April, 2016				
Part- A				
Total number of Orders-in-original passed and issued during the month				
	Rebate	Refund	Technical	Total
Central Excise				
Service Tax				
Customs				
Total				
Part-B				
Report on Central Excise Orders-in-original passed and issued during the month				
Sl.No.	O-in-O Number & Date	Assessee	Amount Involved	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
Etc.				

Part-C				
Report on Service Tax Orders-in-original passed and issued during the month				
Sl.No.	O-in-O Number & Date	Assessee	Amount involved	Remarks
1.				
2.				
3.				
4.				
Etc.				

- (i) The above report should be submitted by all Assistant/Deputy Commissioners serving in Hosur-1, Hosur-2, MM Nagar, Ranipet, Vellore, under her/his signature, by the 5th of every month.
- (ii) This report should be forwarded to the Commissioner of Central Excise, Chennai-III Commissionerate (Review & Tribunal Section) and Commissioner of Central Excise, Chennai-III Commissionerate (Internal Audit Section). Electronic version of the report should be forwarded to: chennai3judicial@rediffmail.com
- (iii) In the 'remarks' column, in case of rebate/refund orders, please mention whether pre-audit concurrence has been obtained; whether being referred for post-audit, prior to review.
- (iv) In terms of the supplementary instruction at para 8.4, all refund/rebate claim files should be sent to the Headquarters, within a week of payment. Where refund/rebate was granted after obtaining pre-audit concurrence, such files along with Order-in-Original should be sent to HQ Review Section. In cases where post-audit is prescribed, files containing Order-in-Original, should be sent to HQ Internal Audit section.
- (v) Receipt of this instruction may be acknowledged, please.


 28.4.2016
 Additional Commissioner
 Chennai-III Central Excise

To
 Deputy/Assistant Commissioner (Hosur-I, Hosur-II, MM Nagar, Ranipet, Vellore)
 Deputy/Assistant Commissioner (Review & Tribunal Section)/(Internal Audit section)
 Webmaster, for uploading in: www.chennai.centralexcise.gov.in
 Assistant Director (Official Language), for translation in Hindi