

## A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b,c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4-E. governance, 5-Information as prescribed and 6. Information disclosed on own initiative.

### 1. Organisation and Function

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Office of the Commissioner of Customs, Pune, GST Bhavan, 41/A, Sasoon road, Pune 411 001	Fully met
		(ii) Commissioner of Customs	Fully met
		(iii) Available on web site <a href="http://www.punecustoms.nic.in">www.punecustoms.nic.in</a>	Fully met
		(iv) Available on web site <a href="http://www.punecustoms.nic.in">www.punecustoms.nic.in</a>	Fully met
		(v) Available on web site <a href="http://www.punecustoms.nic.in">www.punecustoms.nic.in</a>	Fully met
		(vi) Customs formations available at official website <a href="http://www.punecustoms.nic.in">www.punecustoms.nic.in</a>	Fully met

1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	<p>To achieve excellence in the formulation and implementation of Customs initiatives aimed at : Realizing the revenues in fair, equitable and efficient manner Administering the Government’s economic, tariff and trade policies with a practical and pragmatic approach Facilitating trade and industry by streamlining and simplifying Customs process and helping Indian business to enhance its competitiveness Creating a climate for voluntary compliance by providing guidance and building mutual trust combating revenue evasion, commercial frauds and social menace in an effective manner.</p> <ol style="list-style-type: none"> <li>1) Anti smuggling and preventive work including of anti-narcotics functions – collection of intelligence,</li> <li>2) Joint Sea Patrolling, Night Road Patrolling,</li> <li>3) Assessment of Bills of Entry and Shipping Bills and related work at all ICDs and Divisions.</li> <li>4) Enforcement of NDPS ACT, 1985.</li> <li>5) Duty free imports of EOU / EHTP /STP units, issuance of re-warehousing certificates, bond-to-bond transfer, collection of duty of Customs in case of disposal of capital goods / goods as such by the Unit Execution of B-17 Bond, demand of duty of Customs in case of default in NFE, non accountal of goods etc., collection of Cost Recovery charges, MOT etc.</li> <li>6) Duty fee imports / exports at concessional rate of duty subject to end use condition under Customs (import of goods at concessional rate of duty for manufacturing of excisable goods) Rules, 2016. Execution of bond, monitoring of utilization and demand of Customs duty in case of default.</li> <li>7) Licensing of private / public / special Customs bonded ware house under chapter IX of Customs Act, 1962.</li> <li>8) Installation certificate for goods imported under EPCG scheme.</li> <li>9) Recovery of dues under section 142 of Customs Act, 1962.</li> <li>10) Adjudication of offences and demand of Customs duty in respect of SEZs.</li> <li>11) Brand rate fixation of Customs duty in case of export of goods.</li> </ol>	Fully met
	(ii) As per Customs Act, 1962		Fully met

		(iii) As above	Fully met
		(iv) As above	Fully met
		(v) Work is equally distributed among the employees by the head of organisation i.e. Commissioner	Fully met
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) As per Customs Act, 1962	Fully met
		(ii) Commissioner of Customs, Pune	Fully met
		(iii) As per Customs Act, 1962	Fully met
		(iv) As per Citizen Charter and Customs Act, 1962	Fully met
		(v) 1) Commissioner 2) Additional / Joint Commissioner 3) Deputy / Assistant Commissioner 4) Superintendent	Fully met
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Facilitating trade and industry by streamlining and simplifying Customs processes and helping Indian business to enhance its competitiveness creating a climate for voluntary compliance by providing guidance and building mutual trust.	Fully met
		(ii) As per Citizen Charter	Fully met
		(iii) Communication through hard copy and soft copy	Fully met
		(iv) As per Citizen Charter and Customs Act, 1962	Fully met
		(v) The senior officers are accessible to the assesses / public. The grievance / complaints are looked into as per the existing mechanism of grievance redressal of Central Govt. organizations, accordingly Trade Facilitation Committee is Formed	Fully met
1.5	Rules, regulations,	(i) As per Customs Act, 1962 and rules made under this Act.	Fully met

	instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(ii) As per Customs Act, 1962 and rules made under this Act.	Fully met
		(iii) As per Customs Act, 1962 and rules made under this Act.	Fully met
		(iv) As per policy of Cade Control Cell of Chief Commissioner Office, Pune Zone. Order available on Pune Customs website.	Fully met
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Complaints, Administration, General / Miscellaneous and Annual Report	Fully met
		(ii) a) Complaints – Vigilance Section b) Administration – Admin Section. c) General / Miscellaneous – Respective section and d) Annual Report – Confidential Section.	Fully met
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Central Board of Indirect Taxes and Customs.	Partially met
		(ii) As mentioned in CBIC website	Partially met
		(iii) As mentioned in CBIC website	Partially met
		(iv) As mentioned in CBIC website	Partially met
		(v) As mentioned in CBIC website	Partially met
		(vi) As mentioned in CBIC website	Partially met
		(vii) As mentioned in CBIC website	Partially met
		(viii) As mentioned in CBIC website	Partially met
1.8	Directory of officers and	(i) List of Name and Designation of officers uploaded on Pune Customs website <a href="http://www.punecustoms.nic.in">www.punecustoms.nic.in</a>	Fully met

	employees [Section 4(1) (b) (ix)]	(ii) List of Telephone , fax and email ID of officers uploaded on Pune Customs website. <a href="http://www.punecustoms.nic.in">www.punecustoms.nic.in</a>	Fully met																																																																								
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	Fully met																																																																								
		<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Employee Name</th> <th>Designation</th> <th>Gross Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>MaddukuriVenkataSubbaiahChoudary</td> <td>Principal Commissioner</td> <td>267474</td> </tr> <tr> <td>2</td> <td>Pawan Kumar</td> <td>Additional Commissioner</td> <td>267474</td> </tr> <tr> <td>3</td> <td>Kalyanam Rajesh Ramarao</td> <td>Joint Commissioner</td> <td>109194</td> </tr> <tr> <td>4</td> <td>SanthiSudha P</td> <td>Joint Commissioner</td> <td>109194</td> </tr> <tr> <td>5</td> <td>SuhailAneesahmedKazi</td> <td>Joint Commissioner</td> <td>109194</td> </tr> <tr> <td>6</td> <td>HarshalVithalrao Mete</td> <td>Deputy Commissioner</td> <td>81641</td> </tr> <tr> <td>7</td> <td>Bharat RambhauNawale</td> <td>Deputy Commissioner</td> <td>103342</td> </tr> <tr> <td>8</td> <td>Mahesh YashwantPatil</td> <td>Deputy Commissioner</td> <td>103342</td> </tr> <tr> <td>9</td> <td>UshaNilkanthBhojar</td> <td>Deputy Commissioner</td> <td>86110</td> </tr> <tr> <td>10</td> <td>BalkrishnaPandurangNavale</td> <td>Superintendent B Gz</td> <td>131139</td> </tr> <tr> <td>11</td> <td>Jagdishchandra D Patil</td> <td>Superintendent</td> <td>108891</td> </tr> </tbody> </table>	Sr. No.	Employee Name	Designation	Gross Total	1	MaddukuriVenkataSubbaiahChoudary	Principal Commissioner	267474	2	Pawan Kumar	Additional Commissioner	267474	3	Kalyanam Rajesh Ramarao	Joint Commissioner	109194	4	SanthiSudha P	Joint Commissioner	109194	5	SuhailAneesahmedKazi	Joint Commissioner	109194	6	HarshalVithalrao Mete	Deputy Commissioner	81641	7	Bharat RambhauNawale	Deputy Commissioner	103342	8	Mahesh YashwantPatil	Deputy Commissioner	103342	9	UshaNilkanthBhojar	Deputy Commissioner	86110	10	BalkrishnaPandurangNavale	Superintendent B Gz	131139	11	Jagdishchandra D Patil	Superintendent	108891	<p>The monthly remuneration of Officers and regular staff of Pune Customs is fixed as per 7th CPC is as under:</p> <p>Level</p> <table border="1"> <tbody> <tr> <td>1) Commissioner</td> <td>15</td> </tr> <tr> <td>2)Additional Commissioner</td> <td>12</td> </tr> <tr> <td>4)Deputy Commissioner</td> <td>11</td> </tr> <tr> <td>5)Assistant Commissioner</td> <td>10</td> </tr> <tr> <td>6) Superintendent</td> <td>8</td> </tr> <tr> <td>7) Chief Accounts Officer</td> <td>10</td> </tr> <tr> <td>8) Administrative Officer</td> <td>7</td> </tr> <tr> <td>9)Inspector</td> <td>7</td> </tr> <tr> <td>10)Executive Assistant</td> <td>6</td> </tr> <tr> <td>11) Tax Assistant</td> <td>4</td> </tr> <tr> <td>12) LDC</td> <td>2</td> </tr> <tr> <td>13)Head Havaldar</td> <td>3</td> </tr> </tbody> </table>	1) Commissioner	15	2)Additional Commissioner	12	4)Deputy Commissioner	11	5)Assistant Commissioner	10	6) Superintendent	8	7) Chief Accounts Officer	10	8) Administrative Officer	7	9)Inspector	7	10)Executive Assistant	6	11) Tax Assistant	4	12) LDC	2	13)Head Havaldar	3
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			B Gz		14) Havaladar	1
12	Prakash Ramdash Sonar	Superintendent B Gz	108891			
13	PratimaAmolMulay	Superintendent B Gz	131139			
14	ShridharKesharaoKhisti	Superintendent B Gz	131139			
15	Trichy Srinivasan Krishnamurthy	Assistant Commissioner	131139			
16	VimalManikraoPatil	Chief Accounts Officer	114248			
17	AftabUlZaman Khan	Superintendent B Gz	124489			
18	AlagasingamGovindarajan	Superintendent B Gz	105470			
19	Alexander Lee	Superintendent B Gz	114514			
20	Anil ChangdeoNarayankar	Superintendent B Gz	114514			
21	Anil GangaramShinde	Superintendent B Gz	106100			
22	Ashok GurubaKshirsagar	Superintendent B Gz	111455			
23	BabulalKishorilalMeena	Superintendent B Gz	97882			
24	DattatrayaBhagwanKharat	Superintendent B Gz	114514			
25	Deepak Kumar	Appraiser	84256			
26	DevidasGovinddajiNandanwar	Superintendent	117706			

			B Gz		
27	Kumar Bindumadhav Joshi	Superintendent B Gz	116641		
28	Lekh Ram Meena	Superintendent B Gz	114514		
29	MadhavPrabhakarPalnitkar	Superintendent B Gz	108396		
30	Mahesh DashrathJadhav	Superintendent B Gz	111455		
31	Manoj Kumar	Superintendent B Gz	114514		
32	Manoj RajaramAundhkar	Superintendent B Gz	87854		
33	Nanki Patrick Prasad	Superintendent B Gz	117706		
34	NitinVinayakraoGaikwad	Superintendent B Gz	117706		
35	PavankumarPadamakarKarvande	Superintendent B Gz	111455		
36	Ranjit Kumar	Appraiser	86650		
37	S Nimi	Superintendent B Gz	117706		
38	SangitaMalendraBalli	Superintendent B Gz	114514		
39	Sanjay RamdasSomkuwar	Superintendent B Gz	117706		
40	Sudhanshu Suresh Khaire	Superintendent B Gz	102743		
41	Vinita Pusdekar	Superintendent	114514		

			B Gz		
42	VivekBhimraoPatkar	Superintendent B Gz	95266		
43	Ajay ShripadGogate	Inspector( G S T And Central Excise)	81862		
44	Anil GanpatZende	Communication Assistant	94364		
45	Anita Jadhav	Superintendent B Gz	81862		
46	Arvind R Kadam	Appraiser	62348		
47	BhagawanBhivabaShinde	Superintendent B Gz	81862		
48	Chandra Pratap Singh	Superintendent B Gz	75212		
49	Devson Shankar Mene	Superintendent B Gz	81862		
50	Ganesh Narayan Damle	Superintendent B Gz	97024		
51	Ragini Jeremy Shaughnessy	Superintendent B Gz	75864		
52	RajendraSukhdeoBhamare	Superintendent B Gz	81862		
53	Sanjay VasantZarekar	Superintendent B Gz	97654		
54	SatishChintamanSangle	Superintendent B Gz	97024		



55	SharmilaRavindranathWagh	Inspector( G S T And Central Excise)	73084
56	SudhaNirgunIyer	Superintendent B Gz	97024
57	Sunil PratapraoWankhedkar	Inspector( G S T And Central Excise)	73084
58	VikasTulashiramPoman	Superintendent B Gz	80224
59	YogeshwarMuralidharBhise	Superintendent ( Maintenance)	89816
60	YuvarajRavajiChougale	Superintendent B Gz	80224
61	AmjadAyub Shaikh	Inspector( G S T And Central Excise)	71089
62	AnandMuralidharKharatmal	Inspector( G S T And Central Excise)	75212
63	Anil Kumar	Inspector( G S T And Central Excise)	65370
64	AnkitGautam	Inspector( G S T And Central Excise)	69094
65	Ankit Singh	Inspector( G S T And Central Excise)	73084
66	Ashok YashwantBhalerao	Tele. Supervisor	89177

67	AshwinkumarShivajiDeshmukh	Inspector( G S T And Central Excise)	67232
68	Balkrishna Shankar Hagawane	Inspector( G S T And Central Excise)	69094
69	Bhushan Sharma	Inspector( G S T And Central Excise)	73084
70	DashrathKaluramDeshmane	Radio Operator	89177
71	DattatraySudhakarNirgude	Inspector( G S T And Central Excise)	58969
72	DeshrajMeena	Inspector( G S T And Central Excise)	65370
73	GhanshyamJagannath Joshi	Inspector( G S T And Central Excise)	67232
74	Jayakumar Ramachandran	Inspector( G S T And Central Excise)	71089
75	Kiran Pradeep Patil	Inspector( G S T And Central Excise)	71089
76	Kranti Kumar Singh	Inspector( G S T And Central Excise)	71156
77	KrishanaBihariYadav	Inspector( G S T And Central	73084

			Excise)		
78	Manoj Kumar	Inspector( G S T And Central Excise)	67232		
79	Mayadevi Manoj Karkar	Private Secretary	81862		
80	Mukesh Kumar	Inspector( G S T And Central Excise)	55808		
81	Naveen Bhaskar	Inspector( G S T And Central Excise)	71089		
82	Navin Kumar	Inspector( G S T And Central Excise)	67232		
83	PareshThorat	Inspector( G S T And Central Excise)	69514		
84	Prashant	Inspector( G S T And Central Excise)	67232		
85	PrashantBajiraoJagtap	Inspector( G S T And Central Excise)	71089		
86	Rahul Ramesh Kamble	Inspector( G S T And Central Excise)	71089		
87	Rahul Singh Negi	Inspector( G S T And Central	65370		

			Excise)		
88	Rajendra Prasad Meena	Inspector( G S T And Central Excise)	67232		
89	Roshan Kumar	Inspector( G S T And Central Excise)	75212		
90	Shankar VasudeoPednekar	Inspector( G S T And Central Excise)	65370		
91	ShashankBishnoi	Inspector( G S T And Central Excise)	65370		
92	Shivaji T Valu	Inspector( G S T And Central Excise)	63641		
93	Shivam Kumar Kashyap	Inspector( G S T And Central Excise)	71156		
94	Soosan Mathew	Administrative Officer	89177		
95	Sunil Kumar Yadav	Inspector( G S T And Central Excise)	73084		
96	Sunil MurlidharThorat	Superintendent ( Maintenance)	91704		
97	Sunil Pandharinath Hole	Supervisor ( Communication)	91704		

98	SushamaRavindraJadhav	Inspector( G S T And Central Excise)	67232
99	Vinaya Ajay Kale	Inspector( G S T And Central Excise)	86650
100	VinodJagnnathShinde	Inspector( G S T And Central Excise)	69094
101	Vivek Ramesh Shahane	Radio Operator	81862
102	FarukBabasahebMujawar	Executive Assistant	52469
103	Himanish Roy	Executive Assistant	43709
104	JyotiYadav	Junior Hindi Translator	56991
105	PadmakarVyenkateshDeshingakar	Senior Technical Assistant	64092
106	Pradeep Yadav	Executive Assistant	52469
107	Rajnish Kumar	Executive Assistant	43709
108	Ranveer Kumar Singh	Executive Assistant	43709
109	Ravi Yallappa Page	Executive Assistant	52469
110	ShrutiSatishLimaye	Executive Assistant	67232
111	Vilas MarutiraoBhosale	Fitter	51993

112	Kisan Soma Pardhi	Driver Grade - I	45453
113	SatishRamchandraPingale	Driver Grade - I	54597
114	Sham JayaramUmap	Driver Grade - I	54597
115	AbhishekAnuragjee	Tax Assistant	34263
116	Anita VinodNarayanpethkar	Tax Assistant	44489
117	Anshu Sharma	Tax Assistant	31719
118	Awanish Kumar	Tax Assistant	39967
119	DnyaneshwarVittalBagade	Head Hawaldar	43600
120	Harish Kaushik	Tax Assistant	31719
121	KapilChouhan	Stenographer Grade II	38903
122	Sandeep Kumar	Tax Assistant	33766
123	Sanjay G Mohite	Head Hawaldar	47306
124	SudheerWadhwa	Tax Assistant	37839
125	Uday Kumar Yadav	Tax Assistant	33463
126	YashwantThakaDolas	Head Hawaldar	56858
127	Anil AsaramPawale	Head Hawaldar	49144
128	Ashok DnyanobaMedankar	Head Hawaldar	46484
129	AvadhootNivritiBhat	Head Hawaldar	51937
130	BaluKamajiAsawale	Head Hawaldar	49144
131	BhavduMarutiGhute	Head Hawaldar	40984
132	DattatrayPandharinathNatak	Havaldar	47814
133	Ganesh KisanGade	Head Hawaldar	41696
134	GangaramDhonduDote	Head Hawaldar	49144
135	KaluramTukaramRaskar	Head Hawaldar	50474
136	MadhukarShantaramLohakare	Head Hawaldar	49144
137	RavindraLakshmanRanaware	Head Hawaldar	49144
138	SabayyaRajappa Bhandari	Havaldar	47814
139	Sanjay SampatNimbalkar	Havaldar	39894

		140	ShivajiAppaChougule	Head Hawaldar	40984			
		141	Sunil VasantKamble	Head Hawaldar	49144			
		142	Surekha Mohan Bhosale	Havaldar	49144			
		143	Anand Suresh Rasal	Lower Division Clerk	39204			
		144	SachidanandRajaramBandekar	Lower Division Clerk	32264			
		145	Sanjay ShanmugamPillay	Havaldar	46484			
		146	Santosh BhaskarPawar	Lower Division Clerk	37748			
		147	VinodBhanudasGaikwad	Havaldar	41696			
		148	Bharat PralhadPawar	Havaldar	23599			
		149	GopinathUmakant Ide	Havaldar	42228			
		150	Sandeep Rajendra Bhandari	Havaldar	37041			
		151	ShrikantGarawandPawar	Havaldar	28999			
		(ii)	The monthly remuneration received by officers and employees is as per 7 <sup>th</sup> central pay commissions. Every modification in the salary is governed by the directions of Central Govt. System of compensation as provided in its regulations				Fully met	
1.10	Name, designation and other particulars of public information officers  [Section 4(1) (b) (xvi)]	(i)	The Names & Designation of CPIO of Customs Pune is available on Pune Customs website <a href="http://www.punecustoms.nic.in/">http://www.punecustoms.nic.in/</a>				Fully met	
		(ii)	As above.				Fully met	

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	Fully met
		(i) Nil	
		(ii) Nil	Fully met
1.12	Programmes to advance understanding of RTI (Section 26)	(i) No such educational programmes undertaken in this office.	Partially met
		(ii) No	Partially met
		(iii) No	Partially met
		(iv) No	Partially met
1.13	Transfer policy and transfer orders [F No. 1/6/2011-IR dt. 15.4.2013]	As per policy of Cade Control Cell of Chief Commissioner Office, Pune Zone. Order available on Pune Customs website.	Fully met



## 2. Budget and Programme

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]	(i) Total Budget = Rs. 1,89,700/- (Figures in thousands)	Fully met
		(ii) No other agency. Total budget as above	Fully met
		(iii) As per allocation	Fully met
		(iv) No revised allocation till date	Fully met
		(v) Disbursements are made on : <a href="http://pfms.nic.in">http://pfms.nic.in</a>	Fully met
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) <b>NA</b>	Fully met
		(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>NA</b> b) The period of visit - <b>NA</b> c) The number of members in the official delegation - <b>NA</b> d) Expenditure on the visit - <b>NA</b>	Fully met
		a) For House Keeping Services for 2018-19, E-Tender Notice dated 01-03-2018 published on CPP portal and local newspaper. For Vehicle services for 2018-19, E-Tender Notice dated 01-03-18 published on CPP portal and local newspaper. Regarding the purchase of Furniture and goods, these are procured on GeM portal, i.e. Govt. e-Market place.	Fully met

		<p>b) For House Keeping Services, the bid awarded to M/s. Shri. Consultancy Services, Mumbai. For vehicle Services, it is awarded to M/s. Desarda Travels, Pune.</p> <p>c) Above service offers accepted</p> <p>d) Rate of House Keeping Services Rs. 1,95,623/- per month, and Rs. 23,47,476/- for the FY 2018-19. Rate of Vehicle Services Rs. 3,85,786/- per month, and Rs. 46,29,432/- for the year FY 18-19.</p>	
<b>2.3</b>	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Not applicable, as this Office is not involved in any subsidy programmes	Partially met
		(ii) - do --	
		(iii) - do --	
		(iv) - do --	
		(v) - do --	
		(vi) - do --	
		(vii) - do --	
		(viii) - do --	
<b>2.4</b>	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Not applicable, as this Office is not involved in any such function	Partially met
		(ii) - do --	
<b>2.5</b>	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section	(i) Not Applicable	Partially met
		(ii) Not Applicable	

	4(1) (b) (xiii)]		
2.6	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	No such paras.	

### 3. Publicity Band Public interface

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
3.1	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)(vii)]  [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public	Fully met
		(i) As per Customs Act, 1962 and rules made under this Act	
		(ii) Arrangements for consultation with or representation by Members of the Trade / Public can contact the head of organization on any working day for consultation with or representation.	Fully met
		Public- private partnerships (PPP)	Partially met
		(i) Not applicable	
		(ii) Not applicable	Partially met
		(iii) Not applicable	Partially met
		(iv) Not applicable	Partially met
(v) Not applicable	Partially met		
(vi) Not applicable	Partially met		
(vii) Not applicable	Partially met		

		(viii) Not applicable	Partially met
		(ix) Not applicable	Partially met
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 which affect public to make the process more interactive; (i) Not applicable, as no policy decisions are made by this office	Partially met
		(ii) As above	Partially met
		(iii) As above	Partially met
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) The details about the structure and functioning of this office have been put up on the website of the Customs Pune <a href="http://www.puncustoms.nic.in">www.puncustoms.nic.in</a>	Fully met
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) The Customs Manual is published by the Central Board of Indirect Taxes and Customs, New Delhi	Fully met
		(ii) As above	Fully met
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Available on <a href="http://www.cbic.gov.in">www.cbic.gov.in</a>	Fully met
		(ii) As above	Fully met

#### 4. E.Governance

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English, but the manual is not published by this office	Fully met
		(ii) Not applicable	Partially met
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Not applicable	Partially met
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) The structure, functions and organization details are available on the website of Customs Pune Zone i.e. <a href="http://www.puncustoms.nic.in">www.puncustoms.nic.in</a>	Fully met
		(ii) As above	Fully met
		(iii) As above	Fully met
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) The information about Pune Customs is available on the website of Pune Zone	Fully met
		(ii) <a href="http://www.puncustoms.nic.in">www.puncustoms.nic.in</a>	Fully met
		(iii) Online	Fully met
		(iv) Available on <a href="http://www.puncustoms.nic.in">www.puncustoms.nic.in</a>	Fully met

		(i)				
		(ii)				
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(iii)	The senior officers are accessible to the assesses / public. The grievance / complaint is look into as per the existing mechanism of grievance redressal of Central Govt. organizations.	Fully met		
		(iv)	From the establishment of this office since from July, 1997 till March, 2019 this office has replied to all the RTI applications received within the time limit.	Fully met		
		(v)	Not applicable	Partially met		
		(vi)	Not applicable	Partially met		
		(vii)	Not applicable	Partially met		
		(viii)	No such Annual report on the RTI matter is prescribed. However, a quarterly report about the RTI applications received and disposed is submitted to the CCO (Chief Commissioner's Office, Pune Zone)	Fully met		
		(ix)	Not applicable	Partially met		
		(x)	Any other information such as a) Right now Citizen's Charter is under process of change b) Nil c) Nil d) Nil	Partially met		
		4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i)	From the establishment of this office since from July, 1997 till March, 2019 this office has replied to all the RTI applications received within the time limit.	Fully met
				(ii)	From the establishment of this office since from July, 1997 till March, 2019 this office has replied to all the appeals received / orders issued within the time limit.	Fully met

4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Nil	Fully met
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## 5. Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) The Names & Designation of CPIO of Customs Pune is available on Pune Customs website <a href="http://www.punecustoms.nic.in">http://www.punecustoms.nic.in</a> (b) The Names & Designation of CPIO of Customs Pune is available on Pune Customs website <a href="http://www.punecustoms.nic.in">http://www.punecustoms.nic.in</a>	Fully met
		(ii) Details of third party audit of voluntary disclosure No such third party audits of voluntary disclosure conducted.	Fully met
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HOD No such Officers are appointed at the level of this Office	Fully met
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure Not Applicable	Partially met

		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI No such Committee is formed at the Commissionerate Office level	Not met
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## 6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Information has been given on the website <a href="http://www.puncustoms.nic.in">www.puncustoms.nic.in</a>	Fully met
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?  No STQC Certification has been awarded as yet.	Not met

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