



भारत सरकार  
GOVERNMENT OF INDIA  
आयुक्तका कार्यालय  
OFFICE OF THE COMMISSIONER  
केंद्रीय माल और सेवाकर, कोलकाता लेखा परीक्षा- I आयुक्तालय,  
CGST & CX, KOLKATA AUDIT-I COMMISSIONERATE,  
जीएसटी भवन, 6 वीं मंजिल, 180, शांतिपल्ली, राजदांगा मैन रोड, कोलकाता- 700107  
GST BHAWAN, 6<sup>th</sup> Floor, 180, SHANTIPALLY, RAJDANGA MAIN ROAD,  
KOLKATA-700107, Phone no-033-2441-0114



उद्देशिका//समयसीमा- आरटीआईविषय :TIME BOUND- RTI MATTER//

#### प्रस्तावना

सूचना का अधिकार अधिनियम, 2005 की धारा 19(1) के तहत, आवेदक, यदि इस आदेश से व्यथित है, तो इस आदेश की प्राप्ति से तीस दिनों (30 दिनों) के भीतर अपीलीय प्राधिकारी को अपील कर सकता है। अतिरिक्त आयुक्त सीजीएसटी और सीएक्स, कोलकातालेखापरीक्षा-I आयुक्तालय, कोलकाता इस आदेश की प्राप्ति की तारीख से 30 दिनों के भीतर।

#### PREAMBLE

Under Section 19 (1) of the Right to Information Act, 2005, the applicant, if aggrieved by this order, can prefer an appeal within **thirty days (30 days) from the receipt of this order** to the Appellate Authority i.e. Additional Commissioner CGST & CX, Kolkata Audit-I Commissionerate, Kolkata within 30 days from the date of receipt of this order.

कार्यालय पंजीकरण संख्या 42/कोल लेखा परीक्षा-I/आरटीआई/2022-23 दिनांक 14/03/2023

आदेश पारित श्री रजत घोष, सहायक आयुक्त, सीपीआईओ, केंद्रीय कर आयुक्त का कार्यालय, सीजीएसटी और सीएक्स ऑडिट-I कमिश्नरी, कोलकाता।

#### Office Registration No.42/Kol Audit- I/RTI/2022-23 dated 14/03/2023

Order passed by Shri. Rajat Ghosh, Assistant Commissioner, CPIO, Office of the Commissioner of Central Tax, CGST & CX Audit-I Commissionerate, Kolkata

संदर्भ: श्री मनोज बालकृष्ण पाटिल द्वारा दायर आरटीआई अधिनियम, 2005 - दिनांक 06.03.2023 - पंजीकरण संख्या GSTKT/R/T/23/00035 dated 06.03.2023 - के तहत सहायक आयुक्त (सीपीआईओ) प्रधान मुख्य आयुक्त कार्यालय, कोलकाता जोन से दिनांक 14.03.2023 को प्राप्त हुआ। - के संबंध में।

Ref: RTI dated 06.03.2023 filed by Shree Manoj Balkrishna Patil - Received from Assistant Commissioner (CPIO) Principle Chief Commissioner Office, Kolkata Zone on 14.03.2023 under Registration No. GSTKT/R/T/23/ 00035 dated 06.03.2023 - Reg.

\*\*\*\*

The desired information in respect of CGST & CX. Kolkata Audit-I-Commissionerate, Kolkata in relation with the above said RTI Application is as under:-

- Not Applicable
- Not Applicable
- Office of the Commissioner, Central Goods and Service Tax and Central Excise, Kolkata Audit-I Commissionerate, Kolkata
- Reports submitted by Audit-I Commissionerate, Kolkata to PR. CCO, Kolkata zone

SL NO.	REPORT FREQUENCY	NO.	DESCRIPTION	DUE DATE
1.	DAILY REPORTS	NIL	NIL	NIL
2.	WEEKLY REPORTS	01	AUGMENTATION OF REVENUE IN PRESCRIBED FORMAT	EVERY WEDNESDAY
3.	FORTNIGHTLY REPORTS	01	ACTION PLAN FOR IMPROVEMENT OF GST AUDIT PERFORMANCE	16 <sup>th</sup> & 1 <sup>st</sup> of following fortnight
4.	MONTHLY REPORTS	01	MONTHLY REPORT IN GST MPR FORMAT	10 <sup>TH</sup> of the following month
		01	Monthly report data regarding conviction	07 <sup>th</sup> of the following month
		01	Monthly report of CVO to CVC	
		01	Monthly report in proforma I to VII	
		01	Monthly report of Sanction of prosecution	
		01	Monthly report of Vigilance Action Plan	27 <sup>th</sup> of the succeeding month
		01	Monthly report on review Mechanism to ensure probity among Government servant	
5.	QUARTERLY REPORTS	01	QUARTERLY RTI REPORT	6 <sup>TH</sup> of the succeeding month of each quarter
		01	Implementation of final orders issued by	7 <sup>th</sup> of succeeding month



1/1233444/2023

		the Board in respect of Gr. A & Retd. Non-Group-A officers		of each quarter
		01	Quarterly report on cases of deviations from Central Vigilance Commission's advice	
		01	Quarterly report on action taken on complaints of sexual Harassment on woman employee	
		01	Quarterly report regarding the progressive use of OL, Hindi	
6.	Half-yearly reports	NIL	NIL	NIL
7.	YEARLY REPORTS	NIL	NIL	NIL

E. Not Applicable  
 F. Not Applicable  
 G. Not Applicable  
 H. Not Applicable

आपका आभारी, /Yours faithfully,

Signed by Rajat Ghosh

Date: 29-03-2023 11:58:48

(राजत घोष)

(RAJAT GHOSH)

सी.पी.आई.ओ. एवं सहायक आयुक्त

CPIO & Assistant Commissioner


कोलकाता ऑडिट - I- कमिश्नरी, सीजीएसटी एवं सीएक्स आयुक्तालय, कोलकाता  
 Kolkata Audit - I CGST & CX Commissionerate, Kolkata

To,  
 SHRI MANOJ RAJ KRISHNA PATIL

27.03.23

Copy forwarded to: 8357

1. The CPIO & Assistant Commissioner, CGST & CX, Office of the Principal Chief Commissioner Kolkata Zone w.r.t to his letter F. No. GCCO/RTI/APP/126/2023-O/o. Pr CC-CGST-ZONE-Kolkata/2746-58 dated 14.03.2023 for information.
- ✓ 2. The Superintendent (System)Kolkata Audit – I CGST & CX Commissionerate Kolkata along with copy of RTI Application for sending the same from official e-mail i.e. NIC/GOV mail of Kolkata Audit-I Commissionerate, CGST & CX to1) [kolsouth.gst@gov.in](mailto:kolsouth.gst@gov.in) for further uploading to the Zonal Website i.e.2) [cgstkolkata.gov.in](http://cgstkolkata.gov.in).3) .

  
29.03.2023

समीर बानिक

SAMIR BANIK

केन्द्रीय कर अधीक्षक

SUPERINTENDENT OF CENTRAL TAX

कोलकाता ऑडिट - I- कमिश्नरेट, सीजीएसटी एवं सीएक्स आयुक्तालय, कोलकाता  
Kolkata Audit – I, CGST & CX Commissionerate, Kolkata



1199933/2023



भारतसरकार

GOVERNMENT OF INDIA  
प्रधान मुख्य आयुक्त का कार्यालय

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER

केन्द्रीय वस्तु एवं सेवा कर, कोलकाता क्षेत्र

CENTRAL GOODS AND SERVICES TAX AND CENTRAL EXCISE, KOLKATA ZONE

केन्द्रीय वस्तु एवं सेवा कर भवन, दुसरा तल, 180, शांतिपल्ली, आर. बी. कनेक्टर, कोलकाता - 700 167

GST Bhawan (2<sup>nd</sup> Floor), 180 Shanti Pally, R. B. Connector, Kolkata - 700 167

Phone No. 033-2441-6797/6842; Fax No. 033-2441-6834/6798



F. No. GCCO/RTI/APP/126/2023-RTI-O/o. Pr CC-CGST-ZONE-Kolkata/2746-58 Date: 14.03.2023.

To,

The CPIO,

Kolkata North/Kolkata South/Howrah/Haldia/Siliguri/Bolpur/

✓ Audit-I/Audit-II/Durgapur Audit/Kolkata Appeals-I/Kolkata Appeals-II/

Siliguri Appeals.

CGST &amp; CX Commissionerate.

Sir,

**Sub: RTI Applications filed by Shri Manoj Balkrishna Patil under Right to information\_****Act, 2005- reg.**

Please find enclosed herewith 03 (Three) RTI applications having Registration Nos. GSTKT/R/T/23/00035, GSTKT/R/T/23/00036 and GSTKT/R/T/23/00038 dated 06.03.2023 and 07.03.2023 respectively filed online by **Shri Manoj Balkrishna Patil**,

being transferred from CBIC on 06.03.2023 vide reference nos. CBECE/R/E/23/00351, CBECE/R/E/23/00350 and by the office of the Directorate General of Systems and Data Management on 07.03.2023 vide reference no. DGSDM/R/T/23/00093 respectively. It appears that the information sought by the applicant pertains to your Commissionerate. Hence, the RTI Application is transferred to your office under section 6(3) of the RTI Act, 2005.

You are requested to supply the information directly to the applicant under RTI Act, 2005 within the due date as specified under RTI Act, 2005 with proper intimation to this end.

Yours faithfully,

Encl: As Above.

Signed by Uttam Sardar

Date: 13-03-2023 15:55:35  
(Uttam Sardar)

Assistant Commissioner (CPIO)

Pr. CCO, CGST &amp; CX, Kolkata Zone

F. No. GCCO/RTI/APP/126/2023-RTI-O/o. Pr CC-CGST-ZONE-Kolkata/

Date: .03.2023.

Copy for information to:-

Shri Manoj Balkrishna Patil

Sir, in case of filing RTI first appeal, you are requested to apply it directly before the First Appellate Authority of the Commissionerate where your RTI application is being transferred u/s. 6(3) of the RTI Act, 2005 as this office cannot transfer RTI First Appeal application to another First Appellate Authority [Reference: The FAA, CIC in the matter of Sri Freddy Pereira file No. CIC/AA/A/2013/22-Decision dated 23/02/2013].

Sd/- (RTI)

(Uttam Sardar)

Assistant Commissioner (CPIO)

Pr. CCO, CGST &amp; CX, Kolkata Zone



**RTI REQUEST DETAILS**

Registration No. : GSTKT/R/T/23/00035

Date of 06/03/2023

Receipt :

Transferred From : Central Board of Excise and Customs - Central Excise on 06/03/2023 With  
Reference Number : CBECE/R/E/23/00351

Remarks : Pertains to Your Zone/Section

Type of Receipt : Electronically Transferred from Other  
Public AuthorityLanguage of English  
Request :

Name : MANOJ BALKRISHNA PATIL

Gender : Male

Address :

State :

Country : India

Phone No. :

Mobile No. :

Email :

Status(Rural/Urban) : Urban

Education  
Status :

Letter No. : Details not provided

Letter Date : Details not  
providedIs Requester Below No  
Poverty Line ? :Citizenship Indian  
StatusAmount Paid : 0 (RTI fee is received by Central Board of  
Excise and Customs - Central Excise  
(original recipient))Mode of Payment  
Payment GatewayDoes it concern the life or No(Normal)  
Liberty of a Person ? :Request  
Pertains to :

**Information Sought :** I am an Indian citizen. Central Board of Indirect Taxes & Customs (CBIC), Department of Revenue, Ministry of Finance is responsible for formulation of policy relating to levy and collection of Indirect taxes namely, Customs Duty, Central Excise Duty Central Goods and Service Tax. . . . .  
ACCOUNTABILITY IS AN ASSURANCE THAT AN INDIVIDUAL OR ORGANIZATION IS EVALUATED ON ITS PERFORMANCE OR BEHAVIOR RELATED TO SOMETHING FOR WHICH IT IS RESPONSIBLE. It is to mention here that a report is a tool to help stakeholders take decisions. A report is the basic management tool for making decisions and to help solve problems. Communication with external stakeholders. It helps to communicate information to not just the internal stake holders but also with external stakeholders. For example, financial reports are a legal necessity for all businesses as determined by the Government of the country in which the business is based. Regular business reporting and monitoring are also necessary for many organizations to keep senior management, board members and other stakeholders advised on what is happening within the organization. In this regard please provide me the following information under section 3 Of RTI Act 2005 in respect of ALL THE ZONAL ZONAL CHIEF COMMISSIONERS OFFICES OF CBIC LOCATED ALL OVER INDIA on my mailed  
which is required by me in the larger public



interest. If the said information is not available with you my application may be forwarded to the respective CPIO under section 6(3) of RTI Act 2005 providing the information (A) CHIEF COMMISSIONERATE OF CENTAL EXCISE & CGST OR CUSTOMS WHICHEVER IS APPLICABLE (B) NUMBER & DESCRIPTION OF DAILY REPORTS/ WEEKLY REPORTS/ FORTNIGHTLY/MONTHLY/QUARTERLY/HALF YEARLY/ YEARLY REPORTS ALONG WITH DUE DATES TO BE SENT TO CBIC BY CHIEF COMMISSIONERS OFFICE ALONG WITH DUE DATES (C) COMMISSIONERATE OF CENTAL EXCISE & CGST OR CUSTOMS (EXECUTIVE/AUDIT/APPEALS) WHICHEVER IS APPLICABLE (D) NUMBER & DESCRIPTION OF DAILY REPORTS/ WEEKLY REPORTS/ FORTNIGHTLY/MONTHLY/QUARTERLY/HALF YEARLY/ YEARLY REPORTS ALONG WITH DUE DATES TO BE SENT BY COMMISSIONERATE OFFICE TO THE CHIEF COMMISSIONERS OFFICE (E) NAME & PLACE OF THE DIVISION/CIRCLE OF CENTAL EXCISE & CGST OR CUSTOMS UNDER EXECUTIVE/ AUDIT COMMISSIONERATE (F) NUMBER & DESCRIPTION OF DAILY REPORTS/ WEEKLY REPORTS/ FORTNIGHTLY/MONTHLY/QUARTERLY/HALF YEARLY/ YEARLY REPORTS ALONG WITH DUE DATES TO BE SENT BY DIVISION/CIRCLE OFFICE OF CENTAL EXCISE & CGST OR CUSTOMS WHICHEVER IS APPLICABLE TO EXECUTIVE/ AUDIT COMMISSIONERATE OFFICE (G) NAME & PLACE OF THE RANGE/ FIELD FORMATION /AUDIT PARTY OF CENTAL EXCISE & CGST OR CUSTOMS UNDER DIVISION/ CIRCLE OF EXECUTIVE/ AUDIT COMMISSIONERATE OF CENTAL EXCISE & CGST OR CUSTOMS (H) NUMBER & DESCRIPTION OF DAILY REPORTS/ WEEKLY REPORTS/ FORTNIGHTLY/MONTHLY/QUARTERLY/HALF YEARLY/ YEARLY REPORTS ALONG WITH DUE DATES TO BE SENT BY RANGE/FIELD FORMATION/ AUDIT PARTY OFFICE TO DIVISION/ CIRCLE OFFICE

**Original RTI Text:** I am an Indian citizen. Central Board of Indirect Taxes & Customs (CBIC), Department of Revenue, Ministry of Finance is responsible for formulation of policy relating to levy and collection of Indirect taxes namely, Customs Duty, Central Excise Duty Central Goods and Service Tax. . ACCOUNTABILITY IS AN ASSURANCE THAT AN INDIVIDUAL OR ORGANIZATION IS EVALUATED ON ITS PERFORMANCE OR BEHAVIOR RELATED TO SOMETHING FOR WHICH IT IS RESPONSIBLE. It is to mention here that a report is a tool to help stakeholders take decisions. A report is the basic management tool for making decisions and to help solve problems. Communication with external stakeholders. It helps to communicate information to not just the internal stakeholders but also with external stakeholders. For example, financial reports are a legal necessity for all businesses as determined by the Government of the country in which the business is based. Regular business reporting and monitoring are also necessary for many organizations to keep senior management, board members and other stakeholders advised on what is happening within the organization. In this regard please provide me the following information under section 3 of RTI Act 2005 in respect of ALL THE ZONAL ZONAL CHIEF COMMISSIONERS OFFICES OF CBIC LOCATED ALL OVER INDIA on my mailed

which is required by me in the larger public interest. If the said information is not available with you my application may be forwarded to the respective CPIO under section 6(3) of RTI Act 2005 providing the information (A) CHIEF COMMISSIONERATE OF CENTAL EXCISE & CGST OR CUSTOMS WHICHEVER IS APPLICABLE (B) NUMBER & DESCRIPTION OF DAILY REPORTS/ WEEKLY



REPORTS/ FORTNIGHTLY/MONTHLY/QUARTERLY/HALF YEARLY/  
YEARLY REPORTS ALONG WITH DUE DATES TO BE SENT TO  
CBIC BY CHIEF COMMISSIONERS OFFICE ALONG WITH DUE  
DATES (C) COMMISSIONERATE OF CENTAL EXCISE & CGST OR  
CUSTOMS (EXECUTIVE/AUDIT/APPEALS) WICHEVER IS  
APPLICABLE (D) NUMBER & DESCRIPTION OF DAILY REPORTS/  
WEEKLY REPORTS/ FORTNIGHTLY/MONTHLY/QUARTERLY/HALF  
YEARLY/ YEARLY REPORTS ALONG WITH DUE DATES TO BE  
SENT BY COMMISSIONERATE OFFICE TO THE CHIEF  
COMMISSIONERS OFFICE (E) NAME & PLACE OF THE  
DIVISION/CIRCLE OF CENTAL EXCISE & CGST OR CUSTOMS  
UNDER EXECUTIVE/AUDIT COMMISSIONERATE (F) NUMBER &  
DESCRIPTION OF DAILY REPORTS/ WEEKLY REPORTS/  
FORTNIGHTLY/MONTHLY/QUARTERLY/HALF YEARLY/ YEARLY  
REPORTS ALONG WITH DUE DATES TO BE SENT BY  
DIVISION/CIRCLE OFFICE OF CENTAL EXCISE & CGST OR  
CUSTOMS WHICHEVER IS APPLICABLE TO EXECUTIVE/ AUDIT  
COMMISSIONERATE OFFICE OFFICE (G) NAME & PLACE OF THE  
RANGE/ FIELD FORMATION /AUDIT PARTY OF CENTAL EXCISE &  
CGST OR CUSTOMS UNDER DIVISION/ CIRCLE OF EXECUTIVE/  
AUDIT COMMISSIONERATE OF CENTAL EXCISE & CGST OR  
CUSTOMS (H) NUMBER & DESCRIPTION OF DAILY REPORTS/  
WEEKLY REPORTS/ FORTNIGHTLY/MONTHLY/QUARTERLY/HALF  
YEARLY/ YEARLY REPORTS ALONG WITH DUE DATES TO BE  
SENT BY RANGE/FIELD FORMATION/ AUDIT PARTY OFFICE TO  
DIVISION/ CIRCLE OFFICE

Print

Save

Close