



**OFFICE OF THE COMMISSIONER  
CENTRAL EXCISE & SERVICE TAX, GUWAHATI**  
SETHI TRUST BUILDING, 5<sup>TH</sup> FLOOR  
G.S. ROAD, BHANGGARH GUWAHATI – 781 005  
☎ 0361-2465198/2465191 , Fax: 0361-2465192/2462185

**Public Notice No.02/2011  
Dated, Guwahati, the 19<sup>th</sup> April, 2011**

***SUBJECT:- Declaration under Right to Information Act, 2005.***

In compliance of Section 4(1)(b) of Right to Information Act ,2005, and in super cession of Public Notice No.01/2010 dated 26<sup>th</sup> April, 2010, issued from this office, the following information in respect of Office of the Commissioner of Central Excise & Service Tax, Guwahati is being brought to the notice of the trade, industry and all citizens.

**(i) Particulars of the organization, functions and duties:**

Office of the Commissioner of Central Excise & Service Tax, Guwahati, Udyog Vikas Bhavan, Sethi Trust Building, Bhangagarh, Guwahati-781005.

The Commissionerate is entrusted with the task of collection of Central Excise duties and Service Tax in notified territorial jurisdiction of the Commissionerate and related Administrative functions.

Besides administration of Central Excise & Service Tax and allied excise duties and cesses, this office is engaged in implementation of the provisions of Central Excise Act, 1944, Central Excise Rules, 2002, Finance Act, 1994 relating to Service Tax and other allied acts relating to collection of duties and cesses.

**(ii) Powers and duties of the officers and employees:**

The power and duties of the officers are defined in Central Excise Act, 1944 and the Rules made there under. These are further defined in the Central Excise Manual which is a published document. These are briefly mentioned below :

## **Commissioner**

- Head of Department and exercising overall supervision over the Commissionerate.
- Adjudication powers without any limit of amount of duty involved.
- Review of adjudication orders passed by the subordinate officers
- Pre-audit and post-audit of rebate/refund claims
- Supervision of work relating to Audit and Anti-Evasion

## **Addl/Joint Commissioner**

- Assisting Commissioner in exercising supervision over the Commissionerate
- Adjudication power of the Additional Commissioner are for the cases where the amount of the duty involved is above Rs,20 Lakhs and up to Rs.50 lakhs and that of Joint Commissioner are above Rs.5 lakhs and up to Rs.20 lakhs.
- Administrative supervision over the divisions
- Audit and Anti-Evasion work

## **Deputy/Assistant Commissioner**

- Exercising overall supervision over the division
- Head of the office and statutory powers under the Act
- Adjudication powers of the Deputy/Assistant Commissioner are for the cases where the amount of duty involved upto Rs.5 lakhs.
- However all valuation and classification cases are decided by Deputy/Assistant Commissioner irrespective of the amount of duty involved

- Provisional Assessment
- Sanctioning of rebate/refund claims
- Work related to audit/anti-evasion

Besides Superintendents who are Group 'B' executive officers, there are Group 'B' Executive officers of the rank of Inspectors, Group B & C Ministerial officers and Group D officers in the Commissionerate.

**(iii) Procedures followed in the decision making process, including channels of supervision and accountability:**

The decision making is based on the provisions of law and decisions are taken after observing due process of law. While every officer is responsible for his/her acts of omissions and commissions, the overall responsibility rests with the head of the organization, i.e., the head of the department or the head of the office, as the case may be.

**(iv) Norms set by it for the discharge of its functions:**

Norms are provided in the Citizens' Charter, main features of which are given below:

Our mission is to administer central excise and service tax laws aimed at:-

- realizing the revenues in a fair, equitable & efficient manner;
- administering the Government's economic, tariff and trade policies with a practical and pragmatic approach;
- facilitating trade and industry by streamlining & simplifying Excise and Service Tax processes 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.

The said objectives are sought to be achieved by:-

- enhancing the use of information technology;
- streamlining excise and service tax procedures;
- encouraging voluntary compliance;
- evolving cooperative initiatives.

We expect citizens to:

- uphold and respect the laws of the land
- voluntarily discharge all tax liabilities
- fulfill their duties and legal obligations in time
- be honest in furnishing information
- be co-operative and forthright in inquiries and verifications
- avoid unnecessary litigation.

This will enable us to provide our services in an effective and efficient manner.

We shall follow the following time norms in our services:

- Acknowledge all written communications including declarations, intimations, applications and returns immediately and in no case later than 7 working days of their receipt
- Convey decision on matters relating to declarations or assessments within 15 working days of their receipt
- Dispose of a refund claim within 3 months of receipt of a complete claim
- Remit drawback within 7 working days of,
  - filing of manifest in the case of electronic processing of declarations

- filing of a paper claim in the case of manual processing  
Clear the goods, where the declaration relating to any consignment is complete and correct,
- in case of exports, within 24 hours of filing of declaration
- in case of imports, within 48 hours of filing of declaration
- Complete Central Excise registration formalities within 2 Working days of receiving a complete application
- Complete examination and clearance of export consignment at factory premises within 24 hours of accepting the request
- Give minimum 15 days advance intimation before undertaking the audit of assessees' records
- Release of seized documents within 60 working days if they are not required by the department
- Time norms for other activities, as may be prescribed, shall also be observed.

We shall endeavour to achieve minimum compliance level of 80% of the aforesaid time norms. Compliance levels shall be gradually enhanced through close monitoring, standardization of processes, use of IT enabled services etc.

We shall strive to:

- be at the service of the country and its citizens
- work to uphold the economic security and sovereignty of the country
- make our procedures and transactions as transparent as possible
- encourage and assist voluntary tax compliance
- carry out our tasks with:
  - integrity and judiciousness

- impartiality and fairness
- courtesy and understanding
- objectivity and transparency
- uprightness and conscientiousness
- promptness and efficiency.

**(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) The Central Excise Act, 1944
- (2) The Finance Act, 1944 relating to Service Tax
- (3) The Central Excise Rules, 2002
- (4) The Cenvat Credit Rules, 2004
- (5) Other allied acts for levy and collection of duties of duties of excise and cesses, and rules framed under such acts.
- (6) CBEC Manual of Supplementary instructions on Central Excise and Customs.
- (7) Circulars issued by the CBEC.
- (8) Instructions issued by the CBEC.
- (9) Notifications issued by the Ministry of Finance on Excise, and Service Tax Matters.
- (10) Record of registrations
- (11) Record of revenue realized
- (12) Record of offence cases
- (13) Record of show cause notices issued
- (14) Record of Adjudication orders passed

- (15) Record of audit objections raised
- (16) Fundamental Rules & Supplementary Rules
- (17) Central Treasury Rules
- (18) Delegation of Financial Power Rules
- (19) Receipt & Payment Rules
- (20) General Financial Rules and Advances
- (21) General Provident Fund Rules
- (22) CCS Pension Rules
- (23) Medical Attendant Rules
- (24) House Building Advance Rules
- (25) Master Manuals for DDOs
- (26) CCS Conduct Rules
- (27) CCS CCA Rules
- (28) Manual on Establishment & Administration
- (29) Manual on disciplinary proceedings

**(vi) A statement of the categories of documents that are held by it or under its control.**

Files and documents related to work assigned to concerned Branches of Commissionerate office are kept in the custody of respective Branches. Allocation of work to Branches are briefed below :-

- (1) **Technical Branch:** This branch co-ordinates in proper implementation of the tax policies of the Government. The branch conveys the Policies, Notifications, Circulars and instructions of the Government to the field formations. The problems/suggestions ascertained from the field formations are conveyed to the Higher Authority. All the powers to grant

permissions vested in Law are examined and recommended by this branch. All Meetings with higher authority and the Trade and Industry are handled. Clarifications required both by the field formations as well as Trade are examined and replied. Details for all questions raised in Parliament on Central Excise are gathered and transmitted for answer.

- (2) **Adjudication Branch:** Adjudication proceedings of offence cases in the adjudication competency of Commissioner, Additional Commissioner and Joint Commissioner are dealt by this branch.
- (3) **Statistics Branch:** The entire vital statistics of the Commissionerate is gathered and presented by this branch. The revenue trend is monitored. The pendency position of various aspects of work like, arrears, adjudication, refunds, audit, anti-evasion, are monitored. Periodical reports are prepared.
- (4) **Tax Arrear Recovery (TAR) Branch:** Co-ordination and monitoring of tax arrear recovery and related reporting is dealt by this branch.
- (5) **Inspection Branch:** Inspection of lower formations, co-ordination of inspection by higher formations and related reports are dealt by this branch.
- (6) **Systems:** This branch deals with optimization of computer network in the office. Co-ordination and monitoring/maintenance of Information Technology and related works are done by this branch.
- (7) **Service Tax Branch:** This branch co-ordinates in proper implementation of the service tax policies of the Government. The branch conveys the service tax Policies, Notifications, Circulars and instructions of the Government to the field formations. The problems/suggestions relating to service tax received from the field formations are conveyed to the Higher Authority. Clarifications required both by the field formations as



well as Trade are examined and replied. Details for all questions raised in Parliament on Service Tax are gathered and transmitted for answer. Periodical reports are prepared.

- (8) **Anti-Evasion Branch:** This branch is entrusted with the duties of detection of duty evasion, investigation and thereby booking of offence case and initiating further proceedings.
- (9) **Audit Branch:** This branch is entrusted with the duties of auditing the records of assesses for tax compliance. Periodic audit of both central excise and service tax assesses are carried out by this branch.
- (10) **Law Branch:** The prime duty of this branch is to attend to the Legal matters of the Department in various Courts of Law and interaction with the Department's Counsels.
- (11) **Appeals Branch:** This branch is entrusted with the duties of filing of appeals in various appeal forums like Commissioner(Appeals), CESTAT and in Courts. Decisions/ judgments by appeal forums and Courts are conveyed and co-ordinated by this branch.
- (12) **Review Branch:** Review and reconciliation of adjudication and other orders passed by adjudicating officers below the rank of Commissioner are dealt by this branch.
- (13) **CIU-cum-Vigilance Branch:** This branch deals with the complaints against officers and staff.
- (14) **Public Relations Branch:** This branch is entrusted with the duties of public relation, management/maintenance of the office and other logistic supports.
- (15) **Establishment/Accounts Branch:** Personnel administration, stationery, stores, salary, allowances and other accounts of expenditure are maintained by this branch.

**(vii) Particulars of any arrangement that exists for consultation with, or representation by the members of the public, in relation to the formulation of its policy or implementation thereof:**

- Regional Advisory Committee for discussion of common problems and suggestions of the trade & industries.
- Public Grievance and Facilitation Officer for redressal of grievances

**(viii) A statement of the boards, council, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.**

- Regional Advisory Committee
- Public Grievance and Facilitation Officer

The Regional Advisory Committee meetings and minutes are open and accessible to public

**(ix) Directory of the officers:**

Enclosed in a separate sheet marked as **ANNEXURE –A.**

**(x) Remuneration received by the officers/employees:**

Enclosed in a separate sheet marked as **ANNEXURE – B.**

**(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.**

Enclosed in a separate sheet marked as **ANNEXURE –C.**

**(xii) The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.**

No subsidy programmes are executed by this office.

**(xiii) Particulars of recipients of concessions, permits or authorizations granted by it.**

There are no concessions, permits or authorizations granted by this office in the generic sense of the term. In the context of Central Excise and Service Tax law, this office implements various concessions provided by the Government of India and such concessions are notified by the Ministry of Finance through issue of exemption notifications in the Official Gazette.

**(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.**

The Commissionerate website is under construction. Therefore, the information is not available in reduced electronics form as of now.

**(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.**

The citizens can approach the Central Public Information Officer in the Commissionerate Office and in the Division Offices and the Central Assistant Public Information Officer at Range Offices. Besides, the citizens are free to approach the Commissioner, Divisional Deputy/Assistant Commissioner and Range Officers for any information.

**(xvi) The names, designations and other particulars of the Public Information Officers.**

1. Sri S. Bhowmik, Deputy Commissioner(CPIO)  
O/O the Commissioner of Central Excise & Service Tax,  
5<sup>th</sup> Floor, Sethi Trust Building, Bhangagarh, Guwahati –  
Pin – 781005 (Assam)

2. Sri P.K. Das, Deputy Commissioner(CPIO)  
Guwahati Central Excise Division,  
6<sup>th</sup> Floor,Sethi Trust Building, Bhangagarh, Guwahati –  
Pin – 781005 (Assam)
3. Sri S. Bhowmik, Deputy Commissioner(CPIO)  
Guwahati Service Tax Division,  
4<sup>th</sup> Floor,Sethi Trust Building, Bhangagarh, Guwahati –  
Pin-781005 (Assam)
4. Sri N. Islam, Deputy Commissioner(CPIO),  
Dhubri Central Excise & Service Tax Division,  
Near Gauripur Field, Dhubri-783301, Assam.
5. Sri A.B. Dutta, Deputy Commissioner(CPIO),  
Tezpur Central Excise & Service Tax Division,  
L.B. Road, Tezpur -784001, Assam.
6. Sri A.B. Dutta, Deputy Commissioner(CPIO),  
Itanagar Central Excise & Service Tax Division  
Naharlagun - 791110, Dist. Papumpare, Arunachal  
Pradesh
7. Sri T.U.Ahmed, Superintendent(CAPIO),  
BRPL-I Range, Central Excise & Service Tax ,  
BRPL Complex, Dhaligaon-783385, Dist.- Chirang,  
Assam.
8. Sri, Heramba Basumatary Superintendent(CAPIO)  
Bongaigaon Central Excise & Service Tax Range,  
Bongaigaon-783380, Dist.-Bongaigaon, Assam.
9. Sri Naziruddin, Superintendent(CAPIO)  
Goalpara Central Excise & Service Tax Range,  
Goalpara -783101, Dist.- Goalpara, Assam.
10. Sri Rabindra Kumar Pathak, Superintendent(CAPIO)  
Tangla Central Excise & Service Tax Range,  
Tangla- 784521, Dist.- Udalguri, Assam.
11. Sri Pradip Kumar Mahanta, Superintendent(CAPIO)  
Mangaldai Central Excise & Service Tax Range,  
Mangaldai -784125, Dist.- Darrang, Assam.
12. Sri Hem Chandra Kalita, Superintendent(CAPIO),  
Dhekiajuli Central Excise & Service Tax Range,  
Dhekiajuli – 784110, Dist.-Sonitpur, Assam.
13. Sri Srijon Ganguly, Superintendent.(CAPIO)  
Biswanath Chariali Central Excise & Service Tax Range,  
Kalyanpur, Biswanath Chariali – 784176,  
Dist.- Sonitpur, Assam

14. Sri Ratneswar Doley (CAPIO)  
North Lakhimpur Central Excise & Service Tax Range,  
K.B. Road, North Lakhimpur – 787001,  
Dist.-Lakhimpur, Assam.
15. Sri Ratneswar Doley (CAPIO)  
Itanagar Central Excise Range,  
'D' Sector, Naharlagun - 791110,  
Dist. Papumpare, Arunachal Pradesh.
16. Sri N.C Talukdar, Superintendent(CAPIO)  
Barpeta Road Central Excise Range,  
Barpeta Road – 781315, Dist.- Barpeta, Assam
17. Sri S.K.Chaliha, Superintendent(CAPIO)  
Jagiroad Central Excise Range,  
Jagiroad – 782410, Dist.- Marigaon, Assam.
18. Sri V. N. Thete, Additional Commissioner  
(First Appellate Authority)  
O/O the Commissioner of Central Excise & Service Tax,  
5<sup>th</sup> Floor, Sethi Trust Building, Bhangagarh, Guwahati –  
Pin-781005 (Assam)

**(xvii) Such other information as may be prescribed, and thereafter update these publications every year.**

NIL

Hindi version will follow.

*Authority : Section 4(1)(b) of the Right to Information Act,2005*

Enclosure: As stated above.

Sd/-  
**( A. K. JAIN )**  
**COMMISSIONER**

## **ANNEXURE – A**

### ***Directory of Officers and Employees of Guwahati Central Excise & Service Tax Commissionerate Hqrs.:***

<b><i>Sl No</i></b>	<b><i>Name of the Officer</i></b>	<b><i>Designation</i></b>
1.	Shri A.K. Jain	Commissioner
2.	Shri V.N. Thete	Additional Commissioner
3.	Shri Bamin Tari	Additional Commissioner
4.	Shri S. Bhowmik	Deputy Commissioner
5.	Shri P.K. Das	Deputy Commissioner
6.	Shri H.R. Saha	Assistant Commissioner
7.	Shri B. Sarma	Administrative Officer
8.	Smt. S. Allya	Asstt. Chief Accounts Officer
9.	Shri A.K. Chakravorty	Superintendent
10.	Shri J.Bhattacharjee	Superintendent
11.	Shri P.K Bhattacharjee	Superintendent
12.	Shri Shubhrangshu Deb	Superintendent
13.	Shri Amit Dutta	Superintendent
14.	Shri Sri J.M Bora	Superintendent
15.	Shri P.D Kakati	Superintendent
16.	Shri Asish Roy	Superintendent
17.	Shri D. Choudhury	Superintendent
18.	Shri N.R.Das	Superintendent
19.	Shri Biswajit Kar	Superintendent
20.	Shri B.Mazumder	Superintendent
21.	Shri Ganesh Ch Sarma	Superintendent
22.	Shri B.B. Saikia	Superintendent
23.	Shri B. K. Saikia	Superintendent
24.	Shri G.N Haloi	Superintendent
25.	Shri Dulal Sarma	Superintendent
26.	Shri P.L. Sinha	Superintendent
27.	Shri A.K. Sengupta	Superintendent
28.	Shri S.N Das	Superintendent
29.	Shri T. K. Sarkar	Superintendent
30.	Shri L.D. Sangma	Superintendent
31.	Shri M. Dutta.	Superintendent
32.	Shri Biswajit Paul	Superintendent
33.	Shri S.D. Choudhury	Superintendent
34.	Shri Sudip Dev	Superintendent
35.	Shri Dharoni Borah	Superintendent
36.	Shri C.K. Chanda	Superintendent

37.	Shri D.Banerjee	Inspector
38.	Shri K.Chariya.	Inspector
39.	Shri Sudip Bhattacharjee	Inspector
40.	Shri S.Sinha	Inspector
41.	Shri Beni Madhab Das	Inspector
42.	Smt. R. Medhi	Inspector
43.	Smt. S. Chakrabarty	Inspector
44.	Smt. Muivah Vaiyareipam	Inspector
45.	Shri Ujjwal Kumar	Inspector
46.	Shri S.K Borpujari	Inspector
47.	Shri Sudip Ghosh	Inspector
48.	Shri Pradyut Purkayastha	Inspector
49.	Shri Mrinal Sarma	Inspector
50.	Shri A.K Singh	Inspector
51.	Shri J. Choudhury	Inspector
52.	Shri Rajasish Dutta	Inspector
53.	Shri Sanjay Gupta	Inspector
54.	Shri N. Ahmed	Inspector
55.	Shri D.K. Das	Inspector
56.	Shri J.N.D Mahanta	Inspector
57.	Shri T. C Majumdar	Inspector
58.	Shri S. Hazoary	Inspector
59.	Shri P.R Kalita	Inspector
60.	Shri A. Chakrabarty	Inspector
61.	Shri Shyamapada Ghose	Inspector
62.	Shri P.K. Das	Inspector
63.	Shri K.Khamchinlian	Inspector
64.	Shri S. Das	Inspector
65.	Sri P.S.Choudhury	Inspector
66.	Shri Santanu Deb	Inspector
67.	Shri Dibyendu Bhaumik	Inspector
68.	Shri Dwipen Das	Inspector
69.	Shri Nabajyoti Mahanta	Inspector
70.	Shri C.K.Thakuria	D.O.S
71.	Smt. Sumita Deb	D.O.S
72.	Smt.K.Karmakar	D.O.S
73.	Smt. D.Medhi	D.O.S.
74.	Smt. A. Roy	D.O.S
75.	Shri Sanjit Das	Sr T.A
76.	Shri L.N.Deka	Sr. T.A.
77.	Smt. S. Bhattacharjee	Sr. T.A.

78.	Shri Parminder Singh	Sr. T.A.
79.	Shri Ramen Das	Sr. T.A
80.	Smt. Bithi Dutta	T.A.
81.	Shri A Sinha	T.A.
82.	Shri L Prasad	T.A.
83.	Smti Swati Kumari	Steno -III
84.	Shri Ashok Kumar	Steno - III
85.	Shri Pushpendra Singh	Steno - III
86.	Shri Paramjit Singh	Steno - III
87.	Shri K. Baishya	L.D.C
88.	Shri S.Boro	L.D.C.
89.	Shri Ganthir Deka	L.D.C.
90.	Shri N.H.Saikia.	L.D.C.
91.	Shri Maheswar Kalita	Driver
92.	Shri Gulzar Hussain	Driver
93.	Shri C B Singh	Driver
94.	Shri Mihir Diengdoh	Driver
95.	Sri. Dandeswar Roy	Havildar
96.	Sri Benudhar Deka	Havildar
97.	Shri N.P Sarma	Havildar
98.	Shri Umananda Sarma	Havildar
99.	Shri G.C Swargiary	Havildar
100	Shri G.N Mazumder	Havildar
101	Shri Probodh Talukdar	Havildar
102	Smti. S.Tamang.	Sepoy.
103	Shri T.D. Lahkar	Sepoy
104	Shri Raju Bordoloi	Sepoy
105	Shri Hem Karnta Nath	Sepoy
106	Shri Dilip Chandra Nath	Sepoy
107	Shri M. Ali	Sepoy



## ANNEXURE – B

### Remuneration received by the officers/employees

<b>Group A,B,C&amp;D</b>	<b>CADRE</b>	<b>SCALE OF PAY</b>
Group 'A'	Commissioner	PB-4 Rs.37400-67000+10000
	Additional Commissioner	PB-4 Rs.37000-67000+8700
	Joint Commissioner	PB-3 Rs.15600-39100+7600
	Deputy Commissioner	PB-3 Rs.15600-39100+6600
	Assistant Commissioner	PB-3 Rs.15600-39100+5400
Group 'B'	Superintendent	PB-2 Rs.9300-34800+4800
	ACAO/AO	PB-2 Rs.9300-34800+4200
Group 'B'	Inspector	PB-2 Rs.9300-34000+4600
Group 'C'	Stenographer-I	PB-2 Rs.9300-34000+4200
	Stenographer-II	PB-2 Rs.9300-34000+4200
	Stenographer-III	PB-I Rs.5200-20200+2400
	DOS	PB-2 Rs.9300-34000+4200
	Senior Tax Assistant	PB-2 Rs.9300-34000+4200
	Tax Assistant	PB-I Rs.5200-20200+2400
	Driver Spl. Grade	PB-2 Rs.9300-34000+4200
	Driver Grade-I	PB-I Rs.5200-20200+2800
	Driver-Gr. II	PB-I Rs.5200-20200+2400
	Driver Gr. III	PB-I Rs.5200-20200+1900
	LDC	PB-I Rs.5200-20200+1900
GROUP 'D'	Head Havildar	PB-I Rs.5200-20200+1900
	Havildar	PB-I Rs.5200-20200+1800
	Sepoy	PB-I Rs.5200-20200+1800
	Canteen	PB-I Rs.5200-20200+1800
	Temporary Status	IS Rs. 4440-7440+1300

## ANNEXURE –C

### Particulars of Budget allocation, proposed expenditure & report on disbursement made for the year 2010-11

(in Rupees)

OBJECT HEAD	SANCTIONED GRANT FOR THE YEAR 2010-11	TOTAL EXPENDITURE UPTO 15.03.2011
SALARY	6,30,51,900	6,14,17,558
DOMESTIC TRAVEL EXPENSES	12,00,000	12,00,000
RENT RATES& TAXES	15,00,000	12,25,740
OFFICE EXPENSES(G)	40,03,000	39,80,750
MOTOR VEHICLE	4,00,000	4,00,000
MOTOR VEHICLE(1%)	6,00,000	5,98,040
WAGES	11,85,000	11,65,396
OVERTIME ALLOWANCE	20,000	20,000
PROFESSIONAL CHARGES(LAW)	20,00,000	19,68,772
MINOR WORKS	11,00,000	5,91,748
INFORMATION TECHNOLOGY	6,00,800	6,00,333
SECRET SERVICE EXPENDITURE	80,000	80,000
MEDICAL TREATMENT	2,20,000	2,18,482
ADVERTISEMENT & PUBLICITY	50,000	21,832
<b>GRAND TOTAL</b>	<b>76010700</b>	<b>73488651</b>

Copy forwarded for information to:

1. The Chief Commissioner, Customs, Central Excise & Service Tax, Shillong Zone, 3<sup>rd</sup> Floor, Crescens Building, M.G. Road, Shillong –1.
2. The Commissioner of Central Excise, Morellow Compound, Shillong–1.
3. The Commissioner of Central Excise, Milon Nagar, Lane 'F', Dibrugarh Pin– 786 003.
4. The Commissioner of Customs, NER, M.G. Road, Shillong – 793 001.
5. The Deputy Commissioner, Central Excise, Guwahati/Dhubri/Tezpur/Itanagar Division – *with a request to give wide circulation of the Public Notice to all formations under his jurisdiction and to public.*
6. The Deputy Commissioner, Service Tax, Guwahati Division – *with a request to give wide circulation of the Public Notice to all formations under his jurisdiction and to public.*
7. The Superintendent (Hqrs. Systems), Central Excise & Service Tax, Guwahati for publication in the official website.
8. All Trade Association/Chamber of Commerce under Guwahati Central Excise & Service Tax Commissionerate.
9. Notice Board.
10. Guard File.

Sd/-

**(A.K. CHAKRAVORTY)**  
**SUPERINTENDENT(HQRS.TECH)**