

Inspection Format

1.(i) REVENUE REALIZED DURING 2014-15, 2015-16, 2016-2017 and 2017-2018 (upto 31.07.2017)

(Rs. in crores)

Financial year	Revenue Target	Gross revenue	Refund/ Drawback	Net Revenue	Increase /decrease vis-à-vis target	
					Absolute	%
2014-15						
2015-16						
2016-17						
2017-18 (upto 31.07.2017)						

NOTE: If the revenue collection is less than the target, mention the reasons.

(ii) The gross revenue during the corresponding period of last two financial Years:

(Rs. in Crores)

Item					Increase/decrease	
	For the month	Up to the month	For the month	Up to the month	Absolute	%
Gross Revenue						

NOTE: If the revenue collection is less than the target or lesser than the corresponding period of

Last year, mention the reasons

1. (iii) Net Revenue during the corresponding period of last three financial years

(Rs. In Crores)

Item					Increase/decrease	
	For the month	Upto the month	For the month	Upto the month	Absolute	%
Gross Revenue						
Refund/Drawback						
Export Cess & Other Receipts						

NOTE: If the revenue collection is less than the target, mention the reasons.

1. (iv) ARREARS OF REVENUE :

(a) PENDING AS ON 31.07.2017

(Amount in lakhs)

Section where pending	Pendency as on 31.07.2017		Age wise break up									
			Less than 3 month		3-6 months		6-12 months		1-3 years		Above 3 years	
	No	Amt	No	Amt	No	Amt	No	Amt	No	Amt	No	Amt
TOTAL												

(v) The status of the above cases as on 31.07.2017:

(Amount in Crores)

	Pending due to	No. of Cases	Amount in crores.
1	Stayed by Supreme Court *		
2	Stayed by High Court*		

3	Stayed by CESTAT*		
4	Stayed by Govt. of India		
5	Stayed by Commissioner (Appeals)		
6	BIFR cases		
7	Official liquidations		
8	Defaulters not traceable		
9	COD Cases		
10	Where appeal period is not over		
11	Where appeal period is over		
12	Under certificate action		
13	Others		
	Total		

(Provide status of unstayed cases of above serial * 1,2,3,)

1. (vi) APPEALS FILED BY DEPTT. IN CESTAT: as on 31.07.2017.

a) No. of cases in which appeals filed by the Deptt. in CESTAT

during **2014-15 to 2017-18 Upto 31.07.2017**

b) No. of cases out of above decided

in favour of Deptt.:

c) No. of cases out of above in which

appeal rejected: Reason in brief.

d) No. of cases where de-novo has been ordered & action taken on de-novo:

1. (VII) Details of cases stayed by CESTAT on the Appeal filed by the party as on as on 31.07.2017.

Sl. No.	Name of the Party	Amt. involved	Issue in brief	Date of filing the appeal	Action taken by the deptt. to get the stay vacated.

1. (viii) Details of cases unstayed by the CESTAT on the appeal filed by the party as on 31.07.2017-

Sl. No.	Name of the Party	Amt. involved	Issue in brief	Date of filing the appeal	Current Status

1. (ix) Details of cases decided by the CESTAT during the last 4 years

Year	No. of cases decided	No. of cases decided in favour of Revenue	No. of cases in decided in favour of party	Remand	% of the cases in favour of Revenue
2014-15					
2015-16					
2016-17					
2017-18 (as on 31.07.2017)					

2. (i) ANTI SMUGGLING PERFORMANCE OF THE COMMISSIONERATE:

(Amount in lakhs)

Item	2014-15	2015-16	2016-17	2017-18 (Upto 31.07.2017)
No. of cases				
Value of goods				
Duty involved				
Duty recovered				
Seizures				

(ii) No. of Adjudication cases pending competency-wise as on -31.07.2017

(Amount in lakhs Rs.)

Competency	No of cases Pending	Age- wise pendency				Reasons for pendency
		Below 3 months	3-6 months	6-12 months	Above 1 year	
Commissioner						
Add./Jt. Commisioner						
DC/AC						
Total						

Details of orders passed during the last two years.

SL. No.	Name of Party	Amt. involved	Date of last hearing held	O-i-O no. of date	Time taken to pass the order after the last date of P.H held and reasons thereof if it is passed after one month of last P.H held (in detail)

5. CALL BOOK CASES :

5.(i) CASES PENDING AS ON : 31.07.2017.

SINo	Adjudicating Authority. (Designation & Name)	No. of call Book cases					Closing Balance	Amt. of Duty involved	Age wise breakdown of pendency				
		Opening balance	Receipt		Disposal				< 3 months	3-6 months	6-12 months	1-2 years	> 2 years
During The month	Upto The month		During The month	Upto The month	8	9	10	11					
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	Commissioner												
2	Addl. Commissioner												
3	Dy/Ac.												
	Total =(1+2+3)												

Category	No of cases Pending	Amount Involved	Age- wise pendency				Action taken for reducing call book
			Below 3 months	3-6 months	6-12 months	Above 1 year	
Deptt. has gone in appeal							
Injunction issued by SC/HC/CESTAT							
Audit Objections are contested							
Board has specifically ordered to keep in Call							

Book							
Cases where parties had filed applications in Settlement Commission which are pending.							

CUSTOMS CALL BOOK CASES

where department is Contesting CERA Audit Objection
(As on 31.07.2017)

Issue Involved*		No. of cases on the issue of each Party	Dt. Of issue of first SCN to each party	Whether LAR/SOF /DAP	Date of issue of LAR/SOF /DAP	Date of submission of Reply by Commissionerate	Present Status	Date of last Meeting held with CERA
Issue 1	Party 1							
	Party 2							
	Party 3							
	Total							
Issue 2	Party 1							
	Party 2							
	Party 3							
	Total							

*PI describe issue in brief

6. (ii) Cases pending for disposal of drugs & narcotics & other substances : as on 31.07.2017

Sl. No	Description of goods	Value of goods confiscated (Rs. in lakhs) Date when confiscated	Date of confiscation	Whether linked with court case or stay granted by competent authority	Present value of goods due to appreciation/depreciation		Steps taken for disposal
					Depreciation	Appreciation	

DISPOSAL OF REVENUE YIELDING GOODS

Sl. No.	Commodity	SEIZED (NOT RIPE FOR DISPOSAL)		CONFISCATED (NOT RIPE FOR DISPOSAL)		RIPE FOR DISPOSAL (BOTH SIZED/CONFISCATED)		Actual sale proceeds during the month	Actual sale proceeds up to the month	Disposal done through e-auction out of total disposal shown in
		O.B	C.B	OB	CB	OB	CB			

6.(iii) Details of pending cases ripe for disposal out of the cases pending for disposal: 31.07.2017

Sl. No.	Description of goods	Value of confiscated goods at the time of confiscation	Date from which goods is ripe for disposal	Steps taken for disposal of the goods
		Present value of goods. Changes due to		

		appreciation/ depreciation			

as on -31.07.2017

	Seized not ripe for disposal (All five columns below)		Confiscated (Not ripe for disposal) (All five columns below)		Ripe for disposal (Both seized/confiscated) (All five columns below)
	1	2	3	4	5
Items	Value at the time of seizure	OB	Receipt	No of Disposal & Value at the time of disposal	C.B
Gold					
Gold Jewellaery					
Silver Brick					
Silver Jewellary					
Precious/Semi precious stones					
Foreign currency					
Narcotic Drugs					
Red sanders					
Arms & ammunition					
Yarns					
Vehicles					
Antiques					
Electronic items					

Wood/Timbers					
Medicines					

7. Write off cases Pending : as on 31.07.2017.

Total no. of cases	Value	Reason of pendency	Date of last action taken (Case wise)

8. PROSECUTION:

8.(i) Cases pending as on 31.07.2017

No of cases Pending as on 31.07.2017	Age- wise break up				
	Below 3 months	3-6 months	6-12 months	1-5 years	Above 5 years

8.(ii) Details of cases pending in prosecution

Sl. No.	Name of District Court & State	Name of the party	Issue involved in brief	year of Institution	Date of last hearing	REMARKS/ Present position

8.(iii) No. of cases examined for the purpose of launching prosecution: as on -31.07.2017

Year	No. of cases adjudicate	No. of cases examined for the purpose of launching prosecution	No. of cases examined for the purpose of launching prosecution	No. of cases sent to C.C for sanction of launching prosecution	No. of cases in which sanction granted by C.C.
2014-15					
2015-16					
2016-17					
2017-18 (Upto 31.07.2017)					

8.(iv) Prosecution sanctioned but not launched:

- (i) No. of cases where (detail list)**
- (ii) Reasons for pendency:**

9. PD BONDS/TEST BONDS/END USE BONDS: Imports/ Exports :

9.(i) Pendency as on 31.07.2017.

	No of cases Pending as on 31.07.2017	Age- wise pendency			
		Below 3 months	3-6 months	6-12 months	Above 1 year
PD BONDS					
TEST BONDS					
END USE BONDS					

10.(i) Released/ Encased

No. of total cases	Value	Release	Encased

10. (ii) B.G

(a) Total no. of case where validity period of B.G is over

(b) Total no. of cases and value where B.G is enclosed

11. REFUND CASES PENDING (as on 31.07.2017)

	CASES PENDING AS ON 31.07.2017	BREAK UP					Reason for pendency (In brief) an action taken to reduce pendency
		1-3 Month	3-6 Month	6-12 Month	1-3 Years	Above 3 Years	
Refund Cases							
Refund (SAD) Cases							

11 (a). No of cases pending due to deficiency memo issued .Reasons for issuing deficiency memo issued (in detail)

12. DRAWBACK CASES:

No. of drawback cases in which BRC has not been received	Details of action taken to get the BRC/OR otherwise

13. POST CLEARANCE CUSTOMS AUDIT

13 (i) PERFORMANCE during 2014&15, 2015-16, 2016-17 and 2017-18 (Upto 31.07.2017)

Period	EOD report was generated	No of B/Es selected for PCA	No of B/Es audited after selection	Detection (in Rs. lakhs)	Recoveries (in Rs. Lakhs)	Action taken to recover balance amount (in brief)
2014-15						
2015-16						
2016-17						
2017-18(Upto 31.07.2017)						

13 (ii) Pendency as on 31.07.2017.

At level of	No of Bs/E Pending for PCA after selection	Age- wise pendency				Reasons for pendency/ Current Status
		Below months	3-6 months	6-12 months	Above 1 year	
AC/DC						
Supdt./Appr.						
Supdt./ Appr.						

14. DETAILS OF ROSHA COMMITTEE CASES:

14.(i) List of cases pertaining to Customs Duty Exemption Certificates issued by DGHS under

17. DFIA:/ Advance authorization.

Total no. of licenses	Duty foregone	B.G	Bond amount	B.G encased	Licenses redeemed	SCN issued

18. EOU:

Total no. of licenses	Duty foregone	No of Transit Bond	No of Reworking certificates received

NOS of procurement Certificate issued	No. of re-warehousing Certificate received.	Whether RWS received within 90 days	If RWS not received within 30 days, reason there of and action taken thereof.

Narcotics

Whether green book is maintained?

Total No. of Licenses issued to Cultivate	Total No. of Cultivated/ harvested the crop	Total No. of Cultivators uprooted their crop	Total no. of cultivators who do not sow at all.

Total no. of Cultivators Tendering opium of

Consistency 55° and above	Consistency below 55°	No. of Cultivators producing Inferior quality

Reason for fully uprooting the crop.

Action taken to de-license Cultivators (for contravening Narcotics Law) and No. of such cultivators.

- 1- Whether excess/short recovery made while weighing? If yes, then action taken thereof.
- 2- Whether regular inspection of stock is conducted?

B.

- 1- Whether Licenses give prior notice for commencement of manufacturing of drugs. If yes- In how many days.
- 2- Whether notice is given prior to stop of production of drugs.
- 3- Whether Licenses submit details of production/manufacturing drugs details thereof.
- 4- Action taken for non Compliance
- 5- Whether records with respect to import licenses issued verified for import of narcotics verified. {Notice No. S.O. 2799 (E) dt. 18.11.2010}
- 6- a. Time taken pertaining to permission/licenses/approvals.
b. Records of pending applications.
- 7- Whether export of precursors submitted within 7 days of the same {No. S.O. 834 (E) GSR, 191 (E) dt. 26.03.13 }
- 8- Performance of preventive work

Years	No. of cases	Quantity Seized	Actions taken/Remark.
2014-15			
2015-2016			
2016-2017			
2017-2018 (As on 31.07.2017)			

- 9- Disposed of drugs Seized

Whether proper stoppage of drugs available.

Action taken to prevent deterioration of drugs quality and quantity.

No. of Cases ripe for disposed and quantity thereof.

A

Examination of the registers pertaining to grant of manufacturing of contracts and quota allocations-

Year wise- 2014-15
 2015-16

2016-17
2017-18(Upto 31.07.2017)

19. BRC:

Total no. of BRC	Disposal of BRC within 6 months	Pendency of BRC >6month	>12 months	Amount involved

21.

Accounts Establishment and Administration:

21. (i)

Name of the Commissioner for the last three years

Year 2014

Year 2015

Year 2016

Year 2017 (Upto 31.07.2017)

21.(ii) Verification of Service Book of those officers who have completed 25 years of Service:

21. (iii) Whether duplicate service book has been given or reset has be done in case of misplaced service book : as on 31.07.2017

S. No.	Name of the Officer	Designation	Date of Appointment	Whether Service Book verified by PAO (mention date)
1.				

2.				
3.				
4.				
5.				
6.				

21. (iv) SANCTIONED/WORKING STRENGTH : as on 31.07.2017

S. NO	NAME OF THE POST	SANCTIONED STRENGTH	WORKING STRENGTH	VACANCY

21.(v) Action taken to fill up the vacant posts :

21.(vi) PROMOTIONS ON POST BASED ROSTER

21. (vi) (i). Whether Post Based Roster register is maintained or nor

21. (vi) (ii). Whether promotions are being made on the basis of post based roster or not

21. (vi) (iii). Whether Hon'ble CAT, principal Bench, Delhi judgment in case of C.P.Jayant Vs. UOI & Others has been implemented or not

21. (vii) (i). No. of ACR pending

21. (vii) (ii). Date of pendency

21. (vii) (iii). Reason for pendency and action taken to complete the same

21. (vii) (iv). Date of action taken on pending ACR

21. (vii) (v). Whether delay of sending ACR to reviewing officer convey in writing

21. (vii) (vi). Whether any action has been taken against the supervising/reviewing officer for such delay

2014-15	2015-16	2016-17	2017-18 (upto 31.07.2017)

22. Official language (HINDI)

Date of Official Language Inspection	Date	From	To
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Position as on 31st March, 30th June, 30th September

Or 31st December (as applicable)

1.

Position of Training and Hindi knowledge of
Officers / Employees (excluding Group 'D'
& equivalent employees)

- (a) Total No. of Officers/Employees
- (b) Having working knowledge of Hindi
- (c) Proficient in Hindi
- (d) Undergoing training in Hindi
- (e) Yet to be sent for training in Hindi

(# & ## Please see definitions at Annexure I)

2. No. of Hindi knowing officers / employees (including those who are proficient and those having

Working knowledge who do their work in Hindi*

<u>Gazetted</u>	<u>/Non-Gazetted</u>	<u>Total</u>
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- Upto 25%
- 25% to 75%
- More than 75%
- Cent percent

(* it includes all types of official work such as notes, drafting, making entries in registers and diaries, oral discussions, etc.)

3. No. of employees who are required to do
typing / stenography works or those who

are doing the work

(a) Total Number

(b) Those who know Hindi typing/

Stenography

(c) No. of those from the above who do

Hindi typing / Stenography

(d) No. of employees who are yet to be

trained in Hindi typing / Stenography

4. Documents mentioned in Sec.3 (3) of Official Language Act, 1963

(No. of documents issued during the last 3 months i.e. quarter ending 31st March, 30th June, 30th September or 31st December)

Total Nos	In Hindi & English	Only in English	Only In Hindi
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General Orders*

Notifications

Press Communiques / Releases

Contracts

Agreements

Licenses

Permits

Notice and forms of tenders

Resolutions

Rules

Official papers laid before a House

or both the Houses of Parliament

(Other than reports)

Administrative and other Reports laid

before a House or both Houses of Parliament.

Administrative or other Reports (other than those

laid before a House or both the Houses of Parliament)

(* Please see definitions at Annexure I)

5. Position of replies to communications received in Hindi under Rule 5 of Official Language Rule, 1976.

(Data in respect of the last 3 months i.e. quarter ending 31st March, 30th June, 30th September or 31st December)

Total No. of letters* / applications / appeals

Received in Hindi

No. of letters replied in Hindi

No. of letters replied in English

No. of letters which were not required to be replied.

Whether check-points have been set up in this connection. If so, the details thereof may be given.

What action has been taken at check-point level to stop violation in this connection?

(* Letters signed in Hindi may also be included in this column)

Details of total letters sent by the office in the quarter

	<u>In Hindi</u>	<u>In English</u>	<u>% of Hindi Letters</u>
to 'A' Region			
'to 'B' Region			
to 'C' Region			

(No. of letters issued through telegrams / telex / fax may also be included)

7 (a) Total no. notes written on files.

(b) How many of the above, written in Hindi

(c) How many of the above, written in English

8. (a) Total no. of computers

(b) Out of those no. of Unicode enabled computers to do work in Hindi.

9. (a) Total no. of Hindi workshops conducted in the year

(b) Total no. of officers trained in the above

(c) Total no. of employees trained in the above workshops

10. Dates on which four OLIC meetings were conducted in the year

11. (a) Total no. of sub-ordinate offices (Divisions)

(b) In how many of the above offices, OLIC have been setup

(c) In how many of these offices, OLIC meetings were conducted in the quarter

12. Position of assurances, if any, given to the Parliament Committee on Official Language –
- (a) Total no. of assurances pending till the beginning of the quarter
 - (b) Total no. of assurances given during the quarter
 - (c) Total no. of assurances fulfilled till now from the above assurances
13. Whether the office has been notified under
Rule 10(4) of Official Language Rules, 1976
If so, whether orders have been issued
under Rule 8(4)

Whether any monitoring system has been established
to ensure compliance of Rule 8(4) of Official Language
Rules, 1976
14. Details of Official Language inspection done by DD/AD (OL) or any other officer of your office during
the year
- (a) (i) Total no. of sections in the office
 - (ii) Total no. of sections inspected
 - (b) (i) Total no. of sub-ordinate offices (Divisions)
 - (ii) Total no. of offices inspected
15. (a) Total no. of magazines published in Hindi
- (b) Total no. of magazines published in English
- (c) Total no. of magazines published in bilingual trilingual
16. (a) Expenditure incurred on purchase of books during the last financial year
- (b) Expenditure incurred on purchase of Hindi books
- (c) Expenditure incurred on purchase of books during the current financial year
- (d) Expenditure incurred on purchase of Hindi books
17. Availability of website : In Hindi In English In bilingual
(Yes/No)
18. Total no. of officers / employees who received cash award under the Incentive

Scheme for Hindi noting & drafting during the last financial year.

- (a) Whether circular has been issued for the above incentive scheme during the current financial year.
19. (a) Has your office received the Annual Programme for the current year issued by the Department of Official language
- (b) Whether the same has been circulated to all Sections / Divisions.
20. (a) Whether Quarterly Progress Report on OL implementation is sent to DGICCE, New Delhi.
- (b) Date on which the last Q.P.R. was sent to DGICCE, New Delhi.
21. Details in respect of Hindi Posts Sanctioned Strength Vacant with date
- (a) Deputy/Assistant Director (OL)
- (b) Sr. Hindi Translator
- (c) Jr. Hindi Translator
22. (a) Entries in Service books/ Service records
- (i) Total No.
- (ii) No. of those which bear their headings and subjects in bilingual form
- (iii) No. of those in which entries are made in Hindi
- (b) Total no. of registers -
- (i) Total No. of Registers
- (ii) No. of those which bear their headings and subjects in bilingual form
- (iii) No. of those in which entries are being made in Hindi
23. Details of the following items available in the office -
- | | <u>Total No.</u> | <u>In bilingual</u> | <u>In English</u> |
|------------------|------------------|---------------------|-------------------|
| 1. Rubber Stamps | | | |
| 2. Sign Boards | | | |
| 3. Seals | | | |
| 4. Letter Heads | | | |
| 5. Name Plates | | | |

6. Official description on vehicles
7. Badges / shoulder epaulette
8. Logo

Whether check point has been established in this regard

Yes / No

24. (a) Date on which Hindi Day / Week / Fortnight / Month was organized

(b) Important programmes conducted during the above period.

25. (a) Whether TOLIC is functioning in your Town

(b) Whether Administrative Head of your Office attends

TOLIC meetings

26. Whether the following officers / employees have been sent to

Central Translation Bureau for training

DD/AD (OL)

Sr. Hindi Translator

Jr. Hindi Translator

27. Brief details of other achievements / works in respect of implementation of Official Language Policy.
