

Disclosers under Sec 4(1)(b) of the RTI Act 2005.

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	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	DIRECTORATE GENERAL OF VALUATION
		(ii) Head of the organization	Director General
		(iii) Vision, Mission and Key objectives	<p>(a)Assisting and advising the Central Board of Indirect Taxes and Customs (CBIC) in Policy matters concerning Valuation under Customs and erstwhile Central Excise Laws;</p> <p>(b)Developing valuation tools (including databases) and best practices for the effective and uniform application of Valuation laws:</p> <p>(c)Monitoring valuation trends of sensitive commodities and taking corrective action;</p> <p>(d)Providing guidance and advice to field formations on valuation questions and for checking undervaluation/overvaluation of imported or export goods so as to prevent leakage of Customs revenue;</p> <p>(e)Carrying out valuation inspections at Customs stations/ Commissionerates to ensure that the valuation law and procedures are effectively & uniformly applied;</p> <p>(f)Co-ordinating Customs valuation matters with relevant international organizations and other sources abroad.</p>
		(iv) Function and duties	Same as at (iii) above.

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		<p>(v) Organization Chart</p>	<pre> graph TD DG[Director General] --> PC[Principal Commissioner] PC --> AC[Additional Commissioner] PC --> JC[Joint Commissioner] AC --> AC1[Assistant Commissioner HQRS, Mumbai] AC --> AC2[Assistant Commissioner Northern Zonal Unit, New Delhi] AC --> AC3[Assistant Commissioner, Eastern Zonal Unit Kolkata] JC --> AC4[Assistant Commissioner Chennai Southern Zonal Unit] JC --> AC5[Assistant Commissioner HQRS Mumbai] </pre>
		<p>(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt</p>	<p>The Directorate of Valuation (DOV) was established in the year 1997 as an attached office of the then Central Board of Excise and Customs under the Department of Revenue, Ministry of Finance, Government of India. The Directorate was upgraded to Directorate General of Valuation (DGOV) in December 2002.</p>

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2.	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	The officers working in the DGOV enjoy all the powers vested under the Customs law and erstwhile Central Excise law. However, being an attached office of the CBEC, the powers for implementation of the government policies as well as the law concerning Customs & Central Excise are not exercised as this work is assigned to the field formations under CBIC (Commissionerates). The duties of the officers of the Directorate are same as that of the organization as described at (iii) above. The Administrative and financial powers and duties are governed by FR-SR, GFR 2007 and Delegation of Financial Powers Rule.
		(ii) Power and duties of other employees	Nil
		(iii) Rules/ orders under which powers and duty are derived and	Rules made under Customs Act 1962. Rules made under erstwhile Central Excise Act 1944.
		(iv) Exercised	Same as (iii) above.
		(v) Work allocation	http://www.dov.gov.in/file_open/2zt1zg
3.	Procedure followed in	(i) Process of decision making Identify key decision making points	The organisation is headed by Director General assisted by the Principle Commissioner, two Additional/Joint Commissioners and Assistant

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	decision making process		Commissioners in the Headquarters office for taking decisions and performing the functions of the Directorate General.
	[Section 4(1)(b)(iii)]	(ii) Final decision making authority	Director General
		(iii) Related provisions, acts, rules etc.	Rules made under Customs Act 1962. Rules made under Central Excise Act 1944.
		(iv) Time limit for taking a decisions, if , any	As Applicable under Customs Act 1962 and Rules made there under, erstwhile Central Excise Act 1944 and Rules made thereunder.
		(v) Channel of supervision and accountability	As at (i) above.
4.	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Same as at 1.1 (iii). No services are offered to public.
		(ii) Norms/ standards for functions/ service delivery	The DGOV is an attached office functioning under the Central Board of Indirect Taxes and Customs (CBIC), hereinafter referred to as the Board. The norms, if any, have to be set by the Board. Hence, no norms as such have been set by the DGOV. However, the DGOV carries out its work under its mandate earnestly.
		(iii) Process by which these services can be accessed	No services are offered to public. The Officers working under CBIC can access Directorate General website for Valuation related information.
		(iv) Time-limit for achieving the targets	

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			Not Applicable.
		(v) Process of redress of grievances	Basically, this Directorate General is not a Public dealing office. Trade/Industry related Grievances pertaining to Valuation, when received, are analysed and if necessary the field formations are advised by way of Alert/Guidelines. If required, Trade/Industry is also informed suitably.
5.	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	Rules on Customs Valuation and Valuation under erstwhile Central Excise laws are/were being notified by the Government from time to time. Instructions and Circulars on Valuation policies are issued by the Central Board of Indirect Taxes and Customs. Some of these are based on recommendations of the DGOV. The DGOV compiles data and information on prevalent prices of various dutiable commodities in national as well as international markets and disseminates to field formations. The Directorate also maintains various databases such as National Import Data Base, Export Commodity Data Base and Special Valuation Data Base which are used by the departmental officers in the field formations in their day to day work. The Directorate also issues Valuation Alerts on the basis of its studies for the guidance of field formations.
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	Customs Act 1962 and Rules made there under, erstwhile Central Excise Act 1944 and Rules made thereunder.
		(iv) Transfer policy and transfer orders	Group A Officers are Transferred and posted by the CBIC. Group B and C Officers and Staff are posted by transfer on deputation/loan basis.

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6.	<p>Categories of documents held by the authority under its control</p> <p>[Section 4(1)(b) (vi)]</p>	<p>(i) Categories of documents</p>	<p>(a) A National Import Data Base (NIDB) comprising details of imported goods duly analysed by a software to work out certain valuation related parameters. The NIDB is made available to the Customs Stations across the country for reference by departmental officers as a valuation tool in the assessment of imported goods.</p> <p>(b) Central Registry Data Base (CRD) comprising cases decided by Customs Stations (Special Valuation Branches) in the valuation of goods imported from related parties.</p> <p>(c) Export Commodity Data Base (ECDB) comprising details of commodities exported duly analysed by a software for export values and used by field officers as a tool in export valuation work.</p> <p>(d) Valuation Bulletins published every month and distributed to departmental officers. It mainly contains news items on commodity price movements and international price details.</p> <p>(e) DGOV website which provides comprehensive information on valuation related matters.</p>
		<p>(ii) Custodian of documents/categories</p>	<p>Respective Section Heads.</p>
7.	<p>Particulars for any arrangement for consultation with or representation by the members of the</p>	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p>	<p>Normally representations are received from members of the public concerning undervaluation of import goods.</p>

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<p>public in relation to the formulation of policy or implementation there of</p> <p>[Section 4(1)(b)(vii)]</p> <p>[F No 1/6/2011-IR dt. 15.04.2013]</p>	<p>(ii) Arrangements for consultation with or representation by</p> <p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day & time allotted for visitors</p> <p>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants</p>	<p>a) This Directorate General does not frame any policy nor mandated to implement any policy in so far as public is concern.</p> <p>b) People making representation can visit any time during office hours.</p> <p>C)</p> <p>http://www.dov.gov.in/file_open/1zt7zg</p> <p>http://www.dov.gov.in/file_open/1zt7zr</p> <p>http://www.dov.gov.in/file_open/1zt7zP</p>
	<p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any</p> <p>(ii) Detailed project reports (DPRs)</p> <p>(iii) Concession agreements.</p> <p>(iv) Operation and maintenance manuals</p> <p>(v) Other documents generated as part of the implementation of the PPP</p> <p>(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government</p> <p>(vii) Information relating to outputs and outcomes</p> <p>(viii) The process of the selection of the private sector party (concessionaire etc.)</p>	<p>Not Applicable since this Directorate General is not involved in any such projects.</p>

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7.1	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	(ix) All payment made under the PPP project Information manual/handbook available in (i) Electronic format (ii) Printed format	(i)/(ii)No information manual/handbook as such exists for public, this Directorate General not being a public dealing office. All information concerning this Directorate General is available on its website, which inter-alia contains user manual relating to National Import Data Base, Central Registry Database and Export Commodity Database for departmental officers.
7.2	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	No information manual/handbook as such exists for public, this directorate General not being a public dealing office.
8.	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority	(i) Name of Boards, Council, Committee etc. (ii) Composition (iii) Dates from which constituted	This Directorate General is not a Public dealing office nor an enforcement agency. This is an attached office of the CBIC. No Board, Councils, Committees and other Bodies have been constituted as part of this Directorate General. Not Applicable. Not Applicable.

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	[Section 4(1)(b)(viii)]	(iv) Term/ Tenure	Not Applicable.
		(v) Powers and functions	Not Applicable.
		(vi) Whether their meetings are open to the public?	Not Applicable.
		(vii) Whether the minutes of the meetings are open to the public?	Not Applicable.
		(viii) Place where the minutes if open to the public are available?	Not Applicable.
9.	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	http://www.dov.gov.in/contact-us
		(ii) Telephone , fax and email ID	http://www.dov.gov.in/contact-us
10.	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	http://www.dov.gov.in/file_open/2zL1zO
		(ii) System of compensation provided in its regulations	As governed by the 7 th Central Pay Commission Report notified by the Central Government.
		(i) Total Budget for the public authority	

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11.	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	<ul style="list-style-type: none"> (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available. 	<p style="text-align: center;">http://www.dov.gov.in/file_open/2zL1z0</p>
11.1	Foreign and domestic tours (F.No. 1/8/2012-IR dt. 11.9.2012)	<ul style="list-style-type: none"> (i) Budget (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. <ul style="list-style-type: none"> a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit 	<p style="text-align: center;">http://www.dov.gov.in/file_open/2zL1z0</p> <p style="text-align: center;">http://www.dov.gov.in/file_open/2zq3zf</p>
11.2		<ul style="list-style-type: none"> (iii) Information related to procurements <ul style="list-style-type: none"> a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, 	<p>Procurements are made by using government e-market place and e-procurement system. Details available on</p>

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			<p>c) The works contracts concluded – in any such combination of the above-and</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	<p>https://gem.gov.in/</p> <p>http://www.eprocure.gov.in</p>
12.	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	of of	<p>(i) Name of the programme of activity</p> <p>(ii) Objective of the programme</p> <p>(iii) Procedure to avail benefits</p> <p>(iv) Duration of the programme/ scheme</p> <p>(v) Physical and financial targets of the programme</p> <p>(vi) Nature/ scale of subsidy /amount allotted</p> <p>(vii) Eligibility criteria for grant of subsidy</p> <p>(viii) Details of beneficiaries of subsidy programme (number, profile etc)</p>	Not Applicable. This Directorate General is not executing any subsidy programme.
12.1	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	No. dt.	<p>(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions</p> <p>(ii) Annual accounts of all legal entities who are provided grants by public authorities</p>	Not Applicable, since no such grants allocations are made by this Directorate General.
13.	Particulars of recipients of concessions, permits	of of of	<p>(i) Concessions, permits or authorizations granted by public authority</p> <p>(ii) For each concessions, permit or authorization granted a) Eligibility criteria</p>	Not Applicable, since this Directorate General does not grant such concessions, permits or authorizations

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	<p>authorizations granted by the public authority</p> <p>[Section 4(1) (b) (xiii)]</p>	<p>b) Procedure for getting the concession/ grant and/ or permits of authorizations</p> <p>c) Name and address of the recipients given concessions/ permits or authorisations</p> <p>d) Date of award of concessions /permits of authorizations</p>	
14.	<p>Information available in electronic form</p> <p>[Section 4(1)(b)(xiv)]</p>	<p>(i) Details of information available in electronic form</p> <p>(ii) Name/ title of the document/record/ other information</p> <p>(iii) Location where available</p>	<p>The following are available in electronic form [see item (vi)] above.</p> <p>(a) National Import Data Base</p> <p>(b) Central Registry Data Base</p> <p>(c) Export Commodity Data Base</p> <p>(d) DGOV Website</p> <p>These are however for the use of departmental offices only and not available to trade or public. However, certain areas of information on the website are freely accessible.</p>
15.	<p>Particulars of facilities available to citizen for</p>	<p>(i) Details of information made available</p> <p>(ii) Working hours of the facility</p>	<p>This Directorate General is an attached office of the CBIC. This office is neither a public dealing office nor an enforcement agency. This Office works from Monday</p>

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	obtaining information [Section 4(1)(b)(xv)]	(iii) Contact person & contact details (Phone, fax email)	to Friday, the office hours being 9.30 am to 6 pm. Information meant for public is provided on the DGOV website. Details of contact person are available on DGOV website.
		(iv) Details of information made available	
16.	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	http://www.dov.gov.in/file_open/2zL8zf http://www.dov.gov.in/file_open/2zL8zO
		(ii) Address, telephone numbers and email ID of each designated official.	http://www.dov.gov.in/file_open/2zL8zf http://www.dov.gov.in/file_open/2zL8zO
17.	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Basically, this Directorate General is not a Public dealing office. Trade/Industry related Grievances pertaining to Valuation, when received, are analysed and if necessary the field formations are advised by way of Alert/Guidelines. If

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			required, Trade/ Industry is also informed suitably.
	(ii)	Details of applications received under RTI and information provided	http://www.dov.gov.in/file_open/2zq8z <u> </u> http://www.dov.gov.in/cpio-decisions http://www.dov.gov.in/faa-decisions
	(iii)	List of completed schemes/ projects/ Programmes	Not Applicable.
	(iv)	List of schemes/ projects/ programme underway	Not Applicable.
	(v)	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Available on website at RTI Section
	(vi)	Annual Report	No such annual report.
	(vii)	Frequently Asked Question (FAQs)	http://www.dov.gov.in/faqs
	(viii)	Any other information such as a) Citizen's Charter	http://www.dov.gov.in/citizens-charter-0
		b) Result Framework Document (RFD)	
		c) Six monthly reports on the	

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		d) Performance against the benchmarks set in the Citizen's Charter	No RFD for this Directorate General since it is neither a public dealing office nor enforcing agency.
17.1	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	http://www.dov.gov.in/file_open/2zq8zL http://www.dov.gov.in/cpio-decisions
		(ii) Details of appeals received and orders issued	http://www.dov.gov.in/file_open/2zq8zL http://www.dov.gov.in/faa-decisions