To,
All Chief Commissioners of Customs, Central Excise, LTU
All Director Generals of Directorates
The Director (CRCL) / Director (O&M) / Commissioner (Logistics) /
Commissioner (P & PR) / Commissioner (Legal Affairs)

Sir/Madam,

Subject: Designation of CPIO and Appellate Authorities in CBEC under the RTI
ACT, 2005.

Please refer to letter F.No.296/115/2007-CX-9 dated 12.11.2007 received from
Commissioner(Coord.), CBEC, on the above subject.

In this regard, a few reports have been received from some Chief Commissioners. However, either these are in hard copies or the prescribed format is not being followed. It is desirable that the details being displayed on the official CBEC website be in a standard format. To ensure this, the following steps may please be followed:

1. This information may be E-mailed to the webmaster at address
   webmaster.cbec@icegate.gov.in and / or webmaster.cbec@gmail.com with copy to
   hari.shankar@icegate.gov.in. A specimen format for the same is enclosed herewith.

2. The report should necessarily originate from the Chief Commissioner’s office, which
   would ensure that the report is for the entire Zone. (This office has been receiving mails
   and hard copies of the reports / Public Notices / Office orders from individual
   Commissionerates. Kindly ensure that such copies are not sent to this office as it is not
   possible to carry out piecemeal updations).

3. The information / details should include the following as shown in the specimen:
   a. Name, designation, Office Address of CPIO and Appellate Authority
   b. Telephone, fax and E-mail
   c. Jurisdiction
   d. District / Sub-divisions

4. The same format / procedure should be followed for quarterly updation of the same,
   which should reach this office by the 7th of the succeeding month.

5. In order to ensure uniformity and correctness of information, the information received by
   Post / fax (i.e. hard copies), shall not be uploaded.

   Encl:- As above

   Yours faithfully,
   (Y.G. Parande)
   Director General
OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE/ CUSTOMS,
(please write complete address)

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(Chief Commissionerates) : For further clarifications please see:
http://www.cbic.gov.in/info-act/cpio-cpio/cochin.htm (Please use same colours for heading rows of every table i.e as appearing in the given link. Also use Arial font size 10).

(Directorate Generals / Directories) : For further clarifications please see:
http://www.cbic.gov.in/info-act/dg-systems-datamagment.htm (Please use same colours for heading rows of every table i.e as appearing in the given link. Also use Arial font size 10).