

F. No. 96/42/2014-CX.1
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs

Dt : 19-9-14

The Chief Commissioners of Central Excise (All) ,
The Chief Commissioners of Central Excise and Service Tax (All) .

Sub : Steps to be taken on ACES for implementation of Cadre Review –reg .

Enclosed please find the steps which are required to be taken with respect to assesseees registered on ACES for of cadre review . Difficulty if any in implementation of these steps may be brought to the notice of the DG , Systems with a copy to the undersigned .

Sd/-

(S.B.Singh),
Member – CX & ST

Copy to – (i) Chairperson ,
(ii) All Members ,
(iii) All Directors General .

Steps to be taken by the filed formations for implementing ACES, post- cadre reorganization, and Timelines for different activities

Step 1: The CDR code will be allocated by DDM for the new formations on a generic basis. For example for new Jaipur III Commissionerate; the CDR code would be a new two digit Commissionerate code for Jaipur III, and the new two digit Division codes will be given for Division I, Division II, Division III, Division IV or Division V, and similarly the new Range codes will be given for Range I, Range II, Range III, Range IV or Range V. **For the time being the field formations will not have to do anything and DDM will allot the location codes and intimate the same to the field formations.** After issuance of Trade Notices by the Chief/Commissioners or after renaming of the Divisions or Ranges (For example Division 1 being re-named as Rampur division or range 2 being re-named as Sitapur range), the field formations should inform the same to DDM and to DG Systems along with new names, addresses, PIN codes and phone numbers of the Commissionerates, Divisions and ranges so that the CDR Master in ACES and the 'Know your Location Code' Master can be updated by DG Systems.

Step 2: Rearrange the seating plan in the existing buildings/offices to enable use of the existing thin clients and other equipments by more than one formation. **This work should start immediately and be completed by end of September, 2014.** After acquiring new premises and before shifting, they can get in touch with DG Systems for providing LAN/WAN.

Step 3: Appoint an officer as COMM-ADMIN for each Commissionerate. The COMM-ADMIN is the System Manager in the Commissionerate. The appointed officer needs to have prior experience of working as COMM-ADMIN to smoothly manage ACES work as well as guide the officers. In case an inexperienced COMM-ADMIN needs to be appointed, he/she may be trained on priority by the experienced COMM-ADMIN in the zone. If any Com-Admin is to be given additional charge of another Commissionerate, the HQ-Admin in DGS, Chennai should be consulted.

Any officer who needs SSOID, to access ACES, may get in touch with SI-Helpdesk team via mail si.helpdesk@icegate.gov.in or phone 1800 266 2232.

The new Com-Admins should be posted within 2 days of the coming into force of the new formation.

Step 4: Allocate work to Divisional AC/DC and Range Superintendents so that each officer's charge (including any additional charge) remains within one Commissionerate. Care should be taken to avoid giving additional charge outside the Commissionerate. This way the COMM-ADMIN shall be able to map each officer to a specific location.

For example, if a Commissionerate which has 5 Divisional AC/DCs now and is divided into two Commissionerates post cadre-restructuring, 2 or 3 AC/DCs may be retained in the existing Commissionerate and given charge of 5 Divisions (some with additional charge) and remaining AC/DCs may be given charge of the 5 Divisions of the other Commissionerate (some with additional charge).

In case an officer is allocated charges falling in more than one Commissionerate, he/she needs to be recognized as all-India user and his mapping to a location shall be managed by HQ-ADMIN in the Directorate General of Systems, Chennai office.

The charge allocation should be made within 2 days of the coming into force of the new formation.

Step 5: All existing assesseees need to be remapped as per the new CDR location code. Utmost care has to be taken to complete this remapping work to avoid any errors and problems to the assesseees. The remapping may be independently cross-checked at least twice to minimize errors.

In case of migration within the Commissionerate, the COMM-ADMIN shall make the change by using the existing 'Bulk Jurisdiction Upload' facility in ACES.

In respect of the assesseees migration to another Commissionerate, COMM-ADMIN will compile and send the list, latest by 30th September 2014, via mail to hqadmin.prime@icegate.gov.in (Shri V. Sivakumar, Supdt 044-28335087 or Shri K.V.Saumyanarayanan, 044-28331051) in DGS Chennai in excel file format as attached (**annexure**). In case of any difficulty, Shri V Srinivas Deputy Director DGS Chennai may be approached at v.srinivas@icegate.gov.in. (phone 044-28331096).

The list, re-mapping the assesseees, should be sent to DGS, Chennai, latest by 30th September 2014.

For any assistance the following officers may be contacted:

The nodal officers in DG Systems:

- i. **DG Systems, Chennai (ACES project):** Shri. V. Srinivas Deputy Director (v.srinivas@icegate.gov.in); Tel: 044-28331096
- ii. **DG Systems, Delhi (ACES Project HQrs):** Smt. Anubha Sinha, DD (anubha.sinha@icegate.gov.in); Tel: 011-24102983
- iii. **DG Systems, Delhi (LAN/WAN Project):** Shri V P Shukla, Assistant Director Tel: 011-26874067
- iv. **DG Systems, Delhi (SI Team)** for SSO ID, ICEGATE email IDs, mapping of officers to jurisdictions (CDR and applications); Shri Jayant Sahay, Joint Director (jayant.sahay@icegate.gov.in); Tel: 011-26877969
- v. **DG, Systems, Delhi (EDW):** Shri Rajendra Rai, Supdt (rajendra.rai@icegate.gov.in); Mobile: 9811953424
- vi. **DGS, Delhi (ICES 1.5):** Sh. R. Ananth, DD (ananth.r@icegate.gov.in), Tel: 011-26113615
- vii. **DGS, Delhi (ICEGATE)** for allotment of Customs Location Codes etc.: Shri Bashistha Prasad, Addl. Director (bashistha.prasad@icegate.gov.in); Tel: 011-23378868
- viii. **Directorate of Data Management** (for allotment of Location Codes for CE & ST formations): Shri Sandeep Sharma, Senior Research Officer (dsi_del@rediffmail.com), Tel: 011- 2995 7518; Mobile: 99681 50231.

Help Desks

1. **SI:** si.helpdesk@icegate.gov.in ; National Toll free number: 1800-266-2232
2. **ACES:** aces.servicedesk@icegate.gov.in ; National Toll free number: 1800-425-4251
3. **ICEGATE:** icegatehelpdesk@icegate.gov.in ; National Toll free number: 1800-3010-1000
4. **EDW:** dw.helpdesk@icegate.gov ; EDW Help Desk numbers: 011- 30130830 & 011-301322030

Annexure:

Registration No.	Old Location Code	New Location Code
AAACS0206PXM007	830205	L30703
AAACS0206PXM008	830505	L30703

F. No. 96/42/2014-CX.1
GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
CENTRAL BOARD OF EXCISE AND CUSTOMS

New Delhi, dated the 2nd September, 2014

To

The Chief Commissioners of Central Excise and Service Tax (all),

Sub: Implementation of Cadre Review-reg.

Notification specifying jurisdiction of Commissionerates consequent upon cadre review approval would be issued shortly. The new jurisdictions would be in accordance with the suggestions made by the Chief Commissioners. The staff allocation order has already been issued vide Board letter F.No. A-11019/08/2013-Ad.IV dated 01.08.2014.

2. It is expected that the exercise of identifying the jurisdiction of new ranges and divisions to be specified would have been completed and it would be possible for the Zones to issue trade notices for the same as and when the jurisdictional notification for the Commissionerates is issued.

3. As a result of change in jurisdictions at various levels, registered assessees would need to be assigned new jurisdiction at the Zone, Commissionerate, Division and Range level. It is expected that the exercise involving identifying and reassigning new jurisdiction as against the old jurisdiction must also have been completed by now. If it is still to be completed, it is to be given due priority and completed within the next two weeks. This work is of utmost importance as it is directly linked to work relating to checking the correctness of assessment and payment of duty. Manpower and system related infrastructure reallocation to all the new formations within a zone from the existing strength and resources also need to be completed within the same period.

4. Audit is an important function from the perspective of revenue augmentation. Transitional arrangements have to be made so that audits already planned are not disrupted due to Audit Commissionerates coming into existence. Acquisition of additional infrastructure and recruitment of manpower would take time but in the interim the existing infrastructure and manpower would have to be assigned to the new formations including the Audit Commissionerates. Where new formations are coming to existence

within the same zone, the exercise may be completed by the Zonal Chief Commissioners and where more than one Zone is involved, Chief Commissioners concerned may come together to constitute Committee for the purpose and accomplish the preparation for redistribution of infrastructure assets and manpower.

5. The above exercise as directed at paragraph 2, 3 and 4 is to be completed and certificate that the same has been completed may be forwarded to this office **by 20th September 2014**. Further, suggestions for smooth implementation of cadre review may also be made.

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(S.B.SINGH)
MEMBER (CX & ST)

Copy to – (1) Chairperson, CBEC
(2) All Members.