MINUTES OF THE MEETING HELD BY THE COMMISSIONER WITH OFFICERS ON 09.07.15

A meeting chaired by Ms. Reshma Lakhani IRS, Commissioner Central Excise Cochin was held on 09.07.2015 with the following officers:-

S. No.	***Name of the Officer Shri/Smt.***	***Designation***
1	Nasser Khan S	Joint Commissioner
2	Biju Thomas	Deputy Commissioner
3	P Satheesan	Assistant Commissioner
4	Rani C R	Assistant Commissioner
5	Benny P Jacob	Superintendent
6	Padmakumar N P	Superintendent
7	Ajeet Kumar Gupta	Inspector
8	Nishant Saxena	Inspector
9	Sarwan Kumar	Inspector
10	Gaurav Vats	Inspector
11	Sandeep Kumar	Inspector
12	Patel Utsav Kiritkumar	Inspector
13	Vishnu S Menon	Inspector
14	Rajeev K Sharma	Inspector
15	Deepak	Inspector
16	Arjun Krishna	Inspector
17	Shinumon Augustin	Inspector
18	Aman Grover	Inspector
19	Bal Mukund	Inspector
20	Shanima A R	Inspector
21	Arun Kumar	Inspector
22	Arun Kumar A	Inspector
23	Sreejith V	Inspector
24	Ashok Kumar	Inspector
25	Jini Rasak V A	Tax Assistant
26	Anand Babu	Tax Assistant
27	Jasmin Basheer K	Tax Assistant
28	Najiya P A	Tax Assistant
29	Sethu R	Tax Assistant
30	Anju K U	Tax Assistant

Based on various suggestions received from the members participating in the meeting the following Action Plan was designed to carry forward the work of the Commissionerate by various teams formed for the same.

Action Plan

Sl.No.	Subjects	Action proposed
01	Creation of a Think Tank	Team Leader: Shri Biju Thomas, Deputy Commissioner Members: 1. Shri Antonio Netticadan, Supdt, ST 'E' Range 2. Shri Benny P Jacob, Supdt, EDP Cell, Cochin 3. Ashok Kumar, Insp, Ekm II Div, 4. Smt. Jasmine Basheer, TA, ST Div. The mandate of the team would be to collate ideas from various officers in the Commissionerate also members of the trade and suggest ideas for change and innovation as well as making the department more visible in terms of contributions to the economy as a whole.
02	Creating a Facebook page of the Commissionerate for creating better social awareness in the public.	Team Leader: Smt. C R Rani, Asstistant Commissioner Members: 1. Shri Arpit Jain, Inspr (Audit), 2. Shri Utsav Patel, Inspr, ST 'B' Range 3. Shri Nishanth Saxena, Inspr, Confdl 4. Smt. Najiya, TA, Accounts, The team will work out modalities on designing the page as well as the tasks required to keep the page active as well as respond to suggestions received.
03	***Creation of Database***	
	i) Data base of Appeal cases pending, pre-deposit paid etc.	Shri Joffee Jose Supdt (Appeals) will be requested to lead the team with Shri Sreejith V, Insp, Service Tax Div, Shri Bhaskaranath,Inspr, Preventive and Smt Jini Razak, TA, CCO Cochin, as members. The team will try to design the required parameters for the database and also work out the format.

	ii) Data of top 1000 Assessees- Revenue data for 3 years(comparison of Revenue, Cenvat and PLA) for monitoring the revenue short fall and reasons thereof, trends in revenue collection, shortfall, etc.	The team will be headed by Shri Nasser Khan S, Joint Commissioner, Ernakulam II Div, with Shri Beeny P Jacob, Supdt, EDP Cell, Smt. Shanima A R, Insp, EDP Cell, Shri Ashok Kumar, Insp, Ernakulam II Div, as team members to design the database.
	iii) Designing of a database for the commissionerate.	The committee will be headed by Shri P.Satheesan, Assistant Commissioner, Ernakulam I Div, Shri Benny P Jacob Supdt, EDP Cochin, Shri Arun Kumar A, Insp, EDP Cochin and Shri Utsav Patel, Insp, ST 'B' Range will attend the work of migrating the current data in excel form to the database format.
04	Preparation of Templates for Recurring matters	A committee headed by Shri Abraham S Renn Assistant Commissioner, Muvattupuzha Div and Shri Arjun Krishna, Inspr, Adjudication, will look in to the preparation of Templates of recurring matters.

Other matters discussed were:-

(i) Having the frequently asked questions (FAQs) in the proposed website. (Action: EDP Section)

(ii) The list of existing as well as non-existing ranges as on date to be put on website to avoid wrong assigning of jurisdiction of ST registration applications. (Action: Technical & EDP Sections)

(iii) Trade notice can be issued to inform all stake holders to file the online returns one day prior to the last date and also to check the status of the online returns uploaded through Offline-Excel utility after one business day to ensure the proper filing of returns as contemplated in the relevant rules. (Action : Assistant Commissioner (Tech))

(iv) Toll free number for the Commissionerate. (To be thought on at a future date)

The Commissioner expressed her thanks to those who attended the meeting for many fruitful and meaningful suggestions at the meeting.

16/03/15

[RANI C R]
ASSISTANT COMMISSIONER [P&V]

Copy to:-

1. The Joint Commissioner/Deputy Commissioner/Assistant Commissioner/Superintendents.

2. All Individual members attended the meeting

3. The other Individuals who are leaders/members of various teams

4. DL No. 1