भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय उत्पाद शुल्क, सीमा शुल्क और सेवा कर
CENTRAL EXCISE, CUSTOMS & SERVICE TAX
कोच्चिन, COCHIN
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682 018
E-mail: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404

C.No.II/7/1/2017-Estt. Date:20.10.2017

ESTABLISHMENT CIRCULAR NO. 13/2017

Attention is invited to the following letters :

Sl. No.	Letter No. and date	Subject
1.	C.No.II/39/32/2017 CC (KZ) I dated 12.10.2017	Regarding submission of applications/representations through proper channel.
2.	F.No.296/190/2017-CX.9 dated 08.09.2017	Meeting taken by Hon'ble Finance Minister on 25.08.2017 regarding information policy

Copy of the above mentioned letters may be downloaded from the website of Kochi Commissionerate – **www.cenexcisekochi.gov.in** for information.

(C.D. Jose)
Assistant Commissioner [P&V]

To

1. **The Assistant/Deputy Commissioner of all Divisions under Kochi Commissionerate.**
2. **All Section Heads in Headquarters Kochi.**
3. **The Superintendent (EDP) for uploading in the Commissionerate website.**
4. **Notice Board, Hqrs. Kochi.**
5. **Notice Board, Central Excise Bhavan, Kathrikadavu.**

Office of the Principal Commissioner of Central Excise Customs & Service Tax Cochin
13 OCT 2017
इनवार्ड नं
INWARD No.....
Cochin Commissionerate
कोच्चिन आयुक्तालय

SPEED POST

भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
मुख्य आयुक्त का कार्यालय
OFFICE OF THE CHIEF COMMISSIONER
केन्द्रीय कर, केन्द्रीय उत्पाद शुल्क एवं सीमा शुल्क
CENTRAL TAX, CENTRAL EXCISE & CUSTOMS
तिरुवनंतपुरम क्षेत्र, THIRUVANANTHAPURAM ZONE
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई.एस.प्रेस रोड,कोच्चि I.S. PRESS ROAD,KOCHI-682 018
E-mail: cccochin@nic.in Fax : 0484-2397614 Ph: 0484-2394100/0404

C.No.II/39/32/2017 CC(KZ) I **Date:12.10.2017**

To

The Principal Commissioner of Central Tax & Central Excise, Cochin.

The Commissioner of Central Tax & Central Excise, Calicut/Trivandrum/Audit.

The Principal Commissioner of Customs, Custom House, Cochin.

The Commissioner of Customs, Customs (Prev.), Cochin.

Sir,

Sub:-Submission of applications/representations through proper channel -reg

It is observed that officers are sending applications/representations to this office for consideration without routing through proper channel and without the approval of competent authority.

2. In this regard, it is requested that all applications/representations should be sent through proper channel for further processing in this office. It is also informed that applications not received through proper channel will not be considered. This may be brought to the notice of all the officers under your jurisdiction.

Yours faithfully,

Rajeswari

Rajeswari R.Nair
Joint Commissioner (CCO)

Office of The Chief Commissioner of Central Excise, Customs & Service Tax
25 SEP 2017
Cochin-18
कार्यालय मुख्य आयुक्त केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर
कोच्चिन -18

F.No.296/190/2017-CX-9
Government of India
Ministry of Finance
Department of Revenue
CBEC

New Delhi, Dated: 08.09.2017

To,

I) All Pr.Chief Commissioners Customs and Goods Service Tax (GST)/
All Pr. Director General, CBEC
II) All Chief Commissioner/ All Director General, CBEC
III) All JS/Commissioner (Policy wing), CBEC

Subject: Meeting taken by Hon'ble Finance Minister on 25.08.2017, regarding information privacy

Sir,

I am directed to refer to the subject mentioned above and to state that Hon'ble Finance Minister held meeting on 25.08.2017 with Revenue Secretary regarding information privacy subject judgment of Supreme Court and Hon'ble Finance Minister desired that :-

(i) the information sought/mandated by CBEC/CBDT should not merely be based on circulars and should have statutory backing;

(ii) Since after the judgment, right to privacy has become the fundamental right, the personal information when received/taken by CBEC/CBDT should be used for specific purpose for which it is taken and secrecy of one's personal information should be mandated by law and followed;

(iii) While dealing with the subject, officials have to be just and fair in demand for information. Unnecessary information should not be sought. Adequate time to be given to supply information.

2. All Officials of CBEC may kindly take note of the above.

(V.Ganesh Kumar)
Under Secretary to the Govt. of ndia
Tel: No. 2309 2413
Kumar.vg@nic.in