VARIOUS COMMITTEES & TRADE FACILITATION WORKING UNDER COCHIN COMMISSIONERATE

I. Regional Advisory Committee(for SSI)

The Regional Advisory Committee for the SSI Sector of Cochin Commissionerate has been reconstituted for the block year 2008-2009 with the following members as per Trade Notice No.2/2008 dated 12.2.2008.

Functions

The functions of the Regional Advisory Committee will be purely of advisory nature and the committee is intended for resolving procedural difficulties of a general nature. The Committee may however discuss any matter including policy behind individual cases, but exclude individual cases themselves as also judicial and semi-judicial work.

Meeting of the Committee

The Committee shall meet once in 3 months ie. at 11.00 A.M. on Friday of the 3rd week of each quarter viz. March, June, September and December or as often as the Chairman may decide. Date and time will be intimated as and when the meeting is fixed. The venue of the meeting will be at the Headquarters office of the Commissionerate of Customs and Central Excise, Central Revenue Building, I. S. Press Road, Cochin-18, unless otherwise decided.

All the correspondence meant for the committee is to be addressed to the following :

The Additional Commissioner of Central Excise
Central Excise Headquarters Office,
I. S. Press Road, C. R. Building,
Cochin-18.

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II. Regional Advisory Committee(for Organized Sector)

The Regional Advisory Committee for the Organised Sector of Cochin Central Excise Commissionerate has been reconstituted for the block year 2008-2009 with the following members as per Trade Notice No.2/2008 dated 12.2.2008.

Functions

The functions of the Regional Advisory Committee will be purely of advisory nature and the committee is intended for resolving procedural difficulties of a general nature. The Committee may however discuss any matter including policy behind individual cases, but exclude individual cases themselves as also judicial and semi-judicial work.

Meeting of the Committee

The Committee shall meet once in 3 months ie. at 11.00 A.M. on Friday of the 3rd week of each quarter viz. March, June, September and December or as often as the Chairman may decide. Date and time will be intimated as and when the meeting is fixed. The venue of the meeting will be at the Headquarters office of the Commissionerate of Customs and Central Excise, Central Revenue Building, I.S. Press Road, Cochin-18, unless otherwise decided.

All the correspondence meant for the committee is to be addressed to the following :

The Additional Commissioner of Central Excise
Central Excise Headquarters Office,
I. S. Press Road, C. R. Building,
Cochin-18.

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III. Regional Advisory Committee(Service Tax)

Functions

The functions of the Regional Advisory Committee will be purely of advisory nature and the committee is intended for resolving procedural difficulties of a general nature. The Committee may however discuss any matter including policy behind individual cases, but exclude individual cases themselves as also judicial and semi-judicial work.

Meeting of the Committee

The Committee shall meet once in 3 months ie. at 11.00 A.M. on Friday of the 3rd week of each quarter viz. March, June, September and December or as often as the Chairman may decide. Date and time will be intimated as and when the meeting is fixed. The venue of the meeting will be at the Headquarters office of the Commissionerate of Customs and Central Excise, Central Revenue Building, I. S. Press Road, Cochin-18, unless otherwise decided.

All the correspondence meant for the committee is to be addressed to the following :

The Additional Commissioner of Central Excise
Central Excise Headquarters Office,
I. S. Press Road, C. R. Building,
Cochin-18.

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IV. Public Grievance Committee

In order to settle the grievances of the Public expeditiously, the Public Grievance Committee has been reconstituted at Central Excise Headquarters Office, Cochin vide this office Trade Notice No.53/2003 dated 3/6/2003, 71/2003 dated 23/9/2003, 2/2007 dated 10.1.2007, 24/2007 dated 1.10.2007 and 17/2008 dated 10.11.2008.

The Commissioner of Central Excise & Customs, Cochin Commissionerate will be the ex-officio Chairman of the Committee and the Joint Commissioner (Tech) will be the Vice-Chairman of the Committee, Assistant Commissioner (Tech) and Superintendent (Tech) will also represent the Department side.

The Committee shall meet on all second Wednesday of the second Month of every quarter, ie. February, May, August and November, at 11.00 AM. The venue of the meeting will be at the Headquarters Office of the Commissioner of Central Excise & Customs, Central Revenue Building, I.S. Press Road, Cochin-18. The Committee will take up/discuss the grievances of the trade/public.

All the correspondence meant for the committee is to be addressed to the following :

The Additional Commissioner of Central Excise
Central Excise Headquarters Office,
I. S. Press Road, C. R. Building,
Cochin-18.

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V. Information and Facilitation Counter

Information and Facilitation Counters have been set up in all Divisional Office and Commissionerate Headquarter Office, Cochin to give information and assistance to the members of Trade & Industries. The Public Relations Officer (PRO) is the proper officer for the purpose.

The members of trade & Industries may contact PRO of Headquarters Office / Division office for getting information and assistance in official matters.

VI. Help Centre

As per the directions of the Central Board of Excise and Customs, New Delhi, vide Circular No.815/12/2005-CX dated 13/05/2005, a Help Centre has been setup by the Cochin Central Excise Commissionerate, which is in operation from 1st July, 2005. One superintendent from the Central Excise Department will be available to assist and guide the assessee. The Centre will be headed by Superintendent (Technical), Headquarters, Cochin and he can be contacted over telephone.

The prime objective of the Help Centre is to help the tax payers/small assessees/importers and exporters/service providers by providing an institutional mechanism for guiding and educating them in all matters relating to Customs, Central Excise and Service Tax. The Centre will make them aware of their rights and obligations as also advantage of tax compliance and consequences of non-compliance. It may please be noted that the Help Centre will not be a forum for grievance redressal for which a Public Grievance Committee is already operational in the Commissionerate.

All the correspondence meant for the committee is to be addressed to the following :

Office of the Commissioner of Central Excise, Customs & Service Tax,
I. S. Press Road, C. R. Building,
Cochin-18.

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