

Annexure – I
(To F.No. 13012/08/2015-Cus (AS))

Register of Rewards-Informers

S.No.	F.No.	DRI-I/AE-I Date	Name of the party/parties against whom the case was booked	Date of Search/ Seizure	DRI-II/AE-II Date	Date of issue of Show Cause Notice/ Date of Closure with DRI-III number and date.	Order-in-Original No. and date
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Total Amount Confirmed in O-i-O (With details of duty, fine, penalty and interest)	Total recovery in Rs. made upto the date of considering advance reward (With details of duty, fine, penalty and interest)	Date of Consideration of Advance Reward	Details of Advance Reward Granted (Sanction Order No., amount in Rs., date of disbursal)	Date on which the case attained finality with details	Total Amount Finally Confirmed (with details of duty, fine, penalty and interest)
(9)	(10)	(11)	(12)	(13)	(14)

Date of final recovery of total amount mentioned in column 14	Date of consideration of Final Reward	Details of Final Reward (Sanction Order No., amount in Rs., Date of disbursal)	Amount (in Rs.) of total reward disbursed including advance reward if any	Remarks (if any)
(15)	(16)	(17)	(18)	(19)

Note (1): wherever date is required to be given, it shall be in dd/mm/yyyy format

Note (2): Finality means that there is no further appeal in the case or appeal period is over; the details of how the case attained finality viz. proceedings concluded before issue of SCN, amount paid within 30 days of issue of SCN and the proceedings got closed, by order of Settlement Commission, by Supreme Court Order, Appeal period is over etc. shall be entered.

Note (3): As regards column 15 of the register, it shall be ensured that all the dues have been recovered and the date of last instalment of recovery shall be indicated.



Annexure – II
(To F.No. 13012/08/2015-Cus (AS))

Monthly Abstract for the Month of.....

Opening Balance (Number of cases attained finality)	Receipts (Number of cases attained finality)	Disposal (Number of cases where final reward has been disbursed)	Closing Balance (1+2-3)	Period wise Break up(of cases attained finality)				Number of cases not attained finality
				Less than 3 months	3-6 months	6-12 Months	More than 12 months	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Verified and certified that the above particulars are correct.

Signature, Date, Name and Designation of
the Superintendent

Signature, Date, Name and Designation of the
Deputy/Assistant Commissioner



Annexure – III
(To F.No. 13012/08/2015-Cus (AS))

Format of Six Monthly Report
(To be submitted by 15th April & 15th October every year)

1. Name of the Zone:

2. Report for the period of: April to September (Year)/ October to March (Year)

Opening Balance (Number of cases attained finality) at the beginning of the reporting period.	Receipts (Number of cases attained finality) during the reporting period	Disposal (Number of cases where final reward has been disbursed) during the reporting period	Closing Balance (1+2-3) at the end of the reporting period	Age wise Break up of pendency (of cases attained finality)				Number of cases not attained finality at the end of the reporting period
				Less than 3 months	3-6 months	6-12 Months	More than 12 months	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Verified and certified that the above particulars are correct.

Signature of the Chief Commissioner

Name

Date



Annexure – IV
(To F.No. 13012/08/2015-Cus (AS))

1. Name of the Zone:	
2. Whether Registers as prescribed have been maintained in all the Commissionerates:	Yes/No
3. Whether information contained in the registers has been certified as correct by the Commissionerates?	YES/No
4. Whether the First Six Monthly report has been sent by the Zone?	Yes/No
5. Action taken in respect of pending cases:	

Signature of the Chief Commissioner
Name
Date

