



CUSTOMS & CENTRAL EXCISE COMMISSIONERATE, RAJKOT

'KENDRIYA UTPAD BHAVAN', RACE COURSE RING ROAD, RAJKOT – 360 001.

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F. No. : V/8-1/MP/2011

Date: .04.2011.

:: TRADE NOTICE NO.35 /2011-C.EX. DATED 04.2011 ::

**Subject: Implementation of “Service Delivery Excellence Model” called
“SEVOTTAM” in Central Excise Rajkot Commissionerate reg.**

In continuation to this Commissionerate’s Trade Notice No. 34/2011-CE dated .06.04.2011 issued under F.No. V/8-1/MP/2011, on the above subject, Trade, Industry and all other Stake Holders are hereby informed that the “Single Point Service” i.e. the single window facility and Facilitation/Information Centre is established in this office and are manned by the following officers/staff who are available at ‘Single Point Service’, Ground Floor, “Kendriya Utpad Shulk Bhavan”, Race Course Ring Road, Rajkot–360 001.

Sr. No.	Name	Designation
01.	Shri Kamlesh K. Sheth	Superintendent
02.	Shri Niraj V. Dave	Inspector
03.	Shri Manish M. Vaghela	Tax Assistant
04.	Shri H. D. Khandvi	LDC

They can also be contacted on the following;

1. Telephone No. (0281) : 2457735
2. e-mail address : cexrajko@excise.nic.in

2. Trade, Industry and other Stake Holders can utilize the above said “Single Point Service” single window facility and Facilitation and Information Centre for submission of all their written communication to the department, centrally at one point and obtain dated acknowledgement. Similarly facility of the Single Point Service can be availed at Central Excise Division–Jamnagar/Gandhidham and also at Range Offices of Morbi/Wankaner of Central Excise Division-II, Rajkot and Range-Bhuj of Central Excise Division-Gandhidham, for respective written communication to the concerned Divisions/Ranges. A Field Specific Reference Number unique to each communication received from Citizens will be given on the same along with date of receipt which can be utilized by the recipient for their future reference/ascertaining the present status of their matters etc.

3. Also for the convenience of the Trade, Industry and other Stake Holders, facility of Suggestion/Feedback Box along with blank forms has been provided at the Single Point Service, Ground Floor of “Kendriya Utpad Shulk Bhavan”, Race Course, Rajkot Commissionerate for receiving their pro-active feedback and suggestions.

4. The Regional Advisory Committee (RAC) meetings being held in this Commissionerate are henceforth re-designated as **Regional Advisory Committee (RAC) cum Public Grievances Redressal Committee (PGRC)** Meetings. The said meeting will be held once in a quarter and advance intimation will be given to all concerned.

5. All the Trade, Industry and all other Stake Holders are requested to advise and guide their constituent members and trade interests accordingly.

[Ram Tirath]
Commissioner
Central Excise, Rajkot.

Copy to:

1. The Chief Commissioner, CCO, Ahmedabad Zone, Ahmedabad
2. The Additional Director General, DGICCE, New Delhi
3. The Additional Director General, DGICCE, Mumbai
4. The Additional Commissioner (AE/Tech/Adj./Adm/Legal/RRA), CCE, Rajkot
5. The Joint Commissioner (RTI/Audit/P&V/S.Tax), CCE, Rajkot
6. The AC/DC (Tech/Audit/RTI/Legal/RRA/Adj./AE), CCE, Rajkot
7. The Adm. Officer (Adm/Estt./Actts), CCE, Rajkot
8. All the Divisional AC/DC, Central Excise & Service Tax, Rajkot Comm'rate
9. The CAO, CCE, Rajkot
10. All Section Heads, HQ, CCE, Rajkot
11. Notice Board
12. All the Associations of Commerce & Industries/SSI Associations/Confederations & Chamber of Commerce/Regional Engineering Association (REA) etc.
13. Guard File
14. Spare Copy