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27/10/21



read on
27/10/21

GOVERNMENT OF INDIA

OFFICE OF THE PRINCIPAL COMMISSIONER OF CGST & CENTRAL
KOLKATA- NORTH COMMISSIONERATE, CGST BHAWAN,
1ST FLOOR: 180, SHANTIPALLY, RAJDANGA MAIN ROAD, E.M BYPASS KOLKATA-700015

C. No. V(30)128/RTI/HQ/CGST & CX/Kol-North/2021

Dated: -

To
Ms S Das,
2D, Rani Rashmoni Garden Lane,
Tengra, Near Rashmoni Bazar,
Beleghata, Kolkata-700015

Sir/Madam,

Sub: Information under the RTI Act, 2005 — Regarding.

Please refer to your RTI application dated-08.10.2021, which has been received in this Commissionerate on 13.10.2021 and received to this section on 20.10.2021. Subsequently the said RTI application was registered at this office vide Registration No.134/RTI/Kol-North/2021 dated- 20.10.2021.

The desired informations as received from the AO(HQ ET), Kolkata North CGST&CX Commissionerate is enclosed herewith.

If you are aggrieved or dissatisfied with the above information, you may prefer an appeal within 30 (thirty) days of receipt of the information before the 1st Appellate Authority namely Ms Mohsina Tabassum, Joint Commissioner & FAA, CGST & CX, Kolkata-North Commissionerate, O/o The Principal Commissioner of CGST & CX, 2nd Floor, Kendriya Utpad Shulk Bhawan, 180, Shantipally, Rajdanga Main Road, Kolkata-700107.

Encl: 14(Fourteen) sheets.

Yours faithfully,

sdf

(Indu Bikash Das)
CPIO & Assistant Commissioner
HQ, RTI Cell
CGST: Kol-North Comm'te.

Dated : 27 OCT 2021

C. No. As above/ 18440
Copy forwarded for information to: -

1. The Assistant Commissioner (Systems), Computer Cell, CGST & CX, Kolkata North Commissionerate with a request to upload the RTI application dated-08.10.2021, submitted by Ms S Das, 2D, Rani Rashmoni Garden Lane, Tengra, Near Rashmoni Bazar, Beleghata, Kolkata-700015 (enclosed Seventeen sheets).
2. The CPIO & Assistant Commissioner, CCO, O/o the Pr. Chief Commissioner CGST & CX, Kolkata Zone.

Jareed
27/10/21

(Indu Bikash Das)
CPIO & Assistant Commissioner
HQ, RTI Cell
CGST: Kol-North Comm'te.

27/10

Supdt. (System)

13324
13/10/21



13/10/21
CPIO

**Most Urgent
RTI Matter**



भारतसरकार
GOVERNMENT OF INDIA
प्रधान मुख यआयक्काकायालय
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER
के दरीयवस्तु एवं सेवे ाकर, कोलकाता कृपे
CENTRAL GOODS AND SERVICES TAX AND CENTRAL EXCISE, KOLKATA ZONE
के दरीयवस्तु एवं सेवे ाकर भवन, दुसरातल, 180, शांतिपल्ली, आर. बी. कान्के
दर, कोलकाता - 700 107 GST Bhawan (2nd Floor), 180 Shanti Pally, R. B. Connector,
Kolkata - 700 107
Phone No. 033-2441-6797/6842; Fax No. 033- 2441-6834/6798

F. No. GCCO/RTI/APP/756/2021-TECH- Pr CC-CGST-ZONE-Kolkata/ 14584 Date: 12.10.2021

To
The CPIO,
Office of the Commissioner,
CGST & CX Kolkata North Commissionerate

Sir,

Sub: RTI Applications filed by Shri S Das under Right to information Act 2005 -reg.

Please find enclosed herewith a RTI application having registration No. GSTKT/R/E/21/00135 dated 08.10.2021 filed by Shri S Das, 2D, Rani Rashmoni Garden Lane, near Rashmoni Bazar, Belegghata, Kolkata- 700015.

The information sought by the applicant seems to pertain to your Commissionerate, it being the cadre controlling authority for Group B (Gazetted) officials. Hence, The RTI Application is transferred to you under section 6(3) of the RTI Act. 2005.

You are requested to supply the information directly to the applicant under RTI Act, 2005.

Yours faithfully,

Encl: RTI application filed by
Shri S Das

U. Sardar 12/10/2021

(U.Sardar)
Assistant Commissioner
Pr. CCO, Kolkata Zone

RTI REQUEST DETAILS**Registration No. :** GSTKT/R/E/21/00135 **Date of Receipt :** 08/10/2021**Type of Receipt :** Online Receipt **Language of Request :** English**Name :** s das **Gender :** Female**Address :** 2D, Rani Rashmoni Garden lane, Tengra, Near rashmoni Bazar, Belegkata, Pin:700015**State :** West Bengal **Country :** India**Phone No. :** +91-6290473918 **Mobile No. :** +91-6290473918**Email :** anky.vns@gmail.com**Status(Rural/Urban) :** Urban **Education Status :** Above Graduate**Is Requester Below Poverty Line ? :** No **Citizenship Status :** Indian**Amount Paid :** 10) **Mode of Payment :** Payment Gateway**Does it concern the life or Liberty of a Person ? :** No(Normal) **Request Pertains to :**

Information Sought : From.
S. Das
2D, Rani Rashmoni Garden Lane
Tangra, Kolkata ,WB-700015

To.
Public Information Officer,
CHIEF COMMISSIONER OF CENTRAL GOODS & SERVICES
TAX,
GST BHAVAN, 180, SHANTI PALLY, R.B. CONNECTOR,
KOLKATA-700107

Sub: Information regarding-Norms of transfer posting of Group B (Gazetted) officials in Durgapur Audit Commissionerate.- reg.

Dear Public Information Officer,

Under the Right to Information Act 2005, Section 6, I need some information. The details of information is as follows:

1. Information regarding norm of transfer posting of Group B (Gazetted) officials in Durgapur Audit Commissionerate.
2. Name of such officer (if any) serving for more than prescribed time period and reason thereof.

Copy to for information & necessary action at your end please:

1. COMMISSIONER OF CENTRAL GOODS & SERVICES TAX,
KOLKATA NORTH, GST BHAVAN, 180, SHANTI PALLY, R.B.
CONNECTOR, KOLKATA-700107

2. COMMISSIONER OF CENTRAL GOODS & SERVICES TAX,
KOLKATA AUDIT-I, GST BHAWAN, 6TH FLOOR, 180,
SHANTIPALLY,
KOLKATA-700107

3. COMMISSIONER OF CENTRAL GOODS & SERVICES TAX,
KOLKATA AUDIT-II, BAMBOO VILLA, 169, A J C BOSE ROAD,
KOLKATA-700014

4. COMMISSIONER OF CENTRAL GOODS & SERVICES TAX,
DURGAPUR AUDIT, SATYAJIT ROY SARANI, CITY CENTRE,
DURGAPUR-713216

Received
on 25/10/21
at 17-30 hrs



भारत सरकार

GOVERNMENT OF INDIA
प्रधान आयुक्त का कार्यालय

OFFICE OF THE PRINCIPAL COMMISSIONER
CENTRAL GST AND CENTRAL EXCISE, KOLKATA NORTH COMMISSIONERATE
केन्द्रीय वस्तु एवं सेवा कर भवन, 180, शांतिपल्ली, आर. बी. कनेक्टर, कोलकाता - 700 107
GST Bhawan, 180, Shanti Pally, R. B. Connector, Kolkata - 700 107
Phone No. 033-2441-8137: Fax No. 033- 2441-6870

F. No. II(3)17-ET/CGST&CE/RTI/Kol-North/2017 /18237

Date: 25 OCT 2021

To
The CPIO & Assistant Commissioner,
HQ, RTI Cell,
CGST & CX,
Kolkata North Commissionerate

Sir,

Subject: - RTI application dated 08.10.2021 filed by Ms S Das, 2D, Rani Rashmoni Garden Lane, Tengra, near Rashmoni Bazar, Belehata, Kolkata-700015, being transferred under Sec. 5(4) of RTI Act, 2005 - reg.

Kindly refer to your letter under C. No. V(30)128/RTI/HQ/CGST&CX/Kol North/2021/17751 dated 20.10.2021 on the above mentioned subject.

As per available records in this section, the point-wise replies are given below -

Point No. 1: Presently, Transfer & Posting Policy of Superintendent [Group "B" Gazetted post], issued under F. No. II(39)-27-ET/PolicyMatters/CGST&C.Ex/Kol-North/2018/14553-68 dated 16.04.2018 and subsequently modified and issued under F. No. II(39)-27-ET/PolicyMatters/CGST&C.Ex/Kol-North/2018/21511-526 dated 15.06.2018 and Transfer & Posting Policy for Ministerial Officers [Group "B" & "C"], issued under C. No. II(3)9-ET/Transfer & Posting/Ministerial/Pr.CCO/CGST&CX/KOL/2020/8960-8975 dated 08.10.2020 have been followed for transfer & posting of Group B (Gazetted) officials in Durgapur Audit Commissionerate. (Copies enclosed)

Point No. 2: As per Section 8(1)(j) of the RTI Act, 2005, the information sought for can not be given.

Encl: As above

Yours faithfully

M. Sinha
25.10.2021
(Manasi Sinha)

Administrative Officer (HQ ET)
CGST & CX, Kolkata North



भारत सरकार

GOVERNMENT OF INDIA

KOLKATA NORTH, CGST, CENTRAL EXCISE COMMISSIONERATE

केंद्रीय उत्पाद शुल्क भवन : 180 शांतिपल्ली, राजडांगा मेन रोड : कोलकाता-700107

KENDRIYA UTPAD SHULK BHAWAN : 180 SHANTIPALLY, RAJDANGA MAIN ROAD : KOLKATA-700107

Phone - 2441 8137 / Fax - 2441 6870


532

Sub: Amendment to existing Transfer & Posting Policy in the grade of Superintendent

In partial modification of the existing Transfer & Posting Policy in the grade of Superintendent circulated under F. No. II(39)27-ET/Policy Matters/ CGST & C. Ex./ Kol-North/2018/14533-68 dated 16.04.18, the following amendments are hereby issued.

- 1) Paragraph at serial No. (2) under caption No. C is replaced as "During the tenure in City Commissionerates including Audit Commissionerate there shall be rotation on completion of every 4 years from one Commissionerate to the Others. However, tenure of Appeal Commissionerates as well as CCO & CCA will be fixed for 2 years for this purpose."
- 2) Paragraph under caption no. E. is replaced as "The posting at A & N Island will be done by the cadre controlling authority on the basis of option. The tenure of posting at A & N Island will be 1 year. If no option is available, the vacancy shall be filled by posting the junior most Superintendent, whose non-CCA tenure is due, However, as far as possible, the repeat posting at A & N posting may be avoided."
- 3) Paragraph under caption no. G. is replaced as "Posting at Settlement Commission and CESTAT, EZ on Loan basis in Kolkata will be considered as non-CCA posting."

This issues with the approval of the Chief Commissioner, CGST & C. Ex., Kolkata Zone.


14/6/18

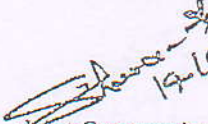
Commissioner

Kolkata North Commissionerate

F. No. II(39)-27-ET/Policy Matters/CGST & C.Ex./Kol-North/2018/ / 21511-526 Date: .06.18
Copy forwarded for information and necessary action to:

15 JUN 2018

1. The Commissioner, CGST & C.Ex., Kolkata South / Howrah / Bolpur / Audit Durgapur / Siliguri / Appeal Siliguri / Haldia / Appeal Kolkata - (I / II) / Audit Kolkata - (I / II) & CCP (WB)..
2. The Joint Commissioner, CCO, CGSt & C.Ex., Kolkata Zone.
3. All India Association of Central Excise Gazetted executive Officers , Kolkata Unit In connection to their submission vide Reference No. Assocn-5/Kol/2012/44-48 dated 09.04.18
4. All India Association of Central Excise Gazetted executive Officers , Kolkata Unit In connection to their submission vide Reference No. Assoc-1/AIACEGEO/Kol/172/2018 dated 10.04.18
5. Notice Board.


14.6.18

Joint Commissioner (P&V)
Kolkata North Commissionerate



भारत सरकार

GOVERNMENT OF INDIA

KOLKATA NORTH, GST, CENTRAL EXCISE COMMISSIONERATE

केन्द्रीय उत्पाद शुल्क भवन : 180 शान्तिपल्ली, राजडागा मेन रोड : कोलकाता-700107

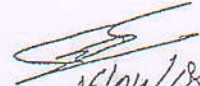
KENDRIYA UTPAD SHULK BHAVAN : 180 SHANTIPALLY, RAJDANGA MAIN ROAD, KOLKATA-700107

Phone - 2441 8137 Fax - 2441 6870

CIRCULAR

In response to the Office Order No. 32/2018 dated 25.01.18, issued by the Joint Commissioner, CCO, CGST & C. Ex., Kolkata Zone, communicated under C No. II(3)18: CCA/CC/CE/Kol/2017/2100-11 dated 25.01.18, the revised Transfer & Posting Policy in the grade of Superintendent of CGST & C. Ex., Kolkata Zone, has been prepared and hereby published with the approval of the Principal Chief Commissioner, CGST & C Ex. Kolkata Zone with immediate effect and until further order.

As directed by the Competent Authority, the same is attached herewith for conveying the revised Transfer & posting guidelines (in the grade of Superintendent) to all the officers of CGST & C.Ex zone as well as the staff associations.


15/04/18
(Tapash Biswas)

Assistant Commissioner (P&V)
Kolkata North Commissionerate


F No II(39)-27-ET/Policy Matters/CGST & C.Ex./Kol-North/2018/
Copy forwarded for information and necessary action to:

Date: 04.18

14553-68

16 APR 2018

- 1 The Commissioner, CGST & C.Ex., Kolkata South / Howrah / Bolpur / Audit Durgapur / Siliguri / Appeal Siliguri / Haldia / Appeal Kolkata - (I / II) / Audit Kolkata-(I / II) & CCP (WB).. *may be uploaded in official website please*
- 2 The Joint Commissioner, CCO, CGST & C.Ex., Kolkata Zone.
- 3 All India Association of Central Excise Gazetted executive Officers , Kolkata Unit in connection to their submission vide Reference No. Assocn-5/Kol/2012/44-48 dated 09.04.18
- 4 All India Association of Central Excise Gazetted executive Officers , Kolkata Unit in connection to their submission vide Reference No. Assoc-1/AIACEGEO/Kol/172/2018 dated 10.04.18
- 5 Notice Board.


16/04/18
(Tapash Biswas)

Assistant Commissioner (P&V)
Kolkata North Commissionerate

585 (387)

Revised Transfer Policy Of Superintendents (GR. B Gazetted)

A. General Principles:

1. The advantage and disadvantages, hazards and pleasures of posting / duties of a cadre shall be equally distributed among/ shared by members to the extent possible.
2. Nobody is indispensable and no posting is sacrosanct.
3. If one is suitable for strenuous job in customs, there is no reason why one is not suitable for less strenuous Excise posting.
4. At the time of preparation of any Transfer Order for the Superintendents following principal shall be followed:
 - (i) In case of inter-commissionerate transfer order, a committee consisting of the Commissioner, the Joint Commissioner (P&V) and the Assistant Commissioner (P&V) of the cadre controlling Commissionerate shall be constituted for making recommendations before the Principal Chief Commissioner, for approval.
 - (ii) In case of Intra-Commissionerate transfer order, a committee consisting of the Additional/ Joint Commissioner and two Deputy/Assistant Commissioners of the Commissionerate shall be constituted by the Commissioner for making recommendations before the Commissioner for approval.
 - (iii) The Principal Chief Commissioner reserves the right to override the decisions made by any of the aforesaid Committees on administrative/ vigilance ground.
5. Working strength in each Commissionerate shall never be less than 70% of the sanctioned strength at any given time.

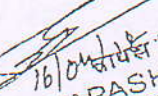
(Association proposal: To fill up all sanctioned posts. They have not appreciated the words "not less than 70% of the working strength"; it's a saving clause and applicable only when all posts cannot be filled due to reasons beyond control. Not acceptable.)

6 General Transfer Order comprising:

- i) Posting in NON-CCA areas, (where HRA is at present less than 24% as per the recommendations of 7th CPC) from CCA areas, (where HRA is at present 24%) and vice versa within the extant jurisdiction of CGST & Central Excise formation of West Bengal Zone.
- ii) Posting in CC(P), WB formation from CGST & C.Ex. and vice-versa and
- iii) Inter-Commissionerate transfer within CGST & C.Ex. Commissionerates, situated in Kolkata and its agglomerated areas as well as within the NON CCA category Commissionerates.

Annual General Transfer (AGT) Order shall be issued by the Cadre Controlling Authority preferably by 30th April for both Non-CCA & CCA and by October of the same year for only Non-CCA postings. Intra Commissionerate rotation Order in respect of each Commissionerate shall be issued by each Commissionerate within a month following the AGT order.

All the Officers, whose names are featured either in the Annual General Transfer Order or in the Intra Commissionerate Transfer Order, will be *relieved positively* by the end of the


16/04/20
TAPASH BISWAS
सहायक, आयुक्त (कां. एवं वं.)
Assistant Commissioner (P&V)
सी. जी. एन. टी. एवं सी. एक्स. /CGST & CX
कोलकाता उत्तर/ Kolkata North

393/98

respective month, in which the Orders have been issued and all the Transfer Orders should contain specific instruction related to the relieving effect.

7. Options for CC(P), WB shall be processed well in advance, so that Cadre Controlling Authority issue Transfer Order to CC(P), WB formation by the stipulated date. Accordingly, appropriate circular seeking options shall be circulated by the cadre controlling authority well in advance.
8. All representations for any transfer/ posting with valid ground shall be made through proper channel once the circular seeking option is issued and well before the schedule date of issuance of the Order.
9. Posting in Non CCA areas means any posting in CGST & C. EX, CCP formations outside the agglomerated area under Kolkata Municipal Corporation meaning the 24% HRA area, as amended time to time (present status of which is mentioned under serial no 15 (t)).
10. Completion of "NON CCA" tenure means that the Officer has precisely/exactly served for one and half years of posting availing of leave period not exceeding the usual 45 days of earned leave and 15 days of medical leave. In case, the leave period exceeds, the concerned officer shall be relieved after completion of such excess leave period. If any officer opts to continue at a Non-CCA posting beyond the stipulated norm of Non-CCA tenure, then s/he has to continue for the full tenure of 4 years in that Commissionerate.
11. An Officer, who is due for retirement/superannuation, will be posted to a particular Commissionerate for the last two years of his/her service. If possible, the officer may be posted nearest to his home town.
12. For all Transfer & Posting, sensitive posting should not be made for more than two (2) years and there should be a gap of at least two (2) years between two consecutive sensitive postings.

B. Posting in NON CCA category area in CGST & Central Excise:

1. Tenure of NON CCA category posting for Officers from CCA category posting area will be of one and a half years.
2. NON CCA posting in CGST & C. Ex. shall be primarily filled in by the local officers, if they do not opt otherwise. The officers who are residents at Non-CCA category stations shall be rotated in that division or headquarter and from sensitive to non-sensitive, once every two years.
3. Remaining posting shall be filled up from Officers having continuous longest stay in CCA posting area (combined service period in the grade of Superintendent and Inspector) with the exception that:
 - i) Officers aged 54 years or above shall not be sent to Siliguri Commissionerate or Siliguri formation.

16/08/18
तापस बिश्वास
TAPASH BISWAS
सहायक आयुक्त (क.ग. उ. व. त.)
Assistant Commissioner (P&V)
सी.जी.एस.टी. एवं सी.एक्स/CGST & CX
कोलकाता उत्तर/ Kolkata North

ii) Officers aged 55 years or above will not be considered for transfer to NON CCA area.

- 4. Option/willingness for posting at CC(P), WB will not be entertained while the officer is serving his tenure of NON CCA posting in CGST & Central Excise formations
- 5. The officer, who is due for NON CCA posting, should not be sent to any deputation / loan posting, when his turn for Outstation posting is due.

C. Posting in CCA category Area in CGST & Central Excise :

1 Tenure: four (4) Years for each Commissionerate. [While calculating the tenure period, service rendered in both the erstwhile Comm'te and the new one, with which the erstwhile formation is merged, will be taken into account Needless to say, this clause also covers the erstwhile and newly formed Audit commissionerates.]

2. Inter-Commissionerate Transfer:

During the tenure in City Commissionerates, which includes Audit and Appeal commissionerates, there shall be a rotation on completion of every four (4) years from one Commissionerate to the other.

3. Intra-Commissionerate rotation:

During the tenure of four (4) years in a Commissionerate, posting shall be two (2) years in sensitive and two (2) years in non sensitive posting as categorized below:

Type A (Sensitive)

Type B (Non sensitive)

- | | |
|---|--|
| <ul style="list-style-type: none"> i) All Range Offices and Technical Sections / units under Divisions ii) Anti-Evasion under HQ iii) Audit Groups under Audit units | <ul style="list-style-type: none"> i) Divisional/ Head Quarters posting other than mentioned under Gr A |
|---|--|

This is not an exhaustive list and nature of sensitive and non-sensitive postings shall be considered as the nature of work evolves.

D. Posting in CC(P), WB Formation:

12/04/18
 सापस विश्वास
TAPASH BISWAS
 सहायक आयुक्त (कोटा एवं सी.टी.)
 Assistant Commissioner (P&V)
 सी.जी.एस.टी. एवं सी.एक्स/CGST & CX
 कोलकाता उत्तर/ Kolkata North

1. The tenure of posting in Customs formation will be four (4) years. However, no Officer shall be allowed to continue in the same post beyond a period of two (2) years and shall be rotated from Sensitive to Non sensitive posting and vice-versa.
2. Posting in CC(P), WB will be made on the basis of willingness/ option as per existing policy. There must be a Cooling Off period of two (2) years between two consecutive postings at CC(P).
3. The procedure for selection in the Customs formation on the basis of option shall be as follows:

From the options furnished, selection will be made by the Cadre Controlling Authority considering the combined service rendered by the Officer in the executive cadre (both in Superintendent & Inspector cadre) on the basis of the following preferences:

- a) Who have never served
- b) Who are in continuous longest stay in CGST & C. Excise.

4) In case of insufficient willing officers, the vacancy shall be filled-in in a manner that is fair to the cadre. The administration reserves the right to post officers to CCP for administration reasons, in line with clause A5 supra

E. Posting at Andaman & Nicobar Island:

The posting at Andaman & Nicobar Island will be done by the Cadre Controlling Authority on the basis of options. The tenure of posting at Andaman & Nicobar Island will be one (1) year. If no option is available the vacancy shall be filled in any manner that is fair to the cadre. The administration reserves the right to post officers to Andaman & Nicobar Island for administration reasons, in line with clause A5 supra.

F. Deputation Posting/ Posting On Loan:

- i) At the time forwarding names for deputation / loan basis posting, it shall be ensured that the criterion prescribed for selection of such deputation postings are strictly adhered to. While final decision on Deputation/ Loan will be taken up by the Chief Commissioner, same will be monitored/ examined through the cadre controlling authority.
- ii) For the purpose of computation of tenure in CGST & C. Ex. & CC(P), WB, the period of deputation/ loan shall be excluded.
- iii) No extension in loan or conversion of that to regular deputation shall be allowed to officers who are otherwise due for Non-CCA posting.

G. Posting at Settlement Commission (on LOAN basis) or CESTAT (on LOAN basis) in Kolkata will not be considered as "NON CCA" posting with immediate effect.

H. Any Officer, who serves as Inspector on Deputation/ Loan posting and subsequently gets promotion to the grade of Superintendent while being in such posting, should immediately re-join the cadre controlling authority for his/her posting.


16/04/18
 तापस बिश्वास
TAPASH BISWAS
 सहायक आयुक्त (कानून एवं पी. वी.)
 Assistant Commissioner (P&V)
 सी. जी. एक्स. टी., एवं सी. एन. ए. CGST & CX
 कोलकाता उत्तर, Kolkata North

521
356

- I. Administrative exigencies will prevail over all these Transfer & Posting Guide lines. Due regard shall be paid while posting lady officers and officers who require special attention, to Non-CCA or hazardous postings.
- J. This policy supersedes all earlier policies/ orders.

Sd/-
D.V. Nagvenkar
Commissioner,
Kolkata North Commissionerate.

Sd/-
Partha Roy Chowdhury,
Commissioner,
Kolkata South Commissionerate.


TAPASH BISWAS
महासंचालक (सी.जी.एस.टी.)
Assistant Commissioner (P&V)
सी.जी.एस.टी. एवं सी.एफ.ए. / CGST & CX
कोलकाता उत्तर/ Kolkata North



NATION
TAX
MARKET

भारत सरकार

GOVERNMENT OF INDIA

प्रधान मुख्य आयुक्त का कार्यालय

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER

केन्द्रीय वस्तु और सेवा कर एवं उत्पाद शुल्क,कोलकाता क्षेत्र

CENTRAL GOODS AND SERVICE TAX & CENTRAL EXCISE, KOLKATA ZONE

जी. एन. टी. भवन, (2 रात), 180, शान्ति परवती

GST Bhawan (2nd Floor), 180- Shantipally,

राजदंगा मेन रोड, आर.बी. कनेक्टर, (कोलकाता 700 - 107

RAJDANGA MAIN ROAD, (R.B. CONNECTOR), KOLKATA-700107

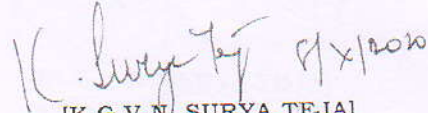
Phone No. (033)2441-6797/6842; Fax No. (033) 2441-6834/6798, Email- cckolkatazone@yahoo.co.in

CIRCULAR

DATED: 08/10/2020

The Principal Chief Commissioner, CGST & CX, Kolkata Zone, Kolkata is pleased to approve the "Transfer & Posting Policy for Ministerial Officers (Group "B" & "C"), Senior Private Secretary, Private Secretary, Steno Grade - I and Steno Grade - II of the Kolkata CGST & CX Zone" (as annexed herewith) on the basis of the recommendations contained in the "Revised Draft of Transfer & Posting Policy" communicated under the letter F.No.II(7)1-ET/T&P(Ministerial)/CGST&CE/Kol North/2018/17688 dated 28.08.2020 of the Principal Commissioner, CGST & CX, Kolkata North Commissionerate, Kolkata and the proposals communicated under the letter Ref. No. AICESTMOA/KU/T&P/2019-20 dated 26.06.2020 of the General Secretary, All India Central Excise & Service Tax Ministerial Officers' Association, Kolkata Unit.

The Transfer & Posting Policy for Ministerial Officers (Group "B" & "C"), Senior Private Secretary, Private Secretary, Steno Grade - I and Steno Grade - II of the Kolkata CGST & CX Zone (annexed herewith) takes immediate effect.


[K.G.V.N. SURYA TEJA]
Additional Commissioner

C.No.II(3)9-ET/Transfer & Posting/Ministerial/Pr.CCO/CGST&CX/KOL/2020/8960-8975 Dated: 08.10.2020

Copy to:-

[1] The Principal Commissioner, CGST & CX, Kolkata North Commissionerate, Kolkata - with reference to his letter F.No. II(7)1-ET/T&P(Ministerial)/CGST&CE/Kol North/2018/17688 dated 28.08.2020.

[Encl: As above (___ sheets)].

[2] The Commissioner, CGST & CX,

Kolkata South / Howrah / Haldia / Kolkata Audit - I / Kolkata Audit - II / Kolkata Appeal - I / Kolkata Appeal - II Commissionerate, Kolkata.

[Encl: As above (___ sheets)].

[Contd....Pg.2]

- [3] The Commissioner, CGST & CX, Bolpur Commissionerate, Bolpur.
[Enclo: As above (___ sheets)].
- [4] The Commissioner, CGST & CX, Durgapur Audit Commissionerate, Durgapur.
[Enclo: As above (___ sheets)].
- [5] The Commissioner, CGST & CX,
Siliguri / Siliguri Appeal Commissionerate, Siliguri.
[Enclo: As above (___ sheets)].
- [6] The Commissioner, CC(P), W.B., Kolkata.
[Enclo: As above (___ sheets)].
- [7] Sr. P.S. to the Principal Chief Commissioner, CGST & CX, Kolkata Zone, Kolkata.
[Enclo: As above (___ sheets)].
- [8] Superintendent (Systems), Office of the Principal Chief Commissioner, CGST & CX, Kolkata Zone, Kolkata – with request to upload the “Transfer & Posting Policy for Ministerial Officers (Group “B” & “C”), Senior Private Secretary, Private Secretary, Steno Grade – I and Steno Grade – II of the Kolkata CGST & CX Zone” on the official website.
[Enclo: As above (___ sheets)].
- [9] The General Secretary, All India Central Excise & Service Tax Ministerial Officers’ Association, Kolkata Unit: GST Bhawan (Ground Floor), Room Number – 16, 180 – Shantipally, Rajdanga Main Road, Kolkata – 700107, with reference to his letter Ref. No. AICESTMOA/KU/T&P/2019-20 dated 26.06.2020.
[Enclo: As above (___ sheets)].


K. Surya Teja 8/1/2020

[K.G.V.N. SURYA TEJA]
Additional Commissioner

**The Transfer & Posting Policy for Ministerial Officers (Group "B" & "C"),
Sr. P.S., P.S., Steno Gr-I & Steno Gr-II of the Kolkata CGST & CX Zone:**

(1)


- [1] To the extent possible, the advantages/pleasures and disadvantages/hazards of posting / duties of a cadre shall be equally distributed amongst/shared by members.
- [2] Nobody is indispensable and no posting is sacrosanct.
- [3] The following principles will be followed at the time of preparation of the Annual General Transfer (AGT) order of the Ministerial Officers:
- (i) A Committee will be constituted by the following members: Additional / Joint Commissioner (P&V) of the Cadre Controlling Commissionerate, Additional / Joint Commissioner of CCO and 2 Additional / Joint Commissioners (P&V) from any 2 of the following Commissionerates viz. Bolpur, Siliguri GST, Durgapur Audit & Haldia - who will be duly assisted by the Deputy / Assistant Commissioner (P&V) of the Cadre Controlling Commissionerate working as Secretary of the Committee - to make recommendations for Inter-Commissionerate Transfer Order and place them before the Principal Commissioner / Commissioner of the Cadre Controlling Kolkata North Commissionerate.
- (ii) The Principal Commissioner / Commissioner of the Cadre Controlling Kolkata North Commissionerate reserves the right to override on administrative grounds any decision made by the aforesaid Committee and will be the final authority as regards to the preparation and issuance of the final transfer / posting order in these grades with the approval of the Principal Chief Commissioner / Chief Commissioner.
- [4] AGT Order for all ministerial officers for the CCA, CC(P) & the Less HRA areas shall be issued once in a year by the Cadre Controlling Kolkata North Commissionerate. The date of issuance of AGT Order being tentative but before the 30th of June.
- [5] All the officers featuring in the AGT Order / Inter-Commissionerate Transfer Order must be relieved by the concerned Commissionerates within one month from the date of issuance of such order or as per the terms & conditions of the order.
- [6] Any representation for transfer/posting must be made on valid ground and it must be submitted through proper channel. No representation will be entertained / accepted / taken on record by the Committee to reconsider the transfer of the officer, if the same is received after the last date stipulated in the Circular or if it is received directly from the officer concerned. Also, no representation shall be entertained before the officer has joined his / her new posting.
- [7] Posting in Less-HRA areas means any posting in the Kolkata CGST & CX and CC(P) formations which falls outside the agglomerated areas under the Kolkata Municipal Corporation (or the 24% HRA areas), as amended from time to time.


के.जी.वी.एन.सूर्या तेजा/K.G.V.N. Surya Teja
अपर आयुक्त/Additional Commissioner

[Contd....Pg.2]

- (a) Less HRA areas (at present) in the Kolkata CGST & CX Zone:
- [i] Bolpur Commissionerate,
 - [ii] Siliguri CGST Commissionerate,
 - [iii] Siliguri Appeal Commissionerate,
 - [iv] Durgapur Audit Commissionerate,
 - [v] Haldia Commissionerate (Haldia - I/II Division, Kharagpur Division and A&N Division),
 - [vi] Less HRA formations under CC(P), W.B. where DDO functioning is required.
- (b) An officer, who is due for superannuation / retirement within / after 2 years of service, will be posted to a Commissionerate of his / her choice and preferably nearest to his / her home town, as far as possible. An officer, who is due for superannuation / retirement within / after 3 years of service, will not be posted to Less-HRA areas, unless he/she opts/is willing for Less-HRA posting.
- (c) The tenure of posting in the Less-HRA category posting areas for officers from CCA category posting areas will be of 1 ½ years at one time.
- (d) The officers belonging to the grade of Lower Division Clerk (LDC) may be exempted from posting to Less-HRA areas, unless, they opt / are willing for it.
- (e) Less-HRA postings in the Kolkata CGST & CX shall be primarily filled in by the officers who belong to that place, unless, they opt otherwise. No officer should be retained in the Headquarter / same Division for a period of more than 4 years unless there is any specific representation by the officer on matters like child's Class-X and/or Class-XII education, medical / spouse grounds, etc. for the competent authority to decide otherwise.
- (f) The "Due List" for Less-HRA postings will be prepared wherein the combined service of the officers in the ministerial post(s) and also in the Group "C" Non-ministerial post(s) (the erstwhile Group "D" post) will be considered.
- (g) No extension in the period of serving loan posting shall be granted / no conversion of loan posting to regular deputation posting shall be allowed for an officer who is due for Less-HRA posting. Also, if such loan posting has been made on administrative grounds and not on the basis of the willingness of the officer, he /she will not be exempted from Less-HRA posting, when found due for the same.
- [8] An officer, who is due for Less-HRA posting, should not be sent to any deputation/loan posting.

In case of ICT officers, who have served Less-HRA tenures in their previous Comm'tes of other Zones, such period of their Less-HRA postings will be counted as "Served Less-HRA Tenure" by them.


के.जी.वी.एन.सूर्या तेजा/K.G.V.N. Surya Teja
अपर आयुक्त/Additional Commissioner

[Contd....Pg.3]

No officer will be allowed for posting in the same Commissionerate continuously for more than 6 years. The tenure of an officer in the "Same Commissionerate" would be considered as the combined tenure of his/her posting in the erstwhile Commissionerate and in the merged Commissionerate, e.g. the erstwhile Kolkata - I Commissionerate and the newly formed Kolkata North Commissionerate.

An officer shall not repeat the same Commissionerate in the CCA area after his/her completion of the tenure of 6 years in that particular Commissionerate and should be posted to the other Commissionerates, as far as possible.


- [8] (a) After the completion of his/her Less-HRA tenure, an officer should not be posted to his/her previous longest served Commissionerate or to the Commissionerate served (in the CCA area) just preceding to his/her transfer to Less-HRA area.
- (b) The period of serving continuously in a particular Commissionerate for any Ministerial Officer should be divided into two phases of 3 + 3 years as follows:
- (i) 3 years in the Headquarters, &
 - (ii) 3 years in Divisions.
- (c) Accordingly, an officer shall be posted in CCO for a period of 3 years.

[9] The posting at Andaman & Nicobar (A&N) Island will be done on the basis of options. The tenure of such posting will be for 1 year and it will be considered equivalent to the full tenure of a Less-HRA posting. However, in case no officer submits his/her option for such posting or vacancy still remains in the A&N Division even after posting of officers on the basis of their options, then the junior most officers from the grade, who are eligible for Less-HRA posting, shall be selected.

[10] The completion of tenure of 1 ½ years in Less-HRA area by an officer would mean that the officer has exactly / precisely served that period of posting in that Less-HRA area and availed of leave period not more than the recommended 45 days of Earned Leave [30 days E.L. per year]. If an officer avails leave period, in excess of the recommended period as mentioned above, then he/she shall be relieved only after the completion of the excess period of leave availed by him/her, in addition to his/her normal tenure of 1 ½ years in the Less-HRA area. It will be the responsibility of the Commissioner to ensure adherence to these norms and to relieve / not to relieve the officer posted under him, as the case may be.

The Principal Chief Commissioner / Chief Commissioner will take the final decision on deputation / loan posting of an officer on the basis of the recommendation of the Cadre Controlling Commissionerate.

[11] An officer who gets promotion to the higher grade while serving on deputation / loan posting must immediately report to the Cadre Controlling Commissionerate for his/her subsequent posting on promotion.


के.जी.वी.एन.सूर्या तेजा / K.G.V.N. Surya Teja
अपर आयुक्त / Additional Commissioner

[Contd....Pg.4]

[4]

- [12] Less-HRA Commissionerates will have at least 50% posting of officers in each grade under the consideration that they have stand-alone Divisions located at far-flung areas.
- [13] The "Due List" of officers eligible for transfer in the forthcoming AGT may be issued by 31st January. The options / representations to be furnished by the officers to their respective jurisdictional Commissionerates by the last date of February and the jurisdictional Commissionerates will forward these representations, along with their recommendations, by the 31st of March. The cut-off date for the purpose of eligibility will be 30th June.
- [14] The specific category of posting i.e. CCA/Less HRA may be mentioned against the name of the officer who is transferred to CC(P) or any other Commissionerate having both CCA and Less HRA postings.
- [15] The Administrative exigencies will prevail over all the aforementioned transfer & posting guidelines.
Due consideration shall be paid while posting any lady officer, who requires special attention, as regards to Less HRA or hardship postings.
- [16] This Transfer & Posting policy shall supersede all earlier policies / orders.

K. Surya Teja 8/7/2020

[K.G.V.N. SURYA TEJA]
Additional Commissioner