

19269  
09/02/22

**MOST URGENT**  
RTI MATTER



GOVERNMENT OF INDIA  
OFFICE OF THE PRINCIPAL COMMISSIONER OF CGST & CENTRAL TAX:  
KOLKATA-NORTH COMMISSIONERATE, CGST BHAWAN:  
1<sup>ST</sup> FLOOR: 180, SHANTIPALLY, RAJDANGA MAIN ROAD, E.M BYPASS KOLKATA-700107  
C. No. V(30)153/RTI/HQ/CGST & CX/Kol-North/2021

To  
Mx Tamalika Dasgupta,  
C/o- Dilip Ghosh, Vill- Swetpur,  
PO- Naopara, Dist. Hooghly, Pin-712138

Dated



Respected T. Dasgupta,

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

Please refer to your RTI application dated-02.12.2021, which was received in this Commissionerate on 07.12.2021. Subsequently the said RTI application was registered at this office vide Registration No.156/RTI/Kol-North/2021 dated- 08.12.2021.

The desired informations as received from the AO(HQ. ET) & AO(DPC), 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 1<sup>st</sup> Appellate Authority namely **Ms Mohsina Tabassum**, Joint Commissioner & FAA, CGST & CX, Kolkata-North Commissionerate, O/o The Principal Commissioner of CGST & CX, 1st Floor, Kendriya Utpad Shulk Bhawan, 180, Shantipally, Rajdanga Main Road, Kolkata-700107.

Encl- 40(Forty) Sheets.

Yours faithfully,

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

Dated **08 FEB 2022**

*IRNO - 24945*

C. No. As above/  
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-02.12.2021, submitted by Mx Tamalika Dasgupta, C/o- Dilip Ghosh, Vill- Swetpur, PO- Naopara, Dist. Hooghly, Pin-712138 (enclosed Forty Three sheets).
2. The CPIO & Assistant Commissioner, CCO, O/o the Pr. Chief Commissioner CGST & CX, Kolkata Zone.

*09/02/22*  
*Supat (System)*

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

16078  
07/12/21

Sup (RTI)  
A122



भारत सरकार

GOVERNMENT OF INDIA

प्रधान मुख्य आयुक्त का कार्यालय

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER

केन्द्रीय वस्तु एवं सेवा कर, कोलकाता क्षेत्र  
CENTRAL GOODS AND SERVICES TAX AND CENTRAL EXCISE, KOLKATA ZONE  
केन्द्रीय वस्तु एवं सेवा कर भवन, दुसरा तल, 180, शांतिपल्ली, आर. बी. कनेक्टर, कोलकाता - 700 107  
GST Bhawan (2<sup>nd</sup> 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/920/2021-O/o. Pr CC-CGST-ZONE-Kolkata/ 12152-53 Date: 06/12/2021

To,  
The CPIO,  
CGST & CX Kolkata North Commissionerate,  
Kolkata

Sir,

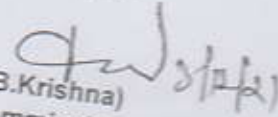
**Sub: RTI Application filed by Shri/Smt. Tamalika Dasgupta, C/o.- Shri Dilip Ghosh, Vill.- Swetpur, Po.-Noapara, Dist.-Hooghly, Pin-712138 under Right to Information Act 2005 -reg.**

Please find enclosed herewith an RTI application having registration No. GSTKT/R/T/21/00062 dated 02.12.2021 filed by Shri/Smt. TAMALIKA DASGUPTA, C/O.- SHRI DILIP GHOSH, VILL.-SWETPUR, PO.-NOAPARA, DIST.-HOOGHLY, PIN-712138. It appears that the information sought by the applicant pertains to your Commissionerate. Hence, the RTI Application is transferred to your office under section 6(3) of the RTI Act. 2005.

You are requested to provide the information directly to the applicant within the stipulated time under RTI Act, 2005 under intimation to this office.

Encl: As Above.

Yours faithfully,

  
(B. Krishna)

**Assitant Commissioner (CPIO)**  
**Pr. CCO, Kolkata Zone**

Copy for information to:-

Shri/Smt. TAMALIKA DASGUPTA, C/O.- SHRI DILIP GHOSH, VILL.-SWETPUR, PO.-NOAPARA, DIST.-HOOGHLY, PIN-712138

Sd/-

(B. Krishna)  
**Assitant Commissioner (CPIO)**  
**Pr. CCO, Kolkata Zone**



## RTI REQUEST DETAILS

<b>Registration No. :</b> GSTKT/R/T/21/00062	<b>Date of Receipt :</b> 02/12/2021
<b>Transferred From :</b> Central Board of Excise and Customs - Central Excise on 02/12/2021 With Reference Number : CBECE/R/E/21/01090	
<b>Remarks :</b> Pertains to Kolkata North Commissionerate.	
<b>Type of Receipt :</b> Electronically Transferred from Other Public Authority	<b>Language of Request :</b> English
<b>Name :</b> Tamalika Dasgupta	<b>Gender :</b> Third Gender
<b>Address :</b> Tamalika Dasgupta, C/O, Dilip Ghosh, Vill: Swetpur, Po: Naopara, Dist: Hooghly, Pin:712138	
<b>State :</b> West Bengal	<b>Country :</b> India
<b>Phone No. :</b> +91-8296755006	<b>Mobile No. :</b> +91-8296755006
<b>Email :</b> tamalikadasguptap@gmail.com	
<b>Status(Rural/Urban) :</b> Rural	<b>Education Status :</b> Graduate
<b>Letter No. :</b> Details not provided	<b>Letter Date :</b> Details not provided
<b>Is Requester Below Poverty Line ? :</b> No	<b>Citizenship Status :</b> Indian
<b>Amount Paid :</b> 0 (RTI fee is received by Central Board of Excise and Customs - Central Excise (original recipient) )	<b>Mode of Payment :</b> Payment Gateway
<b>Does it concern the life or Liberty of a Person ? :</b> No(Normal)	<b>Request Pertains to :</b>

**Information Sought :** The following documents may please be provided:-

1. Please provide all the certified copies of note sheets written for the regular promotion of 07 (seven) Executive Assistants under Establishment Order No. 55/2020 dated 25.09.2020 Issued by the Joint Commissioner (P&V), CGST & Central Excise Kolkata North Commissionerate and communicated by the Assistant Commissioner (P&V), CGST & Central Excise Kolkata under C.No.II(3)15-ET/AO/CGST/Kol North/ 2019/17888-922 dated 25.09.2020.
2. Please provide the certified copies of letters written and forwarded to NACIN, Kolkata for the mandatory training for Promotion to Administrative Officer from Executive Assistant.
3. Please provide the names of all the Executive Assistants who were nominated for the training mentioned in point number 2 above.
4. Please provide the names of the Executive Assistants who successfully completed the training mentioned in point number 2 above.

5. Whether any note was written for the promotion to Administrative Officer in respect of the Executive Assistants who successfully completed the training mentioned in point number 2 above.

6. If the answer of Point No. 5 above is yes, then provide the certified copies of note sheets.

The following documents may please be provided:-

1. Please provide all the certified copies of note sheets written for the regular promotion of 07 (seven) Executive Assistants under Establishment Order No. 55/2020 dated 25.09.2020 Issued by the Joint Commissioner (P&V), CGST & Central Excise Kolkata North Commissionerate and communicated by the Assistant Commissioner (P&V), CGST & Central Excise Kolkata under C.No.II(3)15-ET/AO/CGST/Kol North/ 2019/17888-922 dated 25.09.2020.

2. Please provide the certified copies of letters written and forwarded to NACIN, Kolkata for the mandatory training for Promotion to Administrative Officer from Executive Assistant.

3. Please provide the names of all the Executive Assistants who were nominated for the training mentioned in point number 2 above.

4. Please provide the names of the Executive Assistants who successfully completed the training mentioned in point number 2 above.

5. Whether any note was written for the promotion to Administrative Officer in respect of the Executive Assistants who successfully completed the training mentioned in point number 2 above.

6. If the answer of Point No. 5 above is yes, then provide the certified copies of note sheets.

**Original RTI Text :**

Print

Save

Close



16606  
76/12/21



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

Central GST Bhawan, 180 Shanti Pally, R. B. Connector, Kolkata - 700 107

Phone No. 033-2441-8137; Fax No. 033- 2441-6870



C. No. II (39)1-ET/Misc/RTI/CGST/Kol North/2018/ 21973

Dated: .12.2021

To

The CPIO & AC  
HQ, RTI Cell  
CGST&CX  
Kolkata North Commissionerate

16 DEC 2021

Sir

Subject:- RTI application Dated 02.12.2021 filed by Tamalika Dasgupta, C/O Shri Dilip Ghosh, Vill- Swetpur, PO-Noapara, Dist- Hooghly, Pin-712138, being transferred under Sec. 5(4) of RTI Act, 2005-Reg,

Please refer to your letter under C. No.V(30)153/RTI/HQ/CGST & CX/Kol North/ 2021/21359 dated 08.12.21 on the above mentioned subject.

In accordance with the available office records of ET& DPC, HQ Kol North Commissionerate the reply given as under.

Point No 1: copy of note sheets (12 pages printed both sides) received from DPC is attached.

Point No 2 to 4: copy of information as sought is attached (14 pages).

Point no 5: No (as received from DPC Section).

Point No 6: NA (as received from DPC section).

This is for your information and further necessary action at your end.

The information/copy of note sheets be provided to the applicant subject to fulfilment of criteria of RTI Act. 2005.

Administrative Officer, HQ-ET  
CGST&CX, Kol North Commissionerate



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

Central GST Bhawan, 180 Shanti Pally, R. B. Connector, Kolkata - 700 107

Phone No. 033-2441-8137; Fax No. 033- 2441-6871

II(39)5-ET/CON/RTI/CGST & CX/Kol North/2019

/ 21894

Dated:

10 DEC 2021

To  
The Administrative Officer,  
CGST & CX, Kolkata North Commissionerate,  
180, Shanti Pally, Rajdanga Main Road,  
Kolkata - 700107.

Sub: RTI application Dated 02.12.2021 filed by *[Name]* Tamalika Dasgupta, C/O Shri Dilip Ghosh, Vill-Swetpur, PO- Noapara, Dist- Hoogly, PIN- 712138, being transferred under Sec. 5(4) of RTI Act, 2005-Reg.

Please refer to your letter C. No. II(39)-ET/RTI/CGST & CX/Kol North/2020/21589 dated 10.12.2021 on the above heading.

In accordance with the available office records and as far as this section (DPC) is concerned, the point wise reply is furnished as under.

Point 1: All the Note Sheets (12 Pages in all printed in both sides) concerned with the stated promotion in the RTI application is being provided.

Point 2 to 4: NA.

Point 5: NO.

Point 6: NA

This for your information and necessary action please.

*[Signature]*

16.12.2021

(Mallika Saha)

Administrative Officer (DPC)



Sub : Promotion to the grade of Administrative Officer (A.O.)

The sanctioned strength in the grade of A.O. in this zone is 100. Presently, there are 61 no. of officers working in the grade. Moreover, 18 officers have been promoted to the grade of C.A.O. (on in-situ basis). So, a huge vacancy of 57 is arising in the grade (100-61-18=57), which is required to be filled-up through promotion during the year 2020.

It is to mention that, new RR in respect of the grade of A.O. from the feeder grade of Executive Assistant is still awaited. In this scenario, as per Rule, promotion may be granted as per existing RR, i.e. RR of A.O. dated 03.10.2013. The Rule says:

"Ad hoc appointments are also frequently resorted to on the ground that proposals are under consideration to amend the existing Recruitment Rules. The legal position in this regard is that, posts are to be filled as per eligibility conditions prescribed in the rules in force at the time of occurrence of the vacancies unless amended Recruitment Rules are brought into force with retrospective effect. In fact, the practice has been to give effect to amendments in the Recruitment Rules only prospectively, except in rare cases. Hence, regular appointments/promotions may be made in all such cases in accordance with the Recruitment Rules in force at the time when the vacancy arises. No ad hoc appointments/promotions may be made on the grounds that the Recruitment Rules are being revised or amended."

As per existing RR of A.O., the officers in the grade of DOS with 5 years of regular service are eligible for promotion to the grade A.O. the posts 'STA' and 'DOS' were merged and a new post 'Executive Assistant' was created. RR of EA was published on 28.09.2015. It is also to be mentioned that, seniority list of EA could not be finalised as per Board's instruction to maintain "status quo" (letter dated 26.10.2018 and clarification dated 04.02.2019). However, as per previous undisputed seniority list of DOS dated 28.09.2016, 5 number of officers in the grade of DOS (re-designated as EA) are eligible for promotion to the grade of A.O., as per the existing RR of A.O. dated 03.10.2013.

If approved, process for promotion to the grade of A.O. for the year 2020 with reference to existing RR of A.O. dated 03.10.2013 will be started.

Put up for kind perusal and approval please.

*[Signature]*  
8/11/19

A.O. (DPC)

Notes above may kindly seen.

The competent authority may kindly approved the proposal for initiation of process for promotion to the grade of A.O. for the year 2020 with reference to existing RR of A.O. dated 03.10.13.

submitted please.

*C. Saravalli*  
AO. S.P.E. K.M.N  
19/11/19

Pl let me know when was the last promotion happened in the post. Also please place the seniority list of the candidates in the file. Forward the details of the last DPC etc.

Also confirm the new  
Committee is required to be  
formed for DPC.

AO(DPC)

*[Signature]*  
19/11/19

The last DPC for promotion to the grade of A.O. was held on 12.01.2017. The DPC folder and the last published seniority list of DOS grade, is placed along with the file. According to the RR of A.O., a new committee is required to be formed for promotion to the grade of A.O.

List of the eligible candidates are is furnished below:

Sl. No.	Name	D.O.B	Serial No. in seniority list	Eligible for Vacancy year
1.	SUDIPA (PAUL) BASU	01.07.1970	2	2020
2.	SUROJIT GHOSH	02.07.1970	6	2020
3.	ANJELA EKKA	01.01.1965	15	2020
4.	BIVAS BANDOPADHYAY	02.01.1974	19	2020
5.	BINDU LAMA SHERPA (GIRI)	19.12.1966	23	2020
6.	MOUMITA BISHYAKHARY	02.04.1980	27	2021
7.	MANASI SINHA	03.01.1975	32	2021
8.	MUNMUN DAS	01.01.1976	34	2021

Placed for final pt.

C. Barua  
AO, DPE, KATHN  
22/11/19

*[Signature]*  
22/11/19

JG  
22/11/2019  
McMohan, Jc

① What is the certificate of the Committee.  
② I can't find the seniority list of DOS. Pl. any copy of it.

AE (PW)

*[Signature]*  
22/11/2019

IP  
9

Joint Commission for Recruitment  
 Date of Birth: 22/11/19  
 Date of Issue: 22/11/19  
 Date of Return: 22/11/19  
 Sl. No. 19  
 Date of Return: 22/11/19



NSP-3

Pre-page notes may kindly be seen,

Point-wise reply of the queries are given below:

① As per the RR of AO, constitution of the DPC is as under:

- (i) Chief Commissioner, Cadre Controlling Authority - Chairman
- (ii) Commissioner concerned with Cadre Controlling - Members
- (iii) Addl./Joint Commissioner (P&V) - Member

② The seniority list of DOS is placed along with the file for kind perusal please. As per DoPT OM dt. 8.5.17, the crucial date of eligibility for promotion will be 1st day of January of the vacancy year w.e.f. 2019. So, the candidates who have completed / will be completing 5 years of regular service as DOS (erstwhile) as on 01.01.2020, will be eligible for promotion for the vacancy year 2020. Similarly, those who will be completing 5 years of regular service as on 01.01.2021, will be eligible for promotion for the vacancy year 2021.

Moreover, other officers in the seniority list of erstwhile DOS, have either been promoted to AO already or have retired from the service after superannuation.

Placed for kind perusal please.

c. Desai  
AO, Dpe, Kuv  
03/12/19

~~AC (P&V)~~  
Kumar S  
4/2/19

20/12/2019  
JC  
JC

Pr. Commissioner  
Pd. put up of a letter for  
Pr. Chief Const for constitution of the

6/12/15  
 6/12/15  
 4/12/19  
 03/12/19  
 03/12/19

(4)

II(3)13-DPC/Promotion/AO/CGST

As approved by the Pr. Commr., VC/IC & the gradings may be called for in respect of elig. candidates. After that, letter may be issued to the Pr. Chief Commr. for constitution of the DPC committee once the VC/ICs and APARs are received.

Draft/Fc has been placed opposite for kind perusal and signature please.

[Signature]  
12.12.19

A.O. (DPC)

For kind approval & sign.

[Signature]  
12/12/19

[Signature]

[Signature]  
12/12/19

PUC may kindly be seen.

This unit has received a letter dated 23.12.2019 from the All India Central Excise & Service Tax Ministerial Officer's Association regarding promotion to the grade of Administrative Officer from the grade of Executive Assistant.

As per Rules, existing RR should have to be followed for promotion till finalisation of new/ revised RR in the promotee grade. (copy of rule placed in file)

Although the posts DOS and STA have been re-designated as E.A. and RR of EA has been published on 28.09.2015, but new RR of Administrative Officer has not yet been published.

As per existing RR of A.O. dated 03.10.2013, DOS with 5 years of regular service are eligible for promotion to the grade of A.O.

Accordingly, VC & IC of 5 (five) DOS (now EA) has been called for vide letter dated 13.12.2019.

Now, the Association vide letter dated 23.12.2019 has demanded for promotion to the grade of AO from the grade of EA as per guidelines of DoPT dated 31.12.2010 regarding revision of framing/ amendment/ relaxation of RR. Although the seniority list of EA has not



has also been intimated by the Association that some zones, e.g. Vadodara Zone already granted promotion to the grade of AO w.e.f. 01.01.2020 by taking the feeder grade as EA.

But, the procedure/ rule for such promotion is not known to this unit.

The above mentioned facts are placed before the competent authority for necessary instruction please.

~~...~~  
A.O. DPC/Kal-N  
03/01/2020

~~AC (STV)~~

P. D. S. am.

~~...~~  
3/1/2020

DPC

VC/IC and APAR gradings of 3 officers are yet to be received by this office. A letter may be sent to the Liaison Officer asking for requisite certificate for DPC.

Draft/Fc has been placed opposite for kind perusal and signature please.

~~...~~  
21.02.2020

A.O./CDPC

For kind perusal & sig.

~~...~~  
21/02/2020

~~...~~  
21/2/2020

~~DPC~~ Previous notes may kindly be seen.

Date of DPC meeting may be fixed on 10.03.2020. As per RR of Admin. Officer, the constitution of DPC committee may be formed as under :

- 1 Shri A. P. S. Suri Principal Chief Commissioner

6

II (3) 13-DPC/Promotion/AO/CGST & CX/Kol N

2. Shri Roopam Kapoor, Principal Commissioner,  
CGST & C.Ex., Kolkata North Comm'te. - Members

3. Shri M. C. Maundi, Joint Commissioner (Phy),  
CGST & C.Ex., Kolkata North Comm'te. - Member

Put up for kind perusal and approval please.

Shri  
21/2/2020

A.O. (DPC)  
Furtund and M.  
2/02/2020

ACVig

In this regard the flagged page  
of relevant - R.R may kindly be  
provided

Shri  
21/2/2020

① Work not inf. to  
2016-17  
P. Commission  
21/02/2020  
M.C. Maundi  
J.C.

ROOPAM KAPOOR  
रूपम कपूर

ACVig  
21/02/2020  
M.C. Maundi  
J.C.

A/O

DATE OF DUTY  
21/2/2020

Joint Commissioner  
CGST & C.Ex., Kolkata North Commission  
21/2/2020  
21/2/2020



Reply to the Principal Commissioner's query at NSP 6 is furnished below:

1. As per Para 5(iii) of DoPT's OM dated 08.05.2017, the APARs for five years preceding T-2<sup>nd</sup> year may be taken as reckoning APARs. So, for the vacancy year 2020 (Jan'2020 to Dec'2020), the reckoning APARs shall be 2017-18, 2016-17, 2015-16, 2014-15 and 2013-14. All these 5 (five) APARs are available for the incumbent. Hence, the APAR for the year 2018-19 is not necessary in the instant case.
2. However, persuasion is going on to collect the APAR for the year 2018-19.

Since all the relevant documents for DPC in the grade of Administrative Officer for the year 2020 has been received, the proposal for constitution of DPC as given in NSP 5-6 may kindly be accepted and a suitable date for the DPC may also be fixed.

Joint Commissioner, South Comptroller  
 Date of IN: 2/13/2020  
 Date of OUT: 2/13/2020

*C. Dasgupta*  
 Asst. Secy. K.A.-N  
 02/03/2020

*AC (Govt)*

*[Signature]*  
 2/13/2020

*Ji (Per)*

Recently many AO's have been promoted to and more vacancies have arisen.

Please re-examine the vacancy position and also short list eligible officers due to promotion as per the guidelines.

Joint Commissioner, South Comptroller  
 Date of IN: 4/13/2020  
 Date of OUT: 4/13/2020

*AC (Per)*  
*[Signature]*

*4/13/2020*  
*AC (Govt)*

In NSP 01, it has been mentioned about the position to the grade of CAO and the vacancies are also been taken. In this year, there are only 5 eligible candidates as per RR, mentioned in NSP 02.

Put up for kind perusal and necessary action please

*C. Dasgupta*  
 04/03/2020

*AC (Govt)*

*[Signature]*

9

II(3)13-DPC/Promotion/AO/CGST & CX/Kol North/2019

As per verbal enquiry by the Joint Commissioner (P&V) on 20.03.2020, it is to submit herewith that the details of successful completion of training in respect of the candidates are not readily available in this section. But, in the RR of AO, it is clearly stated that "an officer who has not completed the training before promotion shall have to successfully complete the same within 2 (two) years from promotion." So these candidates may be considered for promotion to the grade of AO irrespective of the fact that whether they have successfully completed the training or not as there is a scope for them to get trained after promotion within 2 (two) years.

e. Dasgupta  
AO, Dpe (Kol-N)  
20/3/2020

~~AC (P&V)~~

As the Committee is aware of all the 5 officers directly recruited on the same date (24-3-2020) DPC may be held on the same date (24-3-2020).

A detailed service particulars is placed opposite of 5 DOS at-opp. Put-up for necessary order on this.

Approved  
20/3/2020

~~AC (P&V)~~  
20/3/2020  
Mehant  
20

P. Dasgupta

ROOPNAGPOOR  
20/3/2020

~~AC (P&V)~~

Why has the list been put up to me without an observation? 20/3/2020

Joint Commissioner  
Date of Report: 20/03/2020  
Date of Enquiry: 20/03/2020

Principal Commissioner  
Date of Report: 20/03/2020  
Date of Enquiry: 20/03/2020

Joint Commissioner  
Date of Report: 20/3/2020



Sub : Promotion to the grade of Administrative Officer (A.O.)

The sanctioned strength in the grade of A.O. in this zone is 100. Presently, there are 42 no. of officers working in the grade. Therefore, a huge vacancy of 58 is arising in the grade (100-42=58), which is required to be filled up through promotion during the year 2020.

It is further to mention that process of DPC for promotion to the grade of AO was initiated by taking into account the old RR of AO. The Principal Chief Commissioner directed to send all the correspondences to the CCO. However, the DPC could not be held till date and in the meantime, new RR of AO has been published on 21.05.2020. Therefore, DPC cannot be done by taking old RR and the process may be re-initiated.

It is to mention that, in the new RR in respect of the grade of A.O. from the feeder grade of Executive Assistant, where the eligibility for promotion to the grade of AO has been mentioned as under:

*"Executive Assistant under the Central Board of Indirect Taxes and Customs in level-6 in the pay matrix (Rs. 35400-112400) with five years regular service in the grade and have successfully completed training for 2-4 weeks from the institute or organisation as specified by the Central Board of Indirect Taxes and Customs."*

Furthermore, it is also worthwhile to mention that, in the RR of AO published on 21.05.2020, under "Special Provision" point no. (3), it is clearly mentioned that:

*"The post of Deputy Office Superintendent shall be placed en-bloc senior to the post of Senior Tax Assistant and the service rendered in the grade of Deputy Office Superintendent and Senior Tax Assistant shall be counted towards the eligibility for promotion to the next higher grade."*

The seniority list of Executive Assistant is yet to be finalised due to non-finalisation of draft seniority list of erstwhile STA dated 14.11.2018. A letter has been sent to Board under C.No.II(34)1-ET/CON/A-3/SL/EA/CGST & C.Ex./Kol North/2018/10743 dated 12.06.2020, asking for guideline/instruction regarding finalisation of STA seniority list. The post of Executive Assistant is comprised of erstwhile DOS and erstwhile STA, where erstwhile DOS would be placed en-bloc senior to erstwhile STA. As there is no dispute or litigation pending regarding the seniority list of erstwhile DOS published on 26.07.2016, and the officers in the grade of erstwhile DOS will be senior to the officers in the grade of erstwhile STA, process of promotion to the grade of AO may be initiated in respect of officers who were officiating as DOS (erstwhile), now Executive Assistant.

The following officers are eligible for promotion to the grade of Administrative Officer for the year 2020.

Sl. No.	Name (Siri/ Smt./ M/s)	D.O.B.	Place of Posting
1	Sudipa (Pau) Basu	01.07.1975	Kolkata South
2	Surbjit Ghosh	02.07.1970	Haldia
3	Anjali Ekka	02.01.1985	Shimoga GST
4	Bivas Bandopadhyay	02.05.1974	Bidder
5	Bindu Lama Sherpa (Gm)	19.12.1988	Shimoga GST
6	Moumita Roychowdhury	02.04.1980	Haldia North CGA
7	Manasi Sinha	03.01.1975	Kolkata South
8	Munmun Barman	01.01.1975	Kulti

If approved, VC/CC may be called for in respect of the above mentioned officers and the process of promotion to the grade of Administrative Officer may be initiated.

Put up for kind perusal and approval please

Handwritten notes and stamps on the left margin, including a date stamp "17.06.2020" and some illegible text.

Handwritten signature and date: 17.06.20

Handwritten signature and date: A.O. (DPC) 17/6/2020

Handwritten signature and notes: "discuss with latest rules in..."

Notes foregoing at prepage may kindly be seen.

Submitted for information and further orders please.

Per  
24/06/2020  
McMandi JC

Pr. Commissioner  
Pl. send a letter to  
Pr. C. CO. for fixing  
the date of DPC.  
R  
25/06

Per JC/MU  
25/06/2020  
McMandi JC

ROOPAM KAPOOR  
Principal Commissioner

A.C. (P&V)

As directed by the Pr. Commissioner, CGST & CEx, Kolkata North Comm'te., a letter may be sent to the Pr. Chief Commissioner, CGST & CEx, Kolkata Zone regarding fixation of a suitable date for Annual DPC meeting for the year 2020 for promotion to the grade of A.O.

Draft/FC has been placed opposite for kind perusal and signature please.

Per  
26/06/2020

A.O. (DPC)

A.C. (P&V)

Per (P&V)  
26/06/2020  
McMandi JC

Pr. Commissioner  
11/10/06

Joint Commissioner  
Kolkata North Commissionerate  
24/06/2020

Principal Commissioner  
Kolkata North Commissionerate  
24/06/2020

Principal Commissioner  
Kolkata North Commissionerate  
26/06/2020

Principal Commissioner  
Kolkata North Commissionerate  
26/06/2020



Since the draft letter has been approved and cancelled by the Pr. Comr. revised draft is placed for signature pl.

c. ~~Draft~~  
 A.O. (DPC)  
 KMN  
 30/6/20

~~AC (PDU)~~  
 [Signature]  
 30/6/20

[Signature]  
 30/06/2020  
 Mc Mandi  
 JC

[Signature]

NSP 9, 10, 11 may kindly be seen.

The date of DPC for promotion to the grade of A.O. for the year 2020 has yet not been fixed,

However, it is worthwhile to mention that VC/IC, APAR grading, dossiers, etc. has not been called for in respect of the eligible officers from different Commissionerate till date, which will take time to be received at this end.

Therefore, VC/IC, APAR grading in respect of eligible officers in the grade of Executive Assistant (erstwhile J05) may be called for before fixing the date of DPC meeting for promotion to the grade of A.O.

Draft/Fc has been prepared and placed opposite for kind perusal and approval please.

[Signature]  
 09.07.20

A.O. (DPC)

~~AC (PDU)~~

... of seniority [Signature]  
 [Signature]

Digitally signed by [Name], DN: cn=[Name], o=[Organization], ou=[Unit], email=[Email], c=[Country]  
 Date: 2020.07.09 10:31:20 +05'30'  
 [Signature]

qualifying service. Also state whether seniority list is a draft seniority list or final seniority list.

AC (P&V)

DU  
10/09/2020  
M. Marudhi

Finalisation of the draft seniority list in the grade of erstwhile DOS post as on 28.09.15 published on 26.07.16, is under process. According to the said seniority list, 34 no. of officers were serially numbered. In due course, 26 officers were promoted to higher grade/retired from service. At present, there are only 8 no. of officers working as erstwhile DOS (now EA).

All the eight officers have rendered requisite qualifying service required for promotion to the grade of A.O., as per RRs of AO dated 21.05.2020.

The <sup>draft</sup> seniority list of erstwhile DOS as on 28.09.15 has not yet been finalised. The process of finalisation has already been initiated and put up the same in the <sup>DPC</sup> file of "Final Seniority list in the grade of DOS (erstwhile) as on 27.09.15".

Invitation for VC/IC in respect of eligible officers as mentioned above has already been issued and circulated to concerned commissioners.

Certificate from Liaison Officer of this Zone regarding vacancy and SC/ST position in the grade of AO has already been received at this end and placed at corresponding pg. no. 185 and 183.

In terms of RR under GSR no. 305(E) dt. 21.05.2020, the DPC committee may be constituted and the date of DPC may be fixed. (C/P No. 211)

Submitted for kind approval and necessary order please.

e. Sankar  
AO (DPC)

AC (P&V)

10/09/2020





4200/-, now Pay Matrix level-6) was erstwhile DOS and erstwhile STA posts. Hence, erstwhile DOS post and erstwhile STA post became non-existent w.e.f. 28.09.2015, i.e. from the date of notification / publication of EA RRs. Hence, DOS & STA post exists upto 27.09.2015. Earlier, DOS was higher promotional post than STA, but placed in same Grade Pay of Rs. 4200/- (now Pay Matrix Level-6) since 6<sup>th</sup> CPC. Erstwhile DOS officers were regularized in the GP. of Rs. 4200/- (Pay Matrix level-6) and re-designated as Executive Assistant.

As per RRs of Administrative Officer (AO) in CBIC issued vide GSR No. 305 (E) dated 21.05.2020, DOS shall be placed en-bloc senior to the STA and the service rendered in the grade of DOS & STA shall be counted towards the eligibility for promotion to the next higher grades.

Therefore, an Office Memorandum for draft seniority list of erstwhile DOS post as on 27.09.2015 in respect of this CGST & CX, Kolkata Zone has already been issued on 15.07.2020 for the purpose of promotion to the grade of Administrative Officer.

Submitted for kind perusal please.

संयुक्त आयुक्त, उत्तरांचल एवं झारखण्ड  
Joint Commissioner, Madhya North Commissionerate  
संयुक्त आयुक्त, उत्तरांचल एवं झारखण्ड  
Joint Commissioner, Madhya North Commissionerate  
दिनांक 21/07/2020  
DATE OF IN 21/07/2020  
DATE OF OUT 21/07/2020

संयुक्त आयुक्त, उत्तरांचल एवं झारखण्ड  
Joint Commissioner, Madhya North Commissionerate  
दिनांक 21/07/2020  
DATE OF IN 21/07/2020  
DATE OF OUT 21/07/2020

*[Signature]*  
20/7/2020  
Asst Comm (V.R)

*[Signature]*  
JC

draft seniority list has been circulated giving 15 days time for finalising the seniority list. Prepare all records before proposal for DPC is made.  
*[Signature]*  
21/07/2020  
JC

File may be put up to DoC Commissioner as the above note was in relation to his query re- pro page.

*[Signature]*  
27/7/2020

*[Signature]*  
21/07/2020  
JC  
Pr. Commissioner.



संयुक्त संस्थान, महाराष्ट्र और असम प्रदेश  
 Joint Commission, Kolhapur North Commissionerate  
 संयुक्त संस्थान, महाराष्ट्र और असम प्रदेश  
 Joint Commission, Kolhapur North Commissionerate

DATE OF IN 24/07/2020  
 DATE OF OUT 27/07/2020

for promotion to grade of NSP-16  
 DPC from the first list of DOs may be constituted  
 for 30/07/2020. Pl. put up the RR for finalisation of the  
 members of DPC

22/07

IC/PC  
 24/07/2020  
 M. Marandi IC

ROOPAM KAPOOR  
 Principal Commissioner

~~ACCVIT~~  
 22/2/2020

ACCVIT

Previous notes may kindly be seen.

As per RR of AD dated 21.05.2020, the DPC Committee for promotion to the grade of A.O., may be constituted as under: (COP No. 211)

1. Principal Commissioner of the Cadre Controlling Comm'te. - Chairman.
2. Additional/Joint Commissioners from the Cadre Controlling Comm'te. - Members.
3. Deputy Commissioners of CGST. - Members.

Accordingly, the DPC may be constituted as under:

1. Shri Roopam Kapoor, Principal Commissioner, CGST & CEx, Kol North Comm'te. - Chairman.
2. Shri M. C. Marandi, Joint Commissioner (P&V), CGST & CEx, Kol North Comm'te. - Members.

3. C. I. D. I. ...

Previous notes may kindly be seen.

As Shri B.S. Meena, Joint Commissioner, is the Link Officer to Shri M.C. Marandi, Joint Commissioner, and Shri Marandi has requested for self quarantine for this week, Shri B.S. Meena was nominated as Member of the DPC as directed by the Principal Commissioner, CGST & C.Ex., Kolkata North Comite.

Invitation letter <sup>may be sent</sup> ~~has been placed opposite~~ & requesting to attend DPC meeting as Chairman/Member scheduled to be held on 31.07.2020 at 11:30 Hrs.

Draft/Fc has been placed opposite for kind perusal, approval and signature please.

~~c. Dasgupta~~  
AO (DPC) KHN  
28/7/2020

~~AC (P.V.)~~

Bhameerup  
28.07.2020

~~Murmu~~  
28/7/2020

J (P.V.)

A.C. (P.V.)

~~Murmu~~  
28/7/2020

DPC meeting has been deferred as the dossiers of Smt. Munmun Barman has not yet been received. The said dossiers were sent by CC(P) via Speed post on 21.07.2020, but has not yet been received by her present office i.e. Audit-I Comite.

Hence, another suitable date for DPC may be fixed. Put up for kind perusal and necessary order please.

AO, (DPC)

A.C. (P.V.)

Meeting as directed by Pr. Commissioner  
on 31/7/2020. At my





In addition to that, if approved, Shri K.G.V. Taja, Additional Commissioner, Pr. CCO, CGST & C. Ex., Kan Zone, may be nominated as another Member of the DPC.

Put up for kind approval and necessary orders please.

c. D. Arora  
AO (Pr)  
Kan  
27/7/2020

~~AO (Pr)~~

Arora  
27/7/2020

Arora  
28/07/2020  
MC Nandi  
JC

① Shri K.G.V. Taja is requested for vacation for 2 weeks. If so, will his charge need to be allotted. If yes, then Mr. Prasad may be asked for Pr. Commissioner of DPC and the DPC may begin to him on 30<sup>th</sup> July.

- ② Name of Sh. D. Hyerda Chatterjee is offhand.  
③ DPC to be held on 31/07 at 1130 hrs.

Arora  
28/07

~~AO (Pr)~~

ROOPAM KAPOOR  
Principal Commissioner

Arora  
28.07.2020

A.C. (Pr)

Arora  
28/7/2020

22 28/07/2020



are that only JC (PSV) only could be  
the motto as per the RR.

3/8/2020

NSP-22

Approved

03/08/2020  
MC Marmik DC

It has to be ascertained from DEHRD/NACIN  
if the intitate for providing training for promotion  
to grade of AO has been completed with  
the RR of May 2020. Pending the same, if  
approved the DPC may be rescheduled.

3/8/2020

03/08/2020  
MC Marmik DC

Pr. Loni Singh

The new RR of AO was come into effect  
from 21.05.2020, i.e. during the period of covid-19 pandemic.  
Since then, no training for promotion to the grade of AO was  
conducted by NACIN. But, NACIN Kolkata vide their letter  
dated 24.04.2019, had requested to send the names of officers  
for nomination who are going to be promoted to the grade of  
AO, for training. In reply to that letter, being the Labore  
Controlling Commitee, a letter was sent to CCO incorporating  
the names of the officers who are in the consideration  
zone of the present DPC.



So that work may be taken up by officials who concerned Post office to forward document.

*[Signature]*  
31/7/2020

*[Signature]*  
31.07.2020

4/8/2020 at 11:30hr.

Pr. Commissioner  
*[Signature]*  
31/7.

JC/PKV

ROOPAM KAPOOR  
Principal Commissioner

Principal Commissioner  
CGST & CE, Kolkata North Comm'te  
SL No. 04  
Date of Return 31/7/2020

DPC was scheduled to be held on 31.07.2020. Shri B.S. Meena, Joint Commissioner, Kolkata North Comm'te was nominated as Member as Shri M.C. Marndi, Joint Commissioner (PKV), Kal North Comm'te, was in self-quarantine. Shri Marndi has joined on 03.08.2020, The DPC meeting was postponed and re-scheduled to be held on 04.08.2020.

Now, Shri Marndi has joined office today i.e. on 03.08.2020. Hence, it may be decided that who will be functioning as Member in the said DPC meeting on 04.08.2020 between Shri Marndi and Shri Meena.

Submitted for kind perusal and necessary order please.

*[Signature]*  
AO (ET)  
03/8/2020

AC (PKV)

The Committee was formed by name  
by Pr. Commissioner himself and hence  
situation/condition



It is seen that among them, 4 officers, namely S/Smt. Sudipa (and) Basu, Moumita Roychowdhury, Manasi Sinha and Munmun Barman, have completed the said training.

Copy of the letter from NACIN and subsequent reply by this office to CCO, has been placed opposite for kind perusal please (C/P 299&301).

Submitted for necessary order please.

e-Draft  
to (DPE)  
KLN  
6/8/2020

AC (H.V.)

As regards "X" letter, no an he  
an de out is put up for consideration  
of pro-commission.

Manasi  
6/8/2020

ADJET

A letter to the Asst. Director (Admin), NACIN, may be sent out requesting to conduct a mandatory training programme so that the 4 officers who have not yet completed training, but eligible otherwise, may ~~qualify~~ fulfil the criteria for promotion.

Draft/FC has been placed opposite for kind perusal, approval and signature please.

e-Draft  
to (DPE)  
KLN  
6/8/2020

AC (H.V.)  
Manasi  
7/8/2020

Manasi  
7/8/2020  
Manasi



II-(3)13-DPC/Promotion/AO/CAST/CA/KolN/A  
"NSP-22"

As directed, a reminder <sup>draft with f/c.</sup> letter has been prepared with addressed to NACIN, Kolkata w.r.to. this office earlier letter dt 03/08/2020 regarding mandatory training program for promotion to the grade of AO as per RR dt 21/05/2020, with a copy to Haldia, Bolpur & Siliguri Commissionerate for information and necessary action at their end.

Submitted for kind perusal & approval pls.

by  
28/08/2020  
TA (DPC)

~~AO (DPC)~~  
on leave

~~A.C (PLV)~~

*[Handwritten signature]*

Previous notes may kindly be seen.

A letter dated 03.09.2020 has been received by this office from the General Secretary of the Ministerial Association, requesting to convene the DPC meeting. A letter from Asstt. Director, NACIN has also been received (dt. 03.09.2020), where it was mentioned that the training program for the few officers have started from 07.09.2020, and it was also learnt from NACIN verbally that the training will continue till 28.09.2020. Hence the Annual DPC for promotion to the grade of AO may be conducted 25.09.2020 onwards.

Submitted for kind perusal, approval and necessary orders please.

*[Handwritten signature]*  
AO (Haldia)  
12/11/20  
18/9/20

~~AO (DPC)~~

*[Handwritten signature]*  
19/9/20

*[Handwritten signature]*



Notes propose may be seen.  
Necessary order may be passed for holding  
DPC for promotion to the post of AO  
from feeder cadre D.O.s. and suitable  
date may also be fixed as the  
training has already been completed  
and report in this regard is being  
sent by NACEN, Kolkata.

Submitted for order pl.

*[Signature]*  
22/09/2020  
M. Narasimha Jc

Pr. Commissioner  
If all folders have been  
examined & V/c is in then, DPC  
may be rescheduled for 25/09/2020. *[Initials]*

M  
22/09.

ROOPAM KAPOOR  
Principal Commissioner

*[Signature]*  
22/09/2020  
M. Narasimha Jc

*[Signature]*  
22/09/2020

AO(DPC)

Previous notes may kindly be seen.

As approved by the Pr. Commissioner, the Annual DPC  
for promotion to the grade of A.O. for the year 2020, has been  
re-scheduled to be held on 25.09.2020. Invitation letters  
may be sent to the Chairman/Members of the DPC.

Draft/Fc has been placed opposite for kind perusal  
approval and signature please.

...

*[Signature]*  
22/09/2020

Joint Commissioner, Railway North Division, Kolkata  
Joint Commissioner, Railway North Division, Kolkata  
Date of Return: 22/09/2020

Principal Commissioner  
COST & CX, Kolkata North  
Date of Return: 22/09/2020

31(3)13-DPC/Promotion/AO/CGST & CX/Kol North/20

Pre-page notes may kindly be seen.

Annual All the necessary relevant documents in respect of the DPC meeting for 2020, have been received by this office and accordingly, folders have been ~~pre~~ revised and prepared.

If approved, annual DPC may be convened on 25.09.2020 at 11:30 Hrs. The ~~constit~~ DPC may be constituted as under

1. Shri Roopam Kapoor,  
Principal Commissioner,  
CGST & CX,  
Kolkata North Comite. CHAIRMAN

2. Shri K.G.V.N. Swya Teja,  
Additional Commissioner (CCO),  
CGST & CX,  
Kolkata Zone. MEMBER

3. Shri B.S. Meena,  
Joint Commissioner,  
CGST & CX,  
Kolkata North Comite. MEMBER

4. Shri Naveen Rana,  
Deputy Commissioner,  
CGST & CX,  
Kolkata North Comite. MEMBER

Submitted for approval and necessary order please.

encl. 1  
AO/CDPC  
Kol-N  
24/9/20

Handwritten signature  
24/9/20