

F. No. ET/TRFR/GrBC/9/2024-CCA/O/o Pr CC-CGST-ZONE-KOLKATA/3241-3267

(I) The Additional/ Joint Commissioner (P&V), CGST & CX, Kolkata North/ Kolkata South / Howrah / Haldia / Siliguri /Kolkata Audit -I / Kolkata Audit -II/ Bolpur/Durgapur Audit / Kolkata Appeal -I / Kolkata Appeal -II / Siliguri Appeal & CCP (WB) Comm'te.

(II) The Additional /Joint Director, DG Systems & DM/ DGTS/ DGGST/ DGGI (SNU East)/DRI/DG (Vig.)/DG (Audit)/DG (Valuation)/CESTAT & NACIN, Kolkata Zonal Unit.

Madam/Sir,

Sub: Annual General Transfer-2024, in the grade of Inspector-Seeking Report Reg.

With reference to the Transfer & Posting policy in the grade of Inspector issued from the Pr. CCO, CGST & CX, Kolkata Zone vide C.No.11(3)1-ET/Transfer & Posting Policy/ Pr.CCO/CGST&CX/Kol/2018/9194-209 dated 27.04.2018, the Annual General Transfer-2024 order in the grade of Inspector of CGST & CX, Kolkata Zone is expected to be issued soon.

In this regard, concerned Commissionerates/Directorates are requested to forward the desired details/options/willingness and representations (if any) of the Inspectors in the prescribed proforma (as mentioned below at point no.01 to 11) for the ensuing AGT-2024 along-with latest Disposition List to this end latest by 24.05.2024. Further, the soft copy of the filled up prescribed proforma (including complete History of Posting as Inspector) along with latest disposition should also be forwarded to this end in "xlsx" format via email to the address adc-cco-cgst-kol@gov.in

The officers who have never served in the Less HRA area either in the grade of Inspector or in 1. the previous grade(s) shall be considered for posting in the Less HRA area.

CC(P), WB is requested to provide information regarding officers who have never served Less 2. HRA area for two (02) years in any grade in Central excise Department from the list of officers who have completed four (04) years at CC(P), WB.

3. All the commissionerates/directorates/divisions/ are requested to provide information regarding officers under their jurisdiction who have never served in Less HRA Area for two (02) years in any grade in Central Excise Department.

4. Kolkata North Commissionerate is requested to provide list of officers as per proforma-4 &5, who have completed 02 year loan tenure at Pr. CCO & Directorates (DG Vigilance, DGPM, CESTAT, DG Valuation, DGSM, DG NACIN, DGGST, DG Audit, DGTPS, etc.) based in Kolkata.

5. Those Inspectors who have completed 2 (two) years as Inspectors as on cut-off date i.e. 30.06.2024 and have completed their "Cooling Off " period as on cut-off date i.e. 30.06.2024 specified in T&P Policy after serving in the formations (DRI, DGGI, DG Vigilance, ED, NCB, Airport, HQ, Anti Evasion, Export Refund, Customs formation) as referred in the Policy, may exercise option for their posting in the CC(P) W.B. Options/ willingness of all such Inspectors should be compiled in the following proforma and be forwarded to this end along-with the latest VC/IC of such Inspectors.

		DOB	DOJ as Inspect or in CGST & CX	DOJ in presen t Comm' te		HOP as Inspector (with date and specific posting details; Comm'te/section/division/range/Circle)				Whe ther VC/I	Whether served sensitive posting in last
S I N O	Name of the Inspect or				Comm' te	Section/d ivision range/cir cle	From	То	Customs in CGST & C.Ex. before in the grade of Inspector (Yes/No)	C issue d (Yes/ No)	O2 years as per cut-off date i.e.30.06.2024 (yes/No) If yes, please provide details thereof
1	2	3	4	5		6			7	8	9
-		above in	formation is v	verified from	records/Serv	ice Books of th	e concerne		s). nature ofA.C.(P&	.V)/A.0./A.	C.A.0.

Sensitive postings: DRI, DGGI,DG Vigilance, ED, NCB, Airport, HQ Anti-evasion, Export Refund, Customs formation

6. The Inspectors who are willing to serve in the Andaman & Nicobar Division of Haldia Commissionerate, situated at Andaman & Nicobar, may exercise option for their posting in the A&N Division of Haldia Commissionerate. Options/willingness of all such Inspectors should be compiled in the following Proforma and be forwarded to this end.

s	Name		DOJ as	DOJ in presen t Comm' te	HOP as Ir	Proforma-2 hspector (with d posting deta e/section/divisio	ils;		Whether served A&N before in	Wheth er VC/IC issued (Yes/N o)	
 N 0	of the Inspect or	DOB	Inspect or in CGST & CX		Comm' te	Section/d ivision range/cir cle	From	То	the grade of Inspector (Yes/No)		Remarks
	2	3	4	5		6			7	8	9
The	-	-		-	ice Books of	the concerned o		nature o	fA.C.(P&V)/A.0./	A.C.A.0.	

7. The Inspectors who are willing to serve in the Less HRA Area such as Siliguri-GST, Siliguri-Appeal, Bolpur, Audit-Durgapur, Haldia (Non CCA) and Kolkata-North (Non-CCA) Commissionerate may exercise option for their posting in such areas/Commissionerates. Options/willingness of all such Inspectors should be compiled in the following Proforma and be forwarded to this end.

						Proforma-3					
5 N 0	Name of the Inspect or	DOB	DOJ in presen t Comm' te	Previou s Comm' te Name		spector (with d posting deta s/section/division Section/d ivision range/cir cle	ils;		Residential Address (Mention only City/Town)	Opted For	Remarks
1	2	3	4	5		6			7	8	9
The	e above infor	mation is r	verified from	records/Sen	vice Books of	the concerned	.,	nature o	fA.C.(P&V)/A.0./	A.C.A <i>.</i> 0.	

8. The details of Inspectors who have completed- (i) four (4) years in CC(P)- W.B., Kolkata- North, Kolkata-South, Howrah, Haldia, Bolpur and Siliguri (GST) Comm'te., (ii) three (3) years in Audit-I, Audit-II and Audit-Durgapur Comm'te, and, (iii) two (2) years in Appeal-I, Appeal-II, Appeal-Siliguri, CCO (CCA)- should be compiled and forwarded to this end in the following Proforma.

						Proforma-4						
S I	Name	DOB	DOJ in presen t Comm' te	Previou s Comm' te Name	HOP as Inspector (with date and specific posting details; Comm'te/section/division/range/Circle)				Residential Address	Representa tion (If Any)		Rem
N 0	of the Inspect or				Comm' te	Section/d ivision range/cir cle	From	То	(Mention only City/Town)	Fo r	Gr ou nd	arks
1	2	3	4	5		6			7	8	9	10
The	above infor	mation is v	verified from	records/Serv	vice Books of	the concerned		nature o	f A.C.(P&V)/A.0.	/A.C.A.0.		

9. The details of Inspectors who have completed their tenure of Loan Posting in the Directorates of this Zone should be compiled and forwarded to this end in the following Proforma.

					Proforma	-5					1
S I	Name of		DOJ in	Previous Comm'te Name		HOP as Inspector (with date and specific posting details; Comm'te/section/division/range/Circle)					Remar
N 0	the Inspector	DOB	present Comm'te		Comm'te	Section/divi sion range/circl e	From	То	For	Gro und	ks
1	2	3	4	5	6					8	9
The	above inform	ation is veri	fied from record	ds/Service Boo	ks of the conce		nature of A.	C (D. R. VI) / A	0 /0 C 0	0	

10. Those Inspectors who have completed Less HRA tenure in Bolpur/Durgapur/Siliguri GST/ Siliguri Appeal/ Haldia (Less HRA area) Comm'te and are willing for the transfer back to Kolkata and agglomerated areas (More HRA) may submit their willingness. Willingness of all such Inspectors should be compiled in the following Proforma and be forwarded to this end.

	Name of the Inspect or	DOB	DOJ in presen t Comm' te	Previou s		nspector (with d posting deta e/section/divisio	Residential Address	Representa tion (If Any)		Rem		
				Comm' te Name	Comm' te	Section/d ivision range/cir cle	From	То	(Mention only City/Town)	Fo r	Gr ou nd	rem arks
	2	3	4	5		6			7	8	9	10
ne	above infor	mation is	verified from	records/Serv	vice Books of	the concerned		nature of	FA.C.(P&V)/A.O./	A.C.A.0.		

11. The Inspectors who are willing to retain in Siliguri-GST &Bolpur Comm'te after completion of their stipulated tenure in such Comm'te/areas may submit their written willingness for such retention through proper channel. Willing of all such Inspectors should be compiled in the following Proforma and be forwarded to this end.

Note : In case the concerned officer does not submit their willingness for retention after completion of their normal tenure in such places of posting, the officer concerned may be considered for transfer and posting as per the existing policy.

S	Name of the Inspect or	DOB	DOJ in presen t Comm' te	Previou s Comm' te Name		nspector (with d posting deta section/division	ails;	Residential Address	Ground	Posting Duration in	
N 0					Comm' te	Section/d ivision range/cir cle	From	То	(Mention only City/Town)	Retention	present Comm'te (Years & Months)
1	2	3	4	5		6			7	8	9
The	above infor	mation is v	verified from	records/Serv	ice Books of	the concerned		nature o	f A.C.(P&V)/A.0.	/A.C.A.0.	

It is further mentioned that while forwarding details/proformas/options/willingness/representation of the concerned officer(s), the following should be taken into consideration.

- i. The tenure of posting should be calculated as on cut-off date i.e. 30.06.2024 specified in T&P Policy.
- ii. It should be ensured that the History of Postings as Inspector are specifically mentioned (i.e., Comm'te/Division/Range/Section/Circle/Group etc.) in the proforma/enclosures and the same should be verified at the concerned Comm'te.
- iii. The merit of representation(s), if any, should be examined/ verified at the concerned Comm'te/ Directorate and the same only should be forwarded if the competent authority deems it fit.
- Representations without supporting documents would not be entertained.
- All the details/options/willingness should be forwarded through proper channel after the same are examined/ verified at the concerned Comm'te/ Directorate.
- Incomplete or vague HOP/ reports/proforma/options/willingness will not be entertained.

The soft copy of the filled up prescribed proformas (including complete History of Posting as Inspector) alongwith latest disposition should also be forwarded to this end in "xlsx" format vii. via email to the address-adc-cco-cgst-kol@gov.in .

This issues with the approval of the competent authority.

Yours' faithfully

(Prabir Mukhopadhyay) Assistant Commissioner(CCA)

Copy forwarded to:

- 1. P.S. to the Chief Commissioner, CGST & CX, Kolkata Zone.
- 2. The Superintendent HQ-Systems, CGST & CX, Pr. CCO. It is requested to upload this letter along-with the enclosures in the website of CGST & CX, Kolkata Zone.
- 3. The Secretary, All India Central Excise Inspectors' Association, West Bengal, Sikkim
- and Andaman & Nicobar, with enclosures as above.
- 4. The Secretary, SC/ST/OBC Association, Kolkata Zone.

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(Prabir Mukhopadhyay) Assistant Commissioner(CCA)