



भारतसरकार

GOVERNMENT OF INDIA

प्रधानमुख्य आयुक्तकाकार्यालय

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER

केन्द्रीयवस्तुएवंसेवाकरभवन,दूसरातल,180,शांतिपल्ली,आर. बी. कनेक्टर,कोलकाता – 700 107

CENTRAL GST AND CENTRAL EXCISE, KOLKATA ZONE

Central 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, Email- [adc-cco-cgst-kol@gov.in](mailto:adc-cco-cgst-kol@gov.in)

F. No. ET/TRFR/GrBC/9/2024-CCA/O/o Pr CC-CGST-ZONE-KOLKATA/3241-3267 Date: /05/2024

To

(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](mailto:adc-cco-cgst-kol@gov.in)

1. The officers who have never served in the Less HRA area either in the grade of Inspector or in the previous grade(s) shall be considered for posting in the Less HRA area.
2. CC(P), WB is requested to provide information regarding officers who have never served Less 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.







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.

Proforma-6												
S I N O .	Name of the Inspect or	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 (Mention only City/Town)	Representa tion (If Any)		Rem arks
					Comm' te	Section/d ivision range/cir cle	From	To		For	Gr ou nd	
1	2	3	4	5	6				7	8	9	10
The above information is verified from records/Service Books of the concerned officer(s).										Signature of A.C.(P&V)/A.O./A.C.A.O.		

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.

Proforma-7												
S I N O .	Name of the Inspect or	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 (Mention only City/Town)	Ground for Retenti on	Posting Duration in presen t Comm'te (Years & Months)	
					Comm' te	Section/d ivision range/cir cle	From	To				
1	2	3	4	5	6				7	8	9	
The above information is verified from records/Service Books of the concerned officer(s).										Signature of A.C.(P&V)/A.O./A.C.A.O.		

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.
- iv. Representations without supporting documents would not be entertained.
- v. All the details/options/willingness should be forwarded through proper channel after the same are examined/ verified at the concerned Comm'te/ Directorate.
- vi. Incomplete or vague HOP/ reports/proforma/options/willingness will not be entertained.

- vii. 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 via email to the address-[adc-cco-cgst-kol@gov.in](mailto: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.

  
(Prabir Mukhopadhyay)  
Assistant Commissioner(CCA)