



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 SERVICE TAX AND CENTRAL EXCISE, KOLKATA ZONE

केन्द्रीय वस्तु एवं सेवा कर भवन, दुसरा तल, 180, शांतिपल्ली, आर. बी. कानेक्टर, कोलकाता - 700 107

Kendriya 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

C.No V(30)217/ CGST & CX/ CC/ SYS/ ZonalWebsite Kol/ 2017/

Dated:14.10.2020

To
The Deputy Commissioner of CGST & CX,
Kolkata South Commissionerate

Respected Sir,

Subject: Forwarding Office Order No. 122/2020 and a Circular for uploading in Official website of this Zone - reg

Please find enclosed a copy of letter under C.No. II(3)9-ET/Transfer & Posting/Ministerial/Pr.CCO/CGST&CX/Kol/2020/8960-8975 dated 08.10.2020 and C.No. II(3)I-ET/Transfer & Posting/Pr.CCO/CGST&CX/Kol/2018/9153-9171 dated 12.10.2020 issued by the Additional Commissioner, CCO Kolkata with the enclosure regarding forwarding of letter.

In the above context, it is requested to upload aforesaid letter as well as the enclosure in the official website of this Zone immediately.

This is for information and requisite action at your kind end.

Encl: As Above

Yours faithfully,

Superintendent (Systems)

Office of the Pr. Chief Commissioner



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CENTRAL GOODS AND SERVICE TAX & CENTRAL EXCISE, KOLKATA ZONE

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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

OFFICE ORDER NO. 122/2020

DATED: 12.10.2020

In context of the letter F.No.II(39)27-ET/Policy Matters/CGST & C.Ex./Kolkata-North/18/17687 dated 28.08.2020 of the Principal Commissioner, CGST & CX, Kolkata North Commissionerate, Kolkata, the Principal Chief Commissioner, CGST & CX, Kolkata Zone, Kolkata is pleased to accord approval towards the constitution of a Committee, comprising of the following officers, for the purpose of recommendation of revision / changes in the Transfer & Posting Policy in the grade of Superintendent of the Kolkata CGST & CX Zone:-

Sl. No.	Name and Designation of the Officer / Member of the Committee	Present posting in the Commissionerate of the Kolkata CGST & CX Zone
(1)	Shri Roopam Kapoor, Principal Commissioner	Kolkata North CGST & CX
(2)	Shri D.V. Nagvenkar, Commissioner	Kolkata South CGST & CX
(3)	Shri M.C. Marndi, Joint Commissioner(P&V)	Kolkata North CGST & CX
(4)	Shri Pawan Kumar, Joint Commissioner(P&V)	Kolkata South CGST & CX

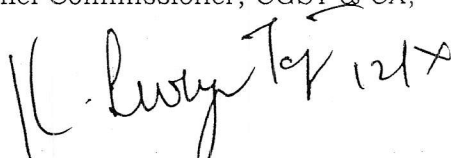

[R.G.V.N. SURYA TEJA]
Additional Commissioner

12/10/2020

C.No.II(3)1-ET/Transfer & Posting/Pr.CCO/CGST & CX/Kol/2018/9153-9171 Dated: 12.10.2020

Copy to:-

- [1] Shri Roopam Kapoor, Principal Commissioner, CGST & CX, Kolkata North Commissionerate, Kolkata – with reference to his letter F.No.II(39)27-ET/Policy Matters/CGST & C.Ex./Kolkata-North/18/17687 dated 26.08.2020.
- [2] Shri D.V. Nagvenkar, Commissioner, CGST & CX, Kolkata South Commissionerate, Kolkata.
- [3] Shri M.C. Marndi, Joint Commissioner (P&V), CGST & CX, Kolkata North Commissionerate, Kolkata.
- [4] Shri Pawan Kumar, Joint Commissioner (P&V), CGST & CX, Kolkata South Commissionerate, Kolkata.
- [5] Commissioner, CGST & CX,
Howrah / Haldia / Kolkata Audit – I / Kolkata Audit – II / Kolkata Appeal – I / Kolkata Appeal – II
Commissionerate, Kolkata.
- [6] Commissioner, CGST & CX, Bolpur Commissionerate, Bolpur.
- [7] Commissioner, CGST & CX, Durgapur Audit Commissionerate, Durgapur.
- [8] Commissioner, CGST & CX,
Siliguri / Siliguri Appeal Commissionerate,
Siliguri.
- [9] Commissioner, CC(P), W.B., Kolkata.
- [10] Sr. P.S. to the Principal Chief Commissioner, CGST & CX, Kolkata Zone, Kolkata.
- [11] Superintendent (Systems), Office of the Principal Chief Commissioner, CGST & CX, Kolkata Zone, Kolkata – with request to upload copy of this Office Order on the departmental website of the Kolkata CGST & CX Zone.
- [12] Administrative Officer, CGST & CX, Hdqrs. Establishment Branch, Kolkata North Commissionerate, Kolkata.
- [13] Guard File, Administrative Section, Office of the Principal Chief Commissioner, CGST & CX, Kolkata Zone, Kolkata.


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



NATION
TAX
MARKET

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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.

[Enclo: 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.

[Enclo: 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 (4 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)].

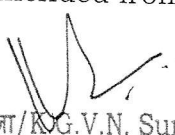
K. Surya Teja 8/7/2020

[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

- [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 8/1/2020

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