



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
GOODS AND SERVICE TAX & EXCISE, KOLKATA ZONE
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Dated: As e-signed

F. No. : GCCO/I/2/12/2021-ADMN-O/o Pr CC-CGST-ZONE-KOLKATA-Part(1)

MINUTES OF THE JCM MEETING HELD IN THE BOARD ROOM AT GST BHAWAN, KOLKATA AT 04:00 P.M. ON 04.08.2026.

A JCM meeting was held on 04.08.2026 from 04:00 P.M. onwards in the Board Room at GST Bhawan, Kolkata. The meeting was presided over by Shri Ramavath Srinivas Naik, Chief Commissioner, CGST & CX, Kolkata Zone. Shri D. Satish, Additional Commissioner, Pr. CCO, CGST & CX, Kolkata Zone, briefed about the decisions taken in the last JCM and the Action Taken so far on the decisions by the concerned Commissionerate/Authority. The meeting was attended by the officers and office bearers of Service Associations.

The following issues were discussed in the meeting:

AGENDA POINTS SUBMITTED BY ALL INDIA ASSOCIATION OF SUPERINTENDENTS OF CENTRAL TAX (KOLKATA UNIT)

I. Cadre , Management, Seniority & Promotional Matters

Point No. 1: Grant of Notional Effect to Promotions in Superintendent Cadre & Rectification of Seniority

Delay in regular DPCs (2018–2022) resulted in ad-hoc promotions being regularized prospectively from 24.11.2023, causing career compression and loss of all-India seniority. PwBD officers received notional promotion under

DoPT OM dated 28.12.2023, creating an anomaly where juniors supersede seniors. Request to review Order No. CCA/60/2023 and grant year-wise/month-wise notional promotion to eligible Superintendents from their date of eligibility.

Remarks	The Chief Commissioner replied that - Delay being on account of litigation thus unless these litigations came to a conclusion issues relating to promotion and seniority connected with the subject matter of these litigations could not be resolved - As far as granting notional promotion to PwBD officers from their date of eligibility as it was based on an order issued by the Board that was specific to their case the same could not be extended all categories of officers. - Notional effect could only be given based on specific orders from Board
Action will be taken by	CCA

Point No. 2: Expedited Disposal of Pending Vigilance Cases

Time-bound review and speedy disposal of all pending vigilance cases affecting career progression and promotions.

Remarks	The Chief Commissioner reiterated that there were no long standing Vigilance cases and if any case that was pending should be expedited within the stipulated time frames.
Action will be taken by	All Commissionerates.

II Transfer Policy, Tenure Norms & Compassionate Exemptions

Point No. 3: Strict Enforcement of Transfer Norms in Sensitive Formations

1. Immediate repatriation of officers completing 3 years in DGGI/DGRI.
2. Stop repeat postings in DGGI/DGRI.
3. Rectify AGT-2026 errors where non-sensitive officers were placed in sensitive units (Anti-Evasion), and enforce the strict 2-year cap in Anti-Evasion.

	The Chief Commissioner stated that there are no cases of over-stay after an officer had completed
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Remarks	maximum loan/deputation period. Extensions were being granted only in appropriate cases by the competent authority.
Action will be taken by	CCA

Point No. 4: Exemption from Rotational Transfers for Caregivers of Children with ASD/Disabilities

Establish a Centralized Caregiver Data Bank to provide automatic transfer exemptions under DoPT rules for officers caring for children with Autism Spectrum Disorder (ASD) or benchmark disabilities, without tagging them under 'non-sensitive' remarks.

Remarks	The Chief Commissioner stated that postings and transfers are made as per applicable Guidelines and the present cases have nothing to do with whether the posts are sensitive or non-sensitive. However, individual representations were duly considered on humanitarian grounds vis-à-vis the vacancy position.
Action will be taken by	CCA

Point No. 5: Restraint on Mid-Term and Frequent Transfers

Restrict mid-term and frequent transfers to exceptional administrative necessity to maintain administrative continuity and prevent hardship during academic sessions.

Remarks	The Chair has directed that, as per the extant Transfer Policy, mid-term transfers shall be resorted to only in exceptional cases and solely on account of administrative exigencies or other compelling circumstances. Such cases shall be considered strictly in accordance with the prescribed norms and guidelines.
Action will be taken by	CCA

II. Workload Rationalization & Field Office Streamlining

Point No. 6: Workload Rationalization across Range Offices

Redistribute taxpayers scientifically based on active GSTIN count, revenue potential, and sector complexity to fix extreme disparities (ranging from 100

to 12,000+ taxpayers per range).

Remarks	Chief Commissioner reiterated his earlier position in this meeting by stating that this issue of uneven distribution of work load should be taken up with the jurisdictional Commissioners who would consider the work load vis-à-vis the registered tax payers falling under a Division/range.
Action will be taken by	All Commissionerates.

Point No. 7: Offloading Non-Core Administrative Tasks

Establish centralized dispatch systems or deploy support staff at Division levels for serving physical hard copies of pre-GST legacy orders, enabling field officers to focus on core revenue work.

Remarks	The Chief Commissioner stated that above issue may be taken up with the jurisdictional Commissioners
Action will be taken by	All Commissionerates.

Point No. 8: Filtering & Scrutiny of Work at Headquarters Level

Implement a screening mechanism at Headquarters for work originating from Audit, Anti-Evasion, Appeals, and Refunds before sending it to Ranges, avoiding duplication and unnecessary correspondence.

Remarks	Like the above issue the Chief Commissioner reiterated that this is purely administrative distribution of work to be taken up with the jurisdictional Commissioners.
Action will be taken by	All Commissionerates.

IV Staff Welfare, Allowances & Financial Claims

Point No. 9: Overturning of MACP Grants by PAO

Pay & Accounts Office (PAO) is habitually overriding decisions of HOD-led Departmental Screening Committees (DSC) and raising objections at retirement. Issue strict instructions to PAO not to overturn DSC decisions, and include a PAO representative inside the DSC upfront.

Remarks	The Chief Commissioner reiterated his earlier position in the meeting by directing that in cases where the PAOs were raising invalid objections over bills the Commissionerates should write directly to their competent superior authorities.
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Action will be taken by	All Commissionerates.
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Point No. 10: Clearing Pending Bills & Digital Tracking

Release adequate funds to clear pending Medical, TTA, TA/DA, and LTC bills (pending over 6 months) using FIFO order and integrate digital tracking via eHRMS 2.0.

Remarks	The Chief Commissioner stated that Funds should be available with all the Commissionerates
Action will be taken by	All Commissionerates.

Point No. 11: Prohibition on Forwarding Pending Bills of Transferred Officers

Issue clear orders that pending bills of transferred officers must be settled by their parent office prior to relieving them.

Remarks	The Chair has directed that, as per the existing circulars/instructions, pending bills shall not be transferred to another Commissionerate on account of transfer/posting of the concerned officer. All Commissionerates shall ensure strict compliance with the said instructions and take necessary measures for timely clearance and disposal of pending bills at their own level.
Action will be taken by	All Commissionerates.

Workplace Infrastructure, Premises Maintenance & Digital Tools

Point No. 12: Washroom Maintenance & Hygiene Standards

Ensure continuous cleaning, proper sanitation, running water, soap, and repairs in washrooms across all formations in West Bengal, Sikkim, and A&N Islands.

Remarks	The Chief Commissioner stated that these are issues that have to be taken up with the respective jurisdictional Commissionerates.
Action will be taken by	All Commissionerates.

Point No. 13: Specific Infrastructure Grievances for M.S. Building

1. Install physical Biometric Attendance System (BAS) machines to avoid reliance on mobile apps due to cyber fraud concerns.

2. Provide functional canteen facilities.

Allocate rooms for the Cooperative Credit Society and Association. Remarks	The Chief Commissioner stated W.r.t Biometric Attendance that though wall mounted BAS machines should be installed and those defunct duly repaired yet maximum officers should use the Biometric app downloadable on their mobile phones and use it to mark attendance. W.r.t. Canteen Facility that the same was under renovation and should be completed very soon and as the Maintenance of the M.S. Bldg, Kolkata was under the charge of the Howrah Commissionerate thus the same should be taken up with the Pr./Commissioner Howrah W.r.t. Space Allocation for Cooperative Credit Society and the Association that this issue may be taken up with the Pr./Commissioner Howrah but it should be ensured that there should not be any unauthorized occupation of space in the M.S.Bldg and any such space found occupied unauthorized should be emptied immediately. W.r.t Sanitation the same may be taken up with the Howrah Commissionerate.
Action will be taken by	Howrah Commissionerate .

Point No. 14: Building Renovation & Elevator Timings

Complete planned renovations at GST Bhawan without disturbing seating.
Direct CPWD to start elevators on the GYM side on time every morning.

Remarks	The Chief Commissioner stated that these issues should also be taken up with the respective jurisdictional Commissionerates.
Action will be taken by	Kolkata North

Point No. 15: Digital Tools, Laptops & Equipment

Provide proper seating, computers, and scanners to Audit/Field formations, and expedite laptop distribution under the 1% incremental scheme.

Remarks	The Chief Commissioner stated that the issue relating to Office Infrastructure should be taken up with the respective jurisdictional Commissionerates. As regards Laptops under the 1 % incremental scheme the CCO processes the requisitions forwarded by the Commissionerates and then forwards them to the DG-Logistics from where, based on availability, laptops are sanctioned/disbursed.
Action will be taken by	All Commissionerates.

Point No. 16: Installation of ACs in Extreme Heat Stations

Phase-wise AC installation in offices experiencing extreme summer heat (e.g., Durgapur) to safeguard electronic equipment and staff health.

Remarks	The Chair has directed that the concerned Commissionerate may examine the matter regarding the installation of air conditioners in hot weather stations and take necessary action for providing the same in accordance with the extant CBIC norms, guidelines and admissibility criteria .
Action will be taken by	All Commissionerates.

VI Medical Healthcare Expansion

Point No. 17: CGHS Extension & Hospital Empanelment

Extend CGHS facilities across West Bengal and empanel major regional healthcare centers (e.g., Mission Hospital, Health World Hospital).

Remarks	The Chief Commissioner stated that empanelment of Hospitals/Diagnostic Centres are done by the DGHS/CGHS as per their policy/guidelines. However, the Commissionerates may forward proposals to the DGHS/CGHS for empanelling Hospitals/diagnostic centres in places within their jurisdiction yet with no CGHS facility available..
Action will be taken by	CGHS Board.

Point No. 18: Regular Conduct of JCM / OCM

Ensure strict periodicity in holding JCM and OCM meetings as per prescribed guidelines.

	The Chief Commissioner stated that the JCMs
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Remarks	shall be conducted every quarter subject to relevant points being sponsored by the various Officer's Associations. He further added that directions are being issued shortly 4 to the Commissionerates for conducting OCMs regularly.
Action will be taken by	CCO & Concerned Commissionerate.

AGENDA POINTS SUBMITTED BY ALL INDIA ASSOCIATION OF CENTRAL TAX GAZETTED EXECUTIVE OFFICERS (KOLKATA UNIT)

Point No. 1: Non-Allotment of Association Room

Despite assurances in previous meetings, an accommodation room for the Association has not been allotted at GST Bhawan. Clear directions are requested for urgent allotment.

Remarks	Chief Commissioner's remarks No assurance could be given in this regard but directed that efforts should be made to locate space for a room in the GST Bhawan, Kolkata
Action will be taken by	Commissioner, Kolkata North

Point No. 2: SOP & Infrastructure for Biometric Attendance

Issue a uniform Zonal SOP for attendance. Install adequate physical BAS machines in all sections to address security and data theft apprehensions regarding personal mobile apps, or provide official devices/allowances.

Remarks	The Chief Commissioner mentioned that more wall mounted machines should be installed and those present defunct should be repaired. But at the same time all officers should have downloaded the AEBAS app on their mobile phones for registering their attendance and departure as it is more convenient. However, he added, that wall mounted machines shall be installed or those defunct duly repaired.
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Action will be taken by	All Commissionerates.
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Point No. 3: Grant of Notional Effect of Promotion to Superintendents

Superintendents promoted ad-hoc in 2020 were regularized prospectively from 23.12.2023. Based on DoPT OM dated 28.12.2023 (for PwBD) and CBIC letter dated 11.04.2025 (for EAs under OTR), notional promotion should be granted to all eligible non-PwBD officers w.e.f. date of eligibility/vacancy (e.g., 30.06.2016, 2017, 2018) to ensure parity with junior PwBD promotes. Form a committee for implementation.

Remarks	The Chief Commissioner said that w.r.t PwD officers notional effect had been given as there was a specific order from the CBIC. However, in other cases without express directions/provisions notional effect could not be given.
Action will be taken by	CCA.

Point No. 4: Uneven Distribution of Workload in Range Formations.

Reallocate Range jurisdictions based on taxpayer counts and actual workload rather than rigid KMC Ward boundaries.

Remarks	Chief Commissioner directed that this issue of uneven distribution of work load should be taken up with the jurisdictional Commissioners who would consider the work load vis-à-vis the registered tax payers falling under a Division/range.
Action will be taken by	All Commissionerates.

Point No. 5: Infrastructure & Sanitation Deficiencies

Address poor lighting, inadequate fan arrangements, unsatisfactory sanitation, irregular washroom water supply, and GST Bhawan renovation delays on priority.

Remarks	The Chair has directed that all concerned officers of the Commissionerates shall ensure proper maintenance of toilets and hygiene standards in their respective offices. It may also be ensured that the funds provided by the Government for this purpose are utilized effectively for maintaining cleanliness, hygiene and necessary facilities.
Action will be taken by	All Commissionerates, Kolkata Audit-I

Point No. 6: Grant of Grade Pay ₹5400 Without Litigation

Resolve the Grade Pay ₹5400 up-gradation administratively to spare officers from individual court litigation.

Remarks	The Chief Commissioner clearly stated that as the Board had directed to extend the above grade pay only on in personam basis there could be no deviation at the Zonal level.
Action will be taken by	All Commissionerates

Point No. 7: Installation of ACs and Water Purifiers

Install air-conditioners and drinking water purifiers in field offices wherever required.

Remarks	The Chief Commissioner clearly ruled that these issues should be taken up with the respective jurisdictional Commissioners.
Action will be taken by	All Commissionerates.

Point No. 8: Proper Seating Arrangements

Provide ergonomic seating facilities, chairs, and tables across offices.

Remarks	The Chair has directed that all concerned officers of the Commissionerates shall ensure proper seating arrangements for the officers and staff in their respective offices.
Action will be taken by	All Commissionerates.

Point No. 9: Adequate parking Facilities

Provide adequate and regulated parking arrangements at Custom House and GST Bhawan.

Remarks	The Chief Commissioner directed that this should be taken up with the respective authorities in the Howrah Commissionerate for Custom House and the Kolkata North Commissionerate for GST Bhawan as the aforesaid Commissionerates were responsible for ensuring and improving facilities and infrastructure in these two building.
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Action will be taken by	the Howrah Commissionerate for Custom House and the Kolkata North Commissionerate for GST Bhawan
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Point No. 10: Transfer of officers on Non-CCA Postings

Consider officers who have completed 1.5 years or more in non-CCA postings for transfer as per transfer policy norms.

Remarks	The Chief Commissioner stated that this would require a change in the Transfer Posting Policy which could only come from the Board.
Action will be taken by	NO action at Zonal level

Point No. 11: Lift Facility at Durgapur Office

Expedite the proposal to install a lift facility at the Durgapur office building.

Remarks	The Chief Commissioner directed that the issue should be taken up with the jurisdictional Durgapur Audit Commissioner who would, if required, obtain approvals from the CPWD.
Action will be taken by	Durgapur Audit should take it up with Concerned custodian of their office building

Point No. 12: Prompt Clearance of Pending Bills

Expedite settlement of pending claims for Medical Reimbursement, CEA, TA/TTA, and Newspaper bills.

Remarks	Given that funds are at present sufficient the Chief Commissioner directed that all bills should be cleared forthwith with no bill remaining pending beyond two years.
Action will be taken by	All Commissionerates.

Point No. 13: Humanitarian Considerations in Transfers

Extend sympathetic consideration to transfer requests based on serious medical, family, or educational constraints.

Remarks	The Chief Commissioner stated that transfers are done strictly as per the Transfer and Posting guidelines. However, individual representations bringing out genuine cases of hardship as medical grounds, children's education are duly considered at the time of preparing posting orders though it is never possible to accommodate everyone's
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	requests/representations.
Action will be taken by	All Commissionerates.

AGENDA POINTS SUBMITTED BY ALL INDIA CENTRAL EXCISE INSPECTORS' ASSOCIATION (WEST BENGAL, SIKKIM & ANDAMAN NICOBAR CIRCLE)

Point No. 1: Recasting of Seniority List

It is earnestly requested that the existing seniority list of Kolkata Zone may be recast in light of clarifications given by the Board vide letters dated 10.03.2025, 11.04.2025 & 12.06.2025. Explicit directions were given to:

1. Distribute vacancies between DRs and PRs in a 2:1 ratio for vacancies unfilled as of 01.01.2003 and implement directions of Hon'ble CAT in OA No. 239/2011.
2. Consider the "year of vacancy" in cases where N.R. Parmar was not implemented before 27.11.2012.
3. Adopt Board's instructions dated 20.05.1980 and 05.06.1998 regarding seniority of ICT officers.
4. Implement DoPT OM No. 20011/2/2019-Estt.(D) dated 13.08.2021 (K. Meghachandran Singh case).
5. Ensure no reversion of officers as per Board's letter dated 12.06.2025 by adjusting excess officers against temporary posts.

Remarks	The Chief Commissioner stated that on account of a number unresolved litigation issues over seniority the seniority list could not be straightened out. However, the affected Associations and/or their members could always represent before the Board.
Action will be taken by	CCA

Point No. 2: Timely Confirmation of Newly Recruited Inspectors

While thanking the administration for confirming the 2019 & 2020 batches, it is requested that confirmation of Inspectors of the 2021, 2022, and 2023

batches—who have completed two years of service and induction training—be completed in a timely manner.

Remarks	The chair directed that the confirmation of Inspectors recruited during the years 2019, 2020 and 2021 has already been completed. Letters for confirmation for CGL 2022 and 2023 have already been issued last month.
Action will be taken by	CCA

Point No. 3: Maintenance of Official Toilets & Washrooms

Sanitary facilities at GST Bhawan are in poor condition, with non-availability, stinking, and unhygienic conditions reported, especially in lady washrooms. It is requested that Swachhata Funds be utilized for the renovation and upkeep of office toilets.

Remarks	The Chief Commissioner directed that these issues should be taken up with the respective Commissioners including in the OCMs conducted at the Commissionerate level. As maintenance of toilets and washrooms have been outsourced to outside agencies thus they should be held accountable for any shortfall in service delivery.
Action will be taken by	All Commissionerate.

Point No. 4: Poor Condition of the office premises in Kolkata Audit-II, Asansol & Chandannagar Divisions

Poor infrastructure exists in Kolkata Audit II Commissionerate, Asansol, and Chandannagar Divisions. Requesting the Chair to visit these offices and take steps for improvement, including the installation of Air Conditioners.

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Remarks	The Chief Commissioner stated that these should be first taken up with the Divisional DC/ACs and , if required, escalated to the jurisdictional Commissioners.
Action will be taken by	Concerned Commissionerates- Kolkata Audit II, Bolpur and Howrah

Point No. 5: Provision of Computers, Laptops, Printers, and Scanners

Officers lack basic office equipment like computers, laptops, printers, and scanners, forcing them to use personal smartphones and mobile data for e-office tasks. Adequate equipment should be provided to each officer to enhance productivity.

Remarks	The Chief Commissioner stated that it should be taken up with the with the respective jurisdictional Commissioners.
Action will be taken by	All Commissionerates

Point No. 6: Formation of Committee for Infrastructure & Amenities

Request to form a Joint Committee (under CCO, with members from each Commissionerate and recognized Associations) to survey and resolve infrastructure issues such as AC installation (Nizam Palace, Chandannagar, GST Bhawan rooms 137 & 425), seating arrangements, clean drinking water, lift operations, and space allocation at DGGI Kolkata.

Remarks	The Chief Commissioner reiterated as he had done for similar points discussed earlier in this meeting these are issues which are to be taken up at the Commissionerate level. Further, he stated, that every Commissionerate was expected to have a Committee on Infrastructure.
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Action will be taken by	All Commissionerates.

Point No. 7: Renovation of Gym at GST Bhawan

Comprehensive renovation of gym equipment and ambiance at GST Bhawan is long overdue. Necessary resources should be allocated to repair/replace outdated machines.

Remarks	The Chief Commissioner stated that the Gym was to be completed at the earliest with new equipment in place and necessary directions issued in this regard to the Kolkata North Commissionerate.
Action will be taken by	Kolkata North

Point No. 8: Time-Bound Disposal of Pending Vigilance Cases

Undecided long-pending vigilance cases cause severe mental, social, and financial stress. Request for time-bound disposal of all pending vigilance matters.

Remarks	The Chief Commissioner stated that there were at present no long pending Vigilance Cases. However, specific cases may be pointed out.
Action will be taken by	All Commissionerate.

Point No. 9: Settlement of Medical Bills and TA/TTA Claims

Significant pendency in Medical Bills and TA/TTA claims exists, causing hardship. Special allocation of funds is requested, particularly for the Andaman & Nicobar Division, where TTA claims are heavily backlogged.

Remarks	The Chief Commissioner reiterated that fund beings available all bills found
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	legitimate should be cleared with none remaining pending beyond two years.
Action will be taken by	All Commissionerates.

Point No. 10: Regular Holding of OCM at Commissionerate Level

Despite directions in previous JCMs, several Commissionerates have failed to conduct Office Council Meetings (OCM). Fresh directions should be issued to hold OCMs regularly.

Remarks	The Chief Commissioner directed that all Commissionerates should be conducting OCMs regularly and express directions this regard shall be issued very shortly.
Action will be taken by.	CCO & Concerned Commissionerates.

Point No. 11: Separate Accounts Section for CCO / Loan Basis Staff

Bills of officers posted on loan basis in CCO or Directorates face prolonged delays as they are routed through Kolkata North Accounts. Request to create/open a separate Accounts mechanism for CCO/loan staff.

Remarks	The Chief Commissioner stated that there being no immediate plan to prepare a separate account for the CCO but the Kolkata North Commissionerate which handles all the Accounts and Pay related work on behalf of the CCO would be given adequate staff so that there are no delays in disbursement to the officers posted in the CCO.
Action will be taken by	CCO

Point No. 12: AGT Representations & TP Policy Uniformity

Request to consider representations on administrative and compassionate grounds in upcoming AGT. Further, clarify TP norms regarding non-sensitive postings for officers seeking retention at CCA.

Remarks	The Chief Commissioner stated that transfers are done strictly as per the Transfer and Posting guidelines. However, individual representation bringing out genuine cases of hardship as medical grounds, children's education is duly considered vis-à-vis the administrative exigencies of adequate staff deployment. However, at the time of preparing posting orders it would not be possible to accommodate everyone's requests/representations.
Action will be taken by	CCA

Point No. 13: TA/DA During Induction Training & Full Uniform Allowance

Request clear guidelines regarding TA/DA admissibility during induction training. Ensure full admissible Dress Allowance is paid to newly appointed Inspectors instead of pro-rata amounts.

Remarks	The Chief Commissioner directed that in cases where the PAOs were raising invalid objections over bills the Commissionerates should write directly to their competent superior authorities
Action will be taken by	All Commissionerates.

Point No. 14: Representation of All Commissioners in JCM

To ensure issues of distant Commissionerates are addressed, all Commissioners of Kolkata Zone should mandatorily attend JCM meetings.

Remarks	The Chief Commissioner accepted that the Commissioners and/or their delegated representatives posted in the GST Bhawan or in the offices Kolkata remained physically present during the JCMs held in the GST Bhawan but the out station Commissioners or their delegated
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	representatives remained present virtually.
Action will be taken by	All Commissionerates.

AGENDA POINTS SUBMITTED BY ALL INDIA CENTRAL EXCISE & SERVICE TAX MINISTERIAL OFFICERS' ASSOCIATION.

Point No. 1: Issue of Long Pending AGT Due in the Ministerial Grade

Annual General Transfer (AGT) for the Ministerial cadre is severely delayed while AGT for all other cadres has been completed. Due to this delay, officers posted in non-CCA stations are serving for more than 2 years. Request to urgently consider the issue and finalize the AGT order for Ministerial cadres (TA, EA, LDC).

Remarks	The Chair directed that the long-pending AGT for the Ministerial Grade should be completed at the earliest.
Action will be taken by	CCA.

Point No. 2: Grant of Promotion to the Grade of Inspector

Heartfelt gratitude for promoting 65 ministerial officers to Inspector on an ad-hoc basis. Referring to Board's clarification letter dated 28.07.2026 regarding calculation of anticipated vacancies, request to conduct DPC for $34 + 15 = 49$ ministerial officers at the earliest by utilizing 34 SC/ST backlog vacancies and 15+ anticipated vacancies.

Remarks	The chair directed that the matter regarding grant of promotion to the grade of Inspector is being considered with urgency.
Action will be taken by	CCA.

Point No. 3: Grant of Promotion to the Grade of Administrative Officer (AO)

Working strength is critically low (71 against sanctioned strength of 100), which will drop to 69 by the end of 2026. To relieve heavy administrative workload, request to conduct annual DPC in advance by November 2026 for 31 vacancies w.e.f. 01.01.2027.

Remarks	The Chair directed that all eligible officers shall be considered for promotion against the admissible vacancies in the forthcoming DPC, scheduled to be held in December 2026.
Action will be taken	CCA

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Point No. 4: Grant of Promotion to the Grade of Executive Assistant (EA)

There are 198 existing vacancies in the EA grade, with only 23 officers attending the last document verification. Considering the severe shortage and workload, request to conduct annual DPC in advance by November 2026 w.e.f. 01.01.2027.

Remarks	The Chair directed that all eligible officers shall be considered for promotion against the admissible vacancies in the forthcoming DPC, scheduled to be held in December 2026.
Action will be taken by	CCA

Point No. 5: Grant of Promotion to the Grade of Tax Assistant (TA)

Around 70 vacancies are currently lying vacant in the TA grade. To ensure smooth functioning and handle workload, request to conduct annual DPC by November 2026 w.e.f. 01.01.2027.

Remarks	The Chair directed that all eligible officers shall be considered for promotion against the admissible vacancies in the forthcoming DPC, scheduled to be held in December 2026.
Action will be taken by	CCA

Point No. 6: Recruitment to the Grade of Tax Assistant in Sports Quota

Around 35 positions in the TA grade under Sports Quota are lying vacant. Requesting necessary administrative steps at the earliest to fill up these vacant posts.

Remarks	The Chair directed that the relevant rules and regulations for recruitment under the Sports Quota will be provided by the Board. After receipt of the rules and regulations, the recruitment process for the post of Tax Assistant under the Sports Quota will be initiated.
Action will be taken by	CCA

Point No. 7: Providing IT Infrastructure & Systems to Ministerial Cadre

Officers are facing acute shortages of PCs, printers, and seating space. With mandatory implementation of e-Office and online e-Bill processing, request to provide every officer with upgraded PCs (Min. 8GB RAM, Windows 10/11), high-performance scanners, and printers to replace outdated systems.

	The Chair directed that all Commissionerates may assess the requirement of necessary IT infrastructure, digital tools and office systems for
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Remarks	the Ministerial Cadre and ensure their timely provision for efficient functioning. Wherever the requirement exceeds the delegated financial powers of the Head of Office (HOO), a proper proposal may be prepared and forwarded to the EMC, DGHRD for consideration as per the extant norms and guidelines.
Action will be taken by	All Commissionerates.

Point No. 8: Setting up of Crèche Facilities within Office Premises

As mandated under Maternity Benefit (Amendment) Act 2017 for offices with 50+ staff, crèche facilities are essential for working parents. Post-COVID initiatives on the ground floor of GST Bhawan were left abandoned. Request immediate intervention to complete and operationalize the crèche.

Remarks	The chair directed that the matter regarding setting up of creche facilities within the office premises is under process and the work is in progress.
Action will be taken by	Kolkata North

Point No. 9: Reallocation of Association Room (7th Floor, MS Building)

In March 2024, the room held by AICESTMOA-KU for over 50 years was opened for renovation without prior intimation. Requesting formal re-allocation of the same room to the Association upon completion of renovation for community and departmental welfare activities.

Remarks	The Chair directed that, due to the shortage of office space, it is not feasible to reallocate the Association Room at present.
Action will be taken by	Howrah

Point No. 10: Maintenance of Official Website (Kolkata Zone)

The official website is poorly maintained, suffers from domain license expirations, and lacks regular updates. Request to ensure all recent transfer-posting orders, circulars, and seniority lists of Pr. CCO and all Commissionerates are uploaded continuously.

Remarks	The Chair directed that the matter is under consideration as per the rules and guidelines of CBIC.
Action will be taken by	Kolkata South under the supervision of CCO.

Point No. 11: Maintenance and Hygiene Standards of Washrooms

Toilets and washrooms across office buildings are in poor condition with

frequent water shortages. Request to utilize Swachchhata funds and direct CPWD for immediate renovation work to maintain basic hygiene, especially for female staff.

Remarks	The Chair has directed that all concerned officers of the Commissionerates shall ensure proper maintenance of toilets and hygiene standards in their respective offices. It may also be ensured that the funds provided by the Government for this purpose are utilized effectively for maintaining cleanliness, hygiene and necessary facilities.
Action will be taken by	All Commissionerates.

AGENDA POINTS SUBMITTED BY ALL INDIA CUSTOMS AND CENTRAL EXCISE GROPU 'C' OFFICERS ASSOCIATION SIKKIM & ANDAMAN NICOBAR KOLKATA ZONE

The Chief Commissioner clarified at the outset that the **Point nos. (1) to (11)** sponsored by the above Association are to be determined exclusively by the 8th CPC and thus settling them is beyond the scope of this Zonal administration. However, he added that the Association could submit a charter of their demands before him which could then be forwarded to the 8th CPC.

Point No. 12: Immediate appointment on compassionate ground.

Remarks	The Chief Commissioner stated that Compassionate Appointments are granted as per eligibility and available vacancies but with the recruitments for 2025 already over there are no vacancies have been identified at present.
Action will be taken by	CCA

Point No. 13: Promotion to the grade of ASI.

Remarks	The Chief Commissioner directed the CCA to look into the matter. He added that the vacancy of 4(four) are expected to be filled up in December
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	2026.
Action will be taken by	CCA

Point No. 14: In time issuance of AGT order.

Point No. 15: Promotion of grade of Havaldar / Head Havaldar / ASI / SI and Inspector

Point No. 16: Filling up vacancies Customs formation (CCP, West Bengal)

Remarks	Remarks for Points 14,15 & 16 above.: The Chief Commissioner directed CCA to ensure the above.
Action will be taken by	CCA

Point No. 17: Photocopies of Service Book.

Remarks	The Chair directed that the Board has initiated the e-HRMS, and the employees may access their e-Service Book through the e-HRMS portal.
Action will be taken by	All Commissionerates.

Point No. 18: Mandatory Arms Training.

Remarks	The Chief Commissioner stated that Arms Training is conducted by NACIN to the officers whose names are nominated by the respective Commissionerates. However, he added, that a minimum of twenty (20) eligible officers are required conducting such trainings.
Action will be taken by	CCA & NACIN

Annexure 'A'**The list of the officers and office bearers of Service Associations who attended the meeting:**

1. Shri Vikram Prakash Wani, Commissioner, Kolkata North Commissionerate, CGST & Central Excise.
2. Shri Madhab Chandra Mishra, Commissioner, Kolkata South Commissionerate, CGST & Central Excise.
3. Shri Nikhil Prabhakar Meshram, Commissioner, Appeal-II Commissionerate, CGST & Central Excise.
4. Shri Dinesh K. Chakravarthy, Commissioner, Howrah Commissionerate, CGST & Central Excise.
5. Shri Mahfuzur Rahman, Commissioner, Haldia Commissionerate, CGST & Central Excise.
6. Smt. K. Kalpana, Commissioner, Bolpur Commissionerate, CGST & Central Excise.
7. Shri Ruchin Gupta, Commissioner, Kolkata Audit-II Commissionerate, CGST & Central Excise.
8. Shri Satyajit Singh, Principal Commissioner, Kolkata Appeal-I Commissionerate, CGST & Central Excise.
9. Shri Debjit Banerjee, Commissioner, Durgapur Audit Commissionerate, CGST & Central Excise.
10. Shri Mingyur Yonzon, Additional Commissioner, Audit-I Commissionerate, CGST & CX.
11. Smt. Nikita S. Chandran, Additional Commissioner, Kolkata South Commissionerate.
12. Shri Pawan Kumar, Additional Commissioner, Kolkata Audit-II Commissionerate.
13. Shri Rahul Mahato, Additional Commissioner, Kolkata North Commissionerate.
14. Shri Bappa Ditya Banerjee, Deputy Commissioner, Chief Commissioner's Office (CCO).
15. Shri Pradeep Bhattacharya, Assistant Commissioner.

16. Shri Himanshu Sadar, Superintendent.
17. Shri Raju Guha, Administrative Officer, Chief Commissioner's Office (CCO).
18. Shri Nishant Ketu, Administrative Officer, Chief Commissioner's Office (CCO).
19. Shri Nitesh Kumar, Secretary, All India Association of Superintendents.
20. Shri Devesh Shanker Srivastava, Treasurer, All India Association of Superintendents.
21. Shri Abhishek Chakraborty, Secretary (Organisation), All India Association of Superintendents.
22. Shri Sk Nausad Rahman, President, All India Central Excise Inspectors Association.
23. Shri Prashant Pandey, Secretary, All India Association of Gazetted Executive Officers.
24. Shri Rohit Sharma, General Secretary, All India Central Excise Inspectors Association.
25. Shri Wreet Mondal, Office Secretary, All India Central Excise & Service Tax Ministerial Association.
26. Shri Arindham Maity, Executive Assistant.
27. Shri Ranganath Kundu, Executive Assistant.
28. Shri Santanu Das, General Secretary, All India Customs and Central Excise Group C Officers.
29. Shri Swapan Ray, President, All India Customs and Central Excise Group C Officers.

[GAYATRI]
Additional Commissioner

Copy to:

- 1) The Member (Admin & Vig.), CBIC, North Block, New Delhi-110001.
- 2) The Director General, DGHRD, CBIC, 506/8, Deep Shikha, Rajendra Place, New Delhi-110008.

- 3) Sr. P.S to the Pr. Chief Commissioner, CGST & CX, Kolkata Zone.
- 4) The Pr. Commissioner/Commissioner, CGST & CX, Kolkata North/ Kolkata South/Howrah/ Haldia/ Bolpur/ Siliguri/ Kolkata Audit-1/ Kolkata Audit-II/ Durgapur Audit/ Kolkata Appeal-I/ Kolkata Appeal-II/ Siliguri Appeal Commissionerate
- 5) The Superintendent, Pr. CCO, CGST & CX, Kolkata Zone, CCA/CAT Cell/Training Cell.
- 6) The General Secretary, All India Association of Superintendents of Central tax, Kolkata Unit.
- 7) The General Secretary, All India Association of Central Tax Gazetted Executive Kolkata Unit.
- 8) The General Secretary, All India Central Excise Inspectors' Association West Bengal, Sikkim & Andaman Nicobar Circle.
- 9) The General Secretary, All India Central Excise & Service Tax Ministerial Officers' Association.
- 10)The General Secretary, All India Customs and Central Excise Group 'C' Officers Association Sikkim & Andaman Nicobar Kolkata Zone.

[GAYATRI]
Additional Commissioner