



भारतसरकार

GOVERNMENT OF INDIA

कोलकता दक्षिण केन्द्रीयवस्तु एवं सेवा करआयुक्तालय:कोलकाता

OFFICE OF THE COMMISSIONER OF KOLKATA SOUTH CGST & CX: KOLKATA

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F.No.- II/(39)/OTH/506/2026-ESTT-O/o COMM-R-CGST-KOLKATA(S) /12112-44

Dated:- 25/09/2026
18.09.2026**MINUTES OF THE OCM MEETING HELD AT THE BOARD ROOM OF 3rd FLOOR AT GST BHAWAN, KOLKATA AT 12:00 HOURS. ON 09.09.2026.**

The OCM meeting for the quarter ending September (2026) was held on 09.09.2026 from 12:00 Hours onwards in the Board Room at 3rd floor of GST Bhawan, Kolkata.

The meeting was presided over by Shri Madhav Chandra Mishra, Commissioner, CGST & CX, Kolkata South Comm'te and essential inputs were provided by Smt. Nikita S Chandran, Additional Commissioner, CGST & CX, Kolkata South Comm'te and Shri Rohitkumar Bhaisare, Joint Commissioner, CGST & CX, Kolkata South Comm'te. The meeting was attended by the officers and office bearers of Associations in the grade of Superintendent and Inspector.

The following issues were discussed in the meeting:

OFFICE COUNCIL MEETING (OCM) - COMPILATION OF AGENDA POINTS

Kolkata South Commissionerate | Detailed Agenda Points & Action Matrix

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

1. Pending MACP Cases - Urgent Resolution: MACP cases in Kolkata South Commissionerate are substantially delayed in comparison with other Commissionerates. In some cases, MACP due from March 2023 onwards is still pending. Cases involving minor technical issues, such as non-availability of NRC etc, are also reportedly held up. It is requested that all pending MACP cases may kindly be reviewed and processed on priority, and minor technical issues may be resolved at the earliest.

Remarks
Action will be taken by

A MACP meeting was conducted on May 26, 2026, subsequently a list of pending MACP applications as of date has been sought in order to identify the queries raised during the previous meeting and address it in the upcoming MACP meeting.

HQ Establishment

2. Improvement of Toilet and Basic Infrastructure: The condition of toilets and bathrooms at several locations is unsatisfactory and requires urgent attention. Proper door closures, window curtains and other basic facilities may be ensured. In some cases, window curtains/panes are not available even in women's toilets. Further, the bathrooms at the rear end of the 4th and 5th floors of GST Bhawan have remained non-functional for a considerable period of time. Necessary repairs/restoration and regular maintenance are requested on priority.

Remarks	A list specifying the toilets requiring renovation has been requested for onward submission to the Kolkata North Committee (for construction work) and Kolkata Audit- I (for maintenance). The following toilets are being renovated by Kolkata South Commissionerate under Swachhata Head: 1. Gent's Toilets:- Opposite to room no. 333, 342, 423, 521; 2. Lady's Toilets:- Opposite to room no. 331, 344, 424, 522; 3. Handicapped Toilets:- Opposite to room no. 421, 521.
Action will be taken by	HQ Pool

3. Availability of PCs and Office Equipment: Adequate PCs and essential peripherals such as printers and scanners should be made available to officers/formations requiring them for official work. At present, in several Divisions, even Range Officers do not have dedicated PCs, which affects efficient day-to-day functioning and timely disposal of work.

Remarks	A list of requisitions for personal computers and essential peripherals is sought to assess overall requirements and facilitate procurement utilizing the available funds. Seventeen computers are in the process of being procured through GEM and will be distributed based on requirements.
Action will be taken by	HQ Systems, HQ G/L

4. Functional Biometric Attendance Facilities on Every Floor: Biometric attendance machines are either unavailable or non-functional on several floors. It is particularly difficult for senior officers and persons with disabilities to move to another floor merely for attendance marking. It is requested that functional biometric machines may be provided on every floor, preferably near the lifts, with timely maintenance of non-functional machines.

Remarks	Hon'ble Commissioner has said that availability of biometric attendance machines is being looked into; alternatively, staff are suggested to use face authentication via the UIDAI app to let registered government employees mark their attendance.
Action will be taken by	HQ Pool, HQ G/L

5. Notional Effect of Promotion: Inspectors promoted as Superintendents w.e.f. 15.09.2020 may kindly be granted notional promotion from the date of eligibility and availability of vacancies, irrespective of the date of DPC, in line with applicable recent DoPT/CBIC instructions and Establishment Order CCA/29/2025.

Remarks	This matter has already been raised at the time of the Joint Consultative Machinery (JCM) and falls under the purview of the Chief Commissioner of Authority (CCA), Kolkata Zone, for resolution
Action will be taken by	CCA, Kolkata Zone

6. Early Clearance of Pending TA/TTA/LTC/Arrear Bills: Pending TA, TTA, LTC and arrear bills are causing avoidable financial hardship and inconvenience to officers and staff. It is requested that all pending claims may kindly be reviewed and cleared expeditiously, with a mechanism for timely disposal of such claims in future.

Remarks	The Chief Accounts Officer (CAO) of Kolkata South noted that the matter was deliberated in the Joint Consultative Machinery (JCM), leading to the sanctioning of pending bills. Consequently, the settlement of funds will proceed as soon as funds become available. The Honorable Commissioner instructed that upon the availability of funds, all legitimate bills must be cleared promptly. All pending bills were processed and sanctioned. The bills could not be disbursed due to lack of funds. It was assured that the bills would be disbursed as soon as the funds would be available.
Action will be taken by	HQ Accounts and Divisions offices under Kolkata South

7. Early Disposal of Pending Vigilance Cases: Pending vigilance-related cases may kindly be reviewed and disposed of expeditiously, wherever possible, in accordance with the prescribed procedure and applicable rules. Timely disposal would provide clarity to the concerned officers and avoid prolonged pendency.

Remarks	The Honorable Commissioner stated that while vigilance investigations are currently being actively pursued, if there is any instance of non-compliance or misconduct, the list of such cases may be brought to the department's attention for further review.
Action will be taken by	HQ Vigilance

8. Deployment of Officers/Staff as per Sanctioned Strength: Officers and staff may kindly be deployed in Divisions and other formations in accordance with the sanctioned strength and approved deployment norms. Frequent deviations result in uneven distribution of manpower and additional workload on certain formations. A review of the present deployment may kindly be undertaken wherever necessary.

Remarks	The Hon'ble Commissioner stated that Divisional Assistant or Deputy Commissioners shall determine the appropriate deployment of officers based on the number of assesses and workload pendency, while strictly adhering to the sanctioned and working strength. The Hon'ble
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	Commissioner stated that staff allocation has been executed on the basis of assessing workload and total pendency across ranges/divisions. Consequently, ranges and divisions with a higher volume of assesses and pendencies have been assigned proportionately greater manpower, while strictly maintaining compliance with the sanctioned and working strength.
Action will be taken by	All Divisional offices

9. Frequent Transfer and Posting Changes: Frequent transfer/posting orders and subsequent changes within the Commissionerate are creating considerable administrative burden and affecting continuity of work, particularly in respect of time-bound and statutory matters. It is requested that frequent and avoidable changes may kindly be minimised and reasonable stability in postings may be maintained, except where administratively unavoidable.

Remarks	The Hon'ble Commissioner stated that transfers and postings are systematically executed in accordance with the sanctioned, working strength and as per established policy guidelines as well as administrative exigency and requirement, to optimize manpower deployment.
Action will be taken by	Not Applicable

10. Early Provision of Laptops under 1% Increment Scheme: Laptops under the 1% Increment Scheme may kindly be provided to eligible Superintendents at the earliest. A number of eligible officers are still awaiting allotment and the matter may kindly be expedited.

Remarks	The Directorate General of Human Resource Development (DGHRD) provides laptops under the 1% incremental scheme. These devices will be allocated to eligible officers upon receipt. Additionally, a list of requisitions submitted for the laptops has been requested.
Action will be taken by	HQ System

11. Cleaning and Maintenance of Area Near Canteen: A substantial accumulation of garbage has remained in the area in front of the canteen for a considerable period, creating an unhygienic environment. Immediate removal of the accumulated garbage and regular cleaning and maintenance of the area may kindly be ensured.

Remarks	Hon'ble Commissioner stated the matter to be taken up with Kolkata North Comm'te
Action will be taken by	HQ Pool

2. All India Association of Central Tax Gazetted Executive Officers (AIACTGEO), Kolkata Unit

1. Early repair of toilets and proper sanitation & hygiene at all toilets including adequate filled up hand wash. The Toilets in most of the floors have become out of bounds since long due to repair work. It is requested to take up the matter with CPWD to resolve the inconvenience faced by the staff side at large. Further proper sanitation and hygiene in the toilets of the Commissionerate are lacking at large to an extent that even hand-wash is also sometimes unavailable for use by the staff members. It is therefore requested to look into the matter and also a register in the Headquarter Pool may be maintained for lodging complaints regarding the same for their redressal.

Remarks	A list specifying, the toilets requiring renovation, has been requested for onward submission to the Kolkata North Committee (for construction work) and Kolkata Audit- I (for maintenance). The Hon'ble Commissioner has suggested that the funds allocated under the Swachhata Head to be considered for utilization to maintain cleanliness, hygiene, and essential facilities. The following toilets are being renovated by Kolkata South Commissionerate under Swachhata Head: 1. Gent's Toilets:- Opposite to room no. 333, 342, 423, 521; 2. Lady's Toilets:- Opposite to room no. 331, 344, 424, 522; 3. Handicapped Toilets:- Opposite to room no. 421, 521.
Action will be taken by	HQ Pool

2. Maintenance of the official website of the Kolkata CGST Zone: The official website of the zone is defunct for a considerable time and only X handle is functional (where official orders etc are not maintained). Since Kolkata South Commissionerate is the nodal for the purpose, it is requested that the sites be maintained properly and transfer posting orders, seniority list, disposition list, trade notices etc. issued in the Kolkata Zone for past 10 years be uploaded and maintained.

Remarks	A proposal for the development of a new dynamic website is currently under consideration at the Kolkata Zonal level, with further progress on the initiative awaited. Meanwhile, the HQ Systems Branch of the Kolkata South Commissionerate has been tasked with conducting a comprehensive assessment of the operational and technical bottlenecks involved in maintaining the official website
Action will be taken by	HQ Systems

3. Adequate sitting arrangements for all: There is insufficient space for the staff, specially superintendents and inspectors for sitting in the office. It is requested for making adequate sitting arrangement for all.

Remarks	All Divisional Assistant Commissioners are directed to conduct a systematic assessment of the sanctioned and operational staff strength relative to the current space allocation within their respective divisions. In the event of
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	persistent space constraints, formal requisitions detailing the shortage may be submitted to the HQ Pool for consideration and allocation of additional rooms or workstations, subject to availability.
Action will be taken by	Divisional DC/ACs, HQ Pool

4. Furniture to be replaced: Most of the old furniture has become unusable and is in very bad condition and require immediate replacement.

Remarks	All old and unserviceable furniture shall be surveyed and disposed of in accordance with the prescribed procedure after making necessary entries in the Dead Stock Register. Divisional heads must ensure complete utilization of the sanctioned allocation under the 'Furniture' head. Any additional requirement for future procurement must be submitted to HQ Accounts. Subject to the receipt of allocations, HQ Accounts shall distribute funds based on assessed divisional requisitions
Action will be taken by	All division offices, HQ Accounts, HQ GL

5. PC, printers, scanners and AiO in adequate numbers: As the computers printers, scanners and AiO are an essential part of office related work and also for working in e office, it is requested that PCs and AiO may be provided to all the officers for better working.

Remarks	A list of requisitions for personal computers and essential peripherals is sought to assess overall requirements and facilitate procurement utilizing the available funds. Seventeen computers are in the process of being procured through GEM and will be distributed based on requirements.
Action will be taken by	HQ Systems, HQ GL

6. Laptops under 1% increment scheme to be immediately provided: It is requested to provide Laptops under 1% increment scheme as these would be of great help for officers in day to day work.

Remarks	The Directorate General of Human Resource Development (DGHRD) provides laptops under the 1% incremental scheme. These devices will be allocated to eligible officers upon receipt. Additionally, a list of requisitions submitted for the laptops has been requested.
Action will be taken by	HQ System

7. Repair and maintenance of photocopier machines and printers on emergency basis whenever and wherever required: The photocopy machine and printers remain out of order for a considerable time after they develop some snag. It is requested that the AMC should have a condition where such resolutions should be provided on emergency basis.

Remarks	It is hereby notified that all maintenance issues regarding unserviceable photocopier machines must be formally recorded in the Complaint Register maintained by HQ General Branch (GL). Conversely, all technical complaints concerning printers must be lodged in the Complaint Register of HQ Systems.
Action will be taken by	HQ Systems, HQ GL

8. Objections raised by PAO in respect of retiring officers: It is very unfortunate that in many cases the PAO is raising objections at the eleventh hour in case of retiring officers, thereby creating unnecessary inconvenience to them. Matter may be taken up with the PAO for raising such objections in time so that the employee is spared last hour hassle.

Remarks	"Under Rule 32 of the Central Civil Services (Pension) Rules (previously 25 years, amended to 18 years), service book verification is conducted after completion of 18 years of service and again 5 years before retirement." - subject to the above rule, service book should be forwarded by Accounts section of the Divisional Office to PAO on reaching the above milestones to prevent last-minute objections by the PAO.
Action will be taken by	All Divisional Offices, HQ Accounts

9. Overburdening of work in range office: Many range offices with a large no. of taxpayers are already burdened with work like scrutiny, amendments, PV, handing over of undelivered welcome letters, RTI replies. Besides regular reports and returns daily reports which are available in the portal and are also sought from ranges and the RO is asked to perform the work related to TAR. It is requested that in large ranges more than one inspector may be posted and range offices may not be burdened with extra work.

Remarks	The Hon'ble Commissioner has stated that Divisional Assistant or Deputy Commissioners shall determine the appropriate deployment of officers based on the number of assesses and workload pendency, while strictly adhering to the sanctioned and working strength. The Hon'ble Commissioner stated that staff allocation has been executed on the basis of assessing workload and total pendency across ranges/divisions. Consequently, ranges and divisions with a higher volume of assesses and pendencies have been assigned proportionately greater manpower, while strictly maintaining compliance with the sanctioned and working strength.
Action will be taken by	All Divisional Offices

3. All India Central Excise Inspectors' Association (AICEIA), West Bengal, Sikkim & A&N Circle

1.1 Redistribution & Rationalization of Range Workload: Follow up on the Chief Commissioner's direction to re-evaluate and redistribute taxpayer allocations across Ranges/Divisions within the Kolkata South Commissionerate based on active GSTIN counts, revenue potential, and operational complexity rather than rigid ward boundaries.

1.2 Offloading Non-Core Tasks & HQ Level Screening: Implement local administrative mechanisms at the Headquarters level to screen incoming work from Audit, Anti-Evasion, and Appeals before routing to Ranges. Explore setting up support systems for serving physical legacy orders to prevent duplication and allow field staff to focus on core revenue work.

Remarks	The Hon'ble Commissioner stated that staff allocation has been executed on the basis of assessing workload and total pendency across ranges/divisions. Consequently, ranges and divisions with a higher volume of assesses and pendencies have been assigned proportionately greater manpower, while strictly maintaining compliance with the sanctioned and working strength. Furthermore, operational workflows have been systematically aligned with this distribution to ensure maximum efficiency and optimal manpower utilization across all ranges and divisions
Action will be taken by	HQ Establishment, All Division Offices

2.1 Provision of PCs, Laptops, Printers, and Scanners: Assess local requirements for essential IT hardware (upgraded PCs, high-performance scanners, and printers) to ensure smooth e-Office and online e-Bill functioning. Forward any proposals exceeding local financial powers to the EMC, DGHRD as instructed.

2.2 Maintenance & Sanitation of Toilets/Washrooms: Address hygiene concerns, non-availability, stinks, and water shortages in office washrooms – with special attention to Lady Washrooms – at GST Bhawan. Hold third-party maintenance contractors accountable for service delivery shortfalls and effectively utilize Swachhata Funds for necessary upkeep and renovations.

2.3 Air Conditioning & Seating Facilities: Ensure all working rooms in Kolkata South Commissionerate are equipped with functional air conditioners and proper ergonomic seating arrangements (chairs/tables) as directed during the JCM.

Remarks	2.1 A list of requisitions for personal computers and essential peripherals is sought to assess overall requirements and facilitate procurement utilizing the available funds. 2.2 A list specifying the toilets requiring renovation has been requested for onward submission to the Kolkata North Committee (for construction work) and Kolkata Audit- I (for maintenance). The Commissioner has suggested that the funds allocated under the Swachhata Head be considered for utilization to maintain cleanliness, hygiene, and essential facilities
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	2.3 Requestion of furniture and Air Conditioner as well as maintenance should be made in respective Divisional Offices. Incase of non-availability of fund, requisition of fund should be submitted to HQ Accounts . Subject to the receipt of allocations, HQ Accounts shall distribute funds based on assessed divisional requisitions.
Action will be taken by	2.1 HQ System 2.2 HQ Pool 2.3 All Divisional Offices, HQ GL, HQ Accounts

3 Settlement of Pending Claims (Medical, TTA/TA, CEA, LTC): Expedite the processing and clearance of long-pending reimbursement claims (Medical, TA/TTA, CEA, and Newspaper bills) on a First-In, First-Out (FIFO) basis. Ensure no valid claims remain pending.

Remarks	The Chief Accounts Officer (CAO) of Kolkata South noted that the matter was discussed in the Joint Consultative Machinery (JCM), leading to the sanctioning of pending bills. Consequently, the settlement of funds will proceed as soon as funds become available. The Honorable Commissioner instructed that upon the availability of funds, all legitimate bills must be cleared promptly on FIFO basis. All pending bills were processed and sanctioned. The bills could not be disbursed due to lack of funds. It was assured that the bills would be disbursed as soon as the funds would be available.
Action will be taken by	HQ Accounts, All Division

4.1 Expedited Disposal of Vigilance Matters: Review local vigilance cases to ensure time-bound resolution and prevent prolonged administrative/mental distress to affected officers.

4.2 Timely Holding of MACP Meetings (Screening Committee): Convene the Departmental Screening Committee (DSC) for the Modified Assured Career Progression Scheme (MACP) in a time-bound manner to grant due financial upgradation to eligible officers/staff without delay.

Remarks	4.1 The Honorable Commissioner stated that while vigilance investigations are currently being actively pursued, specific instances of non-compliance or misconduct may be brought to the department's attention for further review.
	4.2 As Per DOPT OM No.DOPT-1669022409144 "In order to prevent undue strain on the administrative machinery, the Screening Committee shall follow a time-schedule and meet twice in a financial year.", the Screening Committee meeting has already been held on May 26, 2026 and second yearly meeting will be convened soon.
Action will be taken by	4.1 HQ Vigilance, 4.2 HQ Establishment

Annexure 'A'

The list of officers and office bearers of Service Associations who attended the meeting:

1. Shri Madhab Chandra Mishra, Commissioner, Kolkata South Commissionerate, CGST & Central Excise;
2. Smt. Nikita S. Chandran, Additional Commissioner, CGST & CX, Kolkata South Commissionerate;
3. Shri Rohitkumar Bhaisare, Joint Commissioner, CGST & CX, Kolkata South Commissionerate;
4. Shri Ashok Kumar Shukla, Deputy Commissioner, CGST & CX, Kolkata South Commissionerate;
5. Shri Partha Pratim Barari, Assistant Commissioner, CGST & CX, Kolkata South Commissionerate;
6. Shri Bikramjit Kolay, Assistant Commissioner, CGST & CX, Kolkata South Commissionerate;
7. Shri Pijush Kanti Samaddar, Assistant Commissioner, CGST & CX, Kolkata South Commissionerate;
8. Shri Sarmistha Guha, Assistant Commissioner, CGST & CX, Kolkata South Commissionerate;
9. Shri Mahuya Mondal, Assistant Commissioner, CGST & CX, Kolkata South Commissionerate;
10. Shri Srikumar Bandyopadhy, Assistant Commissioner, CGST & CX, Kolkata South Commissionerate;
11. Shri Abhijit Dutta, Assistant Commissioner, CGST & CX, Kolkata South Commissionerate;
12. Shri Paramita Malakar, Assistant Commissioner, CGST & CX, Kolkata South Commissionerate;
13. Shri Banamali Banerjee, Assistant Commissioner, CGST & CX, Kolkata South Commissionerate;
14. Shri Alok Kumar Biswas, Assistant Commissioner, CGST & CX, Kolkata South Commissionerate;
15. Shri Arindam Sarkar, Assistant Commissioner, CGST & CX, Kolkata South Commissionerate;
16. Shri Samir Kr. Saha, Assistant Commissioner, CGST & CX, Kolkata South Commissionerate;
17. Shri Mrinal Kanti Ray, Assistant Commissioner, CGST & CX, Kolkata South Commissionerate;
18. Shri Prashant Pandey, Secretary, All India Association of Gazetted Executive Officers;
19. Shri Himangshu Sardar, Assistant Secretary, All India Association of Gazetted Executive Officers;
20. Smt. Chaiti (Goswami) Bhattacharjee, Superintendent, CGST & CX, Kolkata South Commissionerate;
21. Shri Dinanath Kar, Superintendent, CGST & CX, Kolkata South Commissionerate;
22. Md. Rustam, Superintendent, CGST & CX, Kolkata South Commissionerate;
23. Shri Arpan Das, Superintendent, CGST & CX, Kolkata South Commissionerate;
24. Shri Rohit Sharma, General Secretary, All India Central Excise Inspectors' Association, West Bengal, Sikkim & Andaman Nicobar Circle;
25. Sumit Kumar Jha, Inspector, CGST & CX, Kolkata South Commissionerate.

**Digitally signed by
Nikita. S.Chandran
Date: 25-09-2026
16:08:32**

[Nikita S. Chandran]
Additional Commissioner

Copy to:-

1. The Pr. Chief Commissioner, CGST & CX, Kolkata Zone;
2. The P.S. to the Pr. Chief Commissioner, CGST & CX, Kolkata Zone;
3. The General Secretary, All India Association of Superintendents of Central Tax, Kolkata Unit;
4. The General Secretary, All India Association of Gazetted Executive Officers, Kolkata Unit;
5. The General Secretary, All India Central Excise Inspectors' Association, West Bengal, Sikkim & Andaman Nicobar Circle;

6. The Deputy / Assistant Commissioner, Ballygunge / Behala / Bhowanipur / Bishnupur / Budge Budge / Joka / Maheshtala / Park Street / Rashbehari / Taratala-I / Taratala-II / Tollygunge Division, CGST & CX, Kolkata South Commissionerate
7. The Deputy / Assistant Commissioner, HQ Adjudication / HQ Anti - Evasion / HQ Audit Cell / HQ Legal / HQ Stat / HQ T&R / HQ TARC / HQ Tech / HQ Accounts, CGST & CX, Kolkata South Commissionerate
8. The Superintendent, HQ Pool / HQ Systems / HQ Vigilance, Kolkata South CGST & CX Commissionerate
9. The C.A.O. / A.O. (GL), Kolkata South CGST & CX Commissionerate
10. P.S. to the Commissioner, Kolkata South CGST & CX Commissionerate
11. Guard File.

[Nikita S. Chandran]
Additional Commissioner