

		
भारत सरकार केन्द्रीय वस्तु एवं सेवा कर तथा केन्द्रीय उत्पाद शुल्क आयुक्त का कार्यालय, केन्द्रीय राजस्व भवन, हाकिमपाड़ा, सिलीगुड़ी (प.ब. 734001) GOVERNMENT OF INDIA OFFICE OF COMMISSIONER OF CGST & CENTRAL EXCISE 1st Floor, C. R. BUILDING, HAKIMPURA, SILIGURI (W.B.) – 734 001 Tel: 0353-2523129 Email: siliguri@nic.in		

**MINUTES OF THE OCM MEETING HELD AT THE GST BHAWAN, CGST & CX. SILIGURI
 COMMISSIONERATE AT 03:00 P.M. ON 10.09.2026.**

Upon instructions received from the O/o Pr. CC, CGST & CX, Kolkata Zone regarding conduct of OCM at Commissionerate level vide letter, dated 25.08.2026 under F.no. GCCO/I/22/19/2026- ADMN-O/o Pr.CC-CGST-ZONE-KOLKATA/3272-3283, issued by the Deputy Commissioner (CCO), the Official Council Meeting (OCM) of CGST and Central Excise Siliguri Commissionerate was held on 10.09.2026 from 03:00 P.M. onwards in 2nd Floor, Room No. 115 at the GST Bhawan, Siliguri. The meeting was presided over by Shri M. Rahman, Commissioner, CGST & CX, Siliguri Commissionerate virtually. The meeting was attended by the officers and office bearers of Service Associations (attached in Annexure A).

The following consolidated issues of the recognized Associations (Superintendents' Association, Inspectors' Association and Group 'C'/ Havaldars' Association) were discussed in the meeting:

A. Infrastructure & Accommodation:

Point No. 01. Allocation of dedicated office/ association rooms for staff associations within GST Bhawan/ CR Building, Siliguri.

Before 2020 Covid Pandemic the Club Room of 4th floor was allocated to staff association. But in 2021-22 after renovation of the 4th floor the room was not re-allocated and currently there is no room available for staff associations.

Remarks	The Commissioner directed that a physical inspection of the available space in the GST Bhawan, CR Building may be carried out, and only after office working space requirements are met and if space is still available, it may be considered to allocate a suitable room to the staff association.
Action will be taken by	HQ Pool

Point No. 02. Construction of a covered vehicle parking shed at GST Bhawan, Siliguri.

The covered vehicle parking space available is not sufficient.

Remarks	The Commissioner directed that a survey of the premises be carried out to identify open space suitable for covered vehicle parking shed,
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	and if such space is found to be available, a preliminary estimate be obtained from CPWD for taking up the construction work.
Action will be taken by	HQ Pool

Point No. 03. Allocation of proper sitting space for Superintendents in terms of Directorate of Estates OM dated 16.03.2017.

In some division offices there is lack of proper sitting space for Superintendents in terms of Directorate of Estates OM dated 16.03.2017.

Remarks	The Commissioner directed both the Joint Commissioners to personally inspect the divisions and ranges under their respective charge in order to assess the adequacy of sitting space for Superintendents in relation to the norms prescribed in the Directorate of Estates OM dated 16.03.2017, and to look into other related infrastructure issues so that necessary corrective measures may be initiated.
Action will be taken by	Joint Commissioners and Assistant Commissioner of All Divisions.

Point No. 04. Expediting construction of residential staff quarters at Babupara, Siliguri.

Initiation of necessary and urgent administrative measures to commence the construction of residential quarters at Babupara, Siliguri.

Remarks	The Commissioner directed that a formal proposal for demolition of the existing dilapidated quarters and construction of new residential quarters at Babupara, Siliguri be prepared and forwarded to DGHRD, along with preliminary estimates, so that the matter can be pursued for administrative and financial approval.
Action will be taken by	HQ Pool

Point No. 5. Assessing feasibility of government/ leased residential accommodation in Darjeeling.

Assessment of options for developing or leasing government residential units in Darjeeling to mitigate severe accommodation difficulties faced by officers due to high tourist demand and exorbitant local rents.

Remarks	The Commissioner directed the Joint Commissioner (Infrastructure) to instruct the Assistant Commissioner, Darjeeling to take up correspondence with CPWD as well as the District Administration (Land Revenue), Darjeeling, with a view to identifying any suitable land, either for outright purchase or on lease, that could be developed into residential accommodation for officers posted in Darjeeling.
Action will be taken by	AC Darjeeling

Point No. 6. Urgent civil and electrical repair/renovation of Group 'C' residential quarters at Cooch Behar Division.

The Group C residential quarters at Cooch Behar Division is in highly dilapidated condition and requires urgent civil and electrical renovation.

Remarks	The Commissioner directed that the current physical condition of the Group 'C' residential quarters at Cooch Behar Division be ascertained through a site inspection at the earliest, and that thereafter a formal proposal, along with Preliminary Estimates, be sent for demand of funds so that the necessary civil and electrical repair/renovation work can be taken up without further delay.
Action will be taken by	HQ Pool

B. IT and Modernization

Point No. 01. Phased replacement and upgradation of legacy desktops, slow printers and peripheral devices.

Phased replacement and modernization of legacy desktop units and slow printers to enhance day-to-day workplace efficiency and operational output.

Remarks	The Commissioner directed the JC (Systems) to arrange for the purchase of computers, printers and peripheral devices for the Headquarters, in a phased manner, up to the extent of his delegated financial powers under the IT head, while financial powers in respect of the IT head will similarly be delegated to the Divisional Assistant Commissioners for purchase of computers and peripherals for their respective divisions and ranges through the Government e-Marketplace (GeM), so that outdated systems and slow printers can be replaced on priority and an adequate computer-to-staff ratio is maintained. The Commissioner further emphasized that only reputed brands computers and printers of standard specification should be purchased, to ensure reliability and ease of maintenance.
Action will be taken by	JC(Systems) and AC(Divisions)

Point No. 02. Ensuring adequate computer-to-staff ratio across all sections/branches.

Adequate procurement and distribution of computer hardware proportional to existing staff strength across all functional branches.

Remarks	The Commissioner directed the JC(Systems) to arrange for the purchase of computers, printers and peripheral devices for the Headquarters, in a phased manner, up to the extent of his delegated financial powers under the IT head, while financial powers in respect of the IT head will similarly be delegated to the Divisional Assistant Commissioners for purchase of computers and peripherals for their respective divisions and ranges through the Government e-Marketplace (GeM), so that outdated systems and slow printers can be replaced on priority and an adequate computer-to-staff ratio is maintained. The Commissioner further emphasized that only reputed brands computers and printers of standard specification should be purchased, to ensure reliability and ease of maintenance.
Action will be taken by	JC(Systems) and AC(Divisions)

Point No. 03. Expediting distribution of pending laptops under the 1% Increment Revenue Scheme to eligible Superintendents and Inspectors.

Expedite issuance of pending laptops to eligible Superintendents and inspectors under the 1% Incremental Revenue Scheme on a priority basis.

Remarks	The Commissioner directed that the current status of the laptop requisitions already sent to the Directorate of Logistics, in respect of eligible Superintendents and Inspectors under the 1% Increment Revenue Scheme, be tracked and necessary follow-up action be taken with the Directorate. Suitable reminders may also be sent so that the pending laptops are distributed to the eligible officers at the earliest.
Action will be taken by	AC(Systems)

C. Administrative, Cadre & Operational Matters:

Point No. 01. Avoiding dual charge of Range Officers with Divisional Sections due to excessive workload.

Dual charge of Range offices with Divisional Section should be avoided as there is high work pressure in Ranges. It will be very tough to handle workload two Ranges or Range with Divisional Sections.

Remarks	The Commissioner stated that avoiding dual charge of Range Officers with Divisional Sections is not feasible at present, in view of the limited working strength of officers currently available, and that the existing arrangement would have to continue until the staffing position improves.
Action will be taken by	No action required.

Point No. 02. Review/ tenure considerations for transfer/ posting in hill areas (Sikkim, Darjeeling, Kalimpong) and consideration of genuine representation cases.

As formulated in Transfer Policy tenure of posting in Hill area of Sikkim, Darjeeling and Kalimpong should be considered one year only (except for those officers who are willing to continue). After completion of the tenure officers should be considered for posting to their hometown/ place of residence.

Remarks	The Commissioner stated that transfers and postings in respect of hill areas, namely Sikkim, Darjeeling and Kalimpong, are already being carried out strictly in accordance with the tenure norms and other provisions laid down in the Transfer Policy formulated by the CCO, Kolkata, and that these norms are being duly followed in the existing arrangement.
Action will be taken by	No action required.

Point No. 03. Deployment of additional Havaldars at Headquarters to manage backup and outdoor duties effectively.

Havaldars at Headquarters are distributed across various branches, Bell duty and other sensitive official duties. This has resulted in extremely limited backup manpower

being available for day-to-day dynamic requirements. Keeping in view the existing heavy workload and actual manpower requirements deployment of additional havaldars at headquarters may kindly be considered.

Remarks	The Commissioner stated that deployment of additional Havaldars at Headquarters is not feasible at present, as the sanctioned strength of Havaldars is limited and the existing manpower has already been fully deployed across various branches, Bell duty and other sensitive assignments.
Action will be taken by	No action required.

D. Financial & Welfare Matters:

Point No. 01. Expeditious disposal and settlement of long-pending medical, TA and operational bills by DDOs.

Explicit directions to the concerned DDOs to expedite the settlement of long-pending individual and operational claims to relieve financial hardship among personnel.

Remarks	The Joint Commissioner stated that there are no pending medical bills at present; however, some TA bills remain pending. The Commissioner directed the Joint Commissioner to compile the details of all pending bills in respect of Headquarters and all Divisions, prepare and send the budget estimate for the respective head to the CCO, Kolkata, and pursue necessary follow-up action so that the pending TA bills can be settled at the earliest.
Action will be taken by	Budget and Accounts Section

Point No. 02. Settlement of pending Travelling Allowance & Transfer Allowance (TTA) claims of Havaldars relating to mandatory training.

A considerable number of Travelling Allowance & Transfer Allowance (TTA) claims of Havaldars relating to physical & Arms Training as well as induction training is pending, what are the reasons behind this, what is criteria and order of priority and expected and maximal time frame for settlement of these bills.

Remarks	The Commissioner stated that the TTA claims of Havaldars are already being sanctioned strictly on a First-In-First-Out (F.I.F.O.) basis, and that the pendency in settlement is attributable solely to the lack of sufficient funds under the relevant head and not to any procedural delay. He directed the Joint Commissioner to pursue necessary follow-up action with the CCO, Kolkata in respect of the budget estimates already sent for the concerned head, so that funds can be released and the pending claims settled expeditiously.
Action will be taken by	Budget and Accounts Section

Point No. 03. Grant and release if pending Night Duty Allowance (NDA) to eligible Havildars as per DoPT guidelines.

Havldars are regularly deployed for night duties including continuous operational duties performed between 22:00 and 06: 00 hrs. The DoPT O.M. No. A-27016/02/2017-Estt.(AL) dated 13.07.2020 lays down the revised provisions relating

to Night Duty Allowance w.e.f. 01.07.2017, but despite performing these arduous night duties, eligible Havaldars have not yet received the NDA for the relevant periods.

Remarks	The Commissioner directed the Joint Commissioner (Accounts & Headquarters Pool) to examine the DoPT O.M. No. A-27016/02/2017-Estt.(AL) dated 13.07.2020 in detail, together with the eligibility criteria prescribed therein, so as to ascertain whether Night Duty Allowance is admissible to the Havaldars concerned for the periods during which they performed night duties, and to process the matter accordingly if found admissible.
Action will be taken by	Accounts and Headquarters pool

Point No. 04. Revival and operationalization of the Departmental Recreational Club (Annual sports, blood donation drives, superannuation function).

Remarks	The Commissioner directed that, as a first step, a suitable room be identified within the GST Bhawan, Siliguri that could be earmarked for a recreational club along with a gymnasium, subject to availability of space, and that a formal proposal for revival of the Departmental Recreational Club, covering activities such as annual sports, blood donation drives and superannuation functions, be sent thereafter for approval.
Action will be taken by	Headquarters pool

The meeting ended with a vote of thanks to and from the Chair. This issues with the approval of Commissioner.

**Digitally signed by
Manash Khungur Kachari
Date: 16-09-2026
11:26:12**

(Manash Kachari)
Joint Commissioner (P&V)

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

1. Shri Mahfuzur Rahman, Commissioner, CGST & CX. Siliguri Commissionerate
2. Shri Manash Khungur Kachari, Joint Commissioner, CGST & CX. Siliguri Commissionerate
3. Shri Durgesh Tiwari, Joint Commissioner, CGST & CX. Siliguri Commissionerate
4. Shri Chittaranjan Hazra, Assistant Commissioner, CGST & CX. Siliguri Commissionerate
5. Ms. Neema Lhamu Sherpa, Assistant Commissioner, CGST & CX. Siliguri Commissionerate
6. Shri Claude Minj, Assistant Commissioner, CGST & CX. Siliguri Commissionerate
7. Shri Pankaj Kumar, Superintendent, CGST & CX. Siliguri Commissionerate
8. Ms. Banani Biswas, AO/DDO, CGST & CX. Siliguri Commissionerate
9. Shri Shubham Sagar, EA, CGST & CX. Siliguri Commissionerate
10. Ms. Yangzom Doma Bhutia, EA, CGST & CX. Siliguri Commissionerate
11. Ms. Shilpi Subba, EA, CGST & CX. Siliguri Commissionerate
12. Ms. Lazen Angmu Lama, EA, CGST & CX. Siliguri Commissionerate
13. Ms. Nimkit Lepcha, EA, CGST & CX. Siliguri Commissionerate
14. Shri, Suraj Kumar, PA to Commissioner, CGST & CX. Siliguri Commissionerate
15. Shri Arnab Kumar Nath, Assistant Secretary, All India Association of Superintendents of Central Tax, Kolkata Unit
16. Shri Deep Tathal, Executive Member, All India Association of Superintendents of Central Tax, Kolkata Unit
17. Shri Dhiman Roy, Joint Secretary(North) All India Central Excise Inspectors' Association West Bengal, Sikkim & Andaman Nicobar Circle
18. Shri Waseem Akram Chowdhury, Member, All India Customs and Central Excise Group 'C' Officers Association Sikkim & Andaman Nicobar Kolkata Zone
19. Shri Aman Prasad, Member, All India Customs and Central Excise Group 'C' Officers Association Sikkim & Andaman Nicobar Kolkata Zone

Manash Kachari
Joint Commissioner

Copy to

1. PS to Chief Commissioner, CGST & CX. Kolkata Zone
2. All Joint Commissioner under CGST & CX. Siliguri Commissionerate
3. PA to Commissioner, CGST & CX. Siliguri Commissionerate

4. Deputy/Assistatnt Commissioner, Hqrs Pool./ P&V/ Accounts/ Computer Cell/GL
5. Deputy/Assistant Commissioner, Siliguri/ Jalpaiguri/ Darjeeling/ Gangtok/ Dinajpur/ Malda/ Coochbehar Division
6. Chief Accounts Officer/Administrative Officer CGST & CX. Siliguri Commissionerate
7. General Secretary, All India Association of Superintendents of Central Tax, Kolkata Unit
8. General Secretary, All India Central Excise Inspectors' Association West Bengal, Sikkim & Andaman Nicobar Circle
9. General Secretary, All India Customs and Central Excise Group 'C' Officers Association Sikkim & Andaman Nicobar Kolkata Zone

Manash Kachari
Joint Commissioner