



ভারত সরকার / भारत सरकार / GOVERNMENT OF INDIA
 অর্থ মন্ত্রণালয় / वित्त मंत्रालय / MINISTRY OF FINANCE
 রাজস্ব বিভাগ / राजस्व विभाग / DEPARTMENT OF REVENUE
 কমিশনারের কার্যালয় / आयुक्त का कार्यालय / OFFICE OF THE COMMISSIONER
 কেন্দ্রীয় পণ্য ও পরিষেবাকর এবং কেন্দ্রীয় আবগারি শুল্ক, কলকাতা অডিট-১ কমিশনারেট
 केन्द्रीय माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क, कोलकाता लेखा परीक्षा - I आयुक्तालय
 CENTRAL GOODS AND SERVICE TAX & CENTRAL EXCISE, KOLKATA AUDIT-1 COMMISSIONERATE
 জি.এস.টি. ভবন, ১৮০ শান্তিপল্লী, রাজডাঙ্গা মেন রোড, কলকাতা-৭০০১০৭
 जी.एस.टी भवन, 180 शान्तिपल्ली, राजडांगा मेन रोड, कोलकाता-700107
 GST BHAWAN, 180 SHANTIPALLY, RAJDANGA MAIN ROAD, KOLKATA-700107
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F. No. GADT/HQR/MISC/62/2021-P and V-O/O COMMR-CGST-ADT-I-KOLKATA Date: As e-signed

To
 The Deputy Commissioner,
 O/o the Principal Chief Commissioner,
 CGST & CX, Kolkata Zone

Sir,

Sub: Forwarding of signed Minutes of Office Council Meeting (OCM), held on 23.09.2026 of Kolkata Audit-1 Commissionerate-reg.

Please refer to your Office letter under F. No. GCCO/I/22/19/2026AdMN-O/o Pr. CC-CGST-ZONE-KOLKATA/3272-3283 dated 24.08.2026 regarding **“Conduct of OCM at Commissionerate level and issues to be raised before JCM”**.

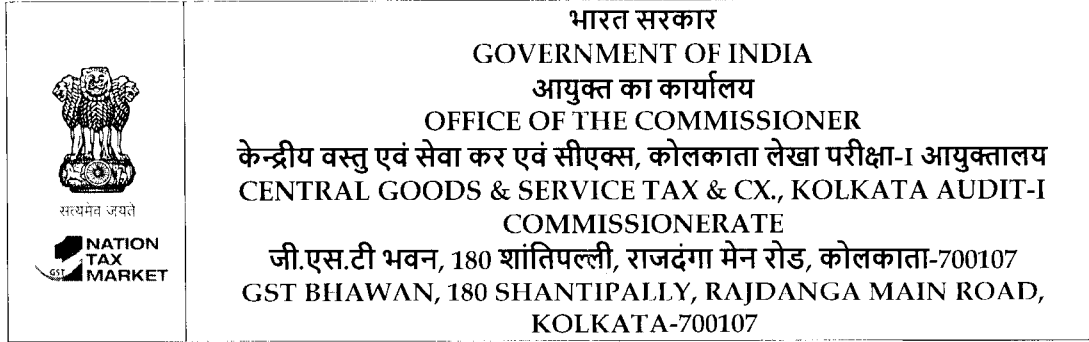
In this regard, it is to inform that an OCM for the Kolkata Audit-1 Commissionerate was held on 23.09.2026 at MCM Room, 6th Floor, GST Bhawan under the Chairmanship of the Hon'ble Commissioner, Kolkata Audit-1 Commissionerate. The signed Minutes of the OCM, dated 25.09.2026 is attached herewith for your kind information.

The action taken report, based on the discussions and decisions taken in OCM will be forwarded to your office in due course.

This is issued with approval of the Competent Authority.

Enclosed: As above

Yours faithfully,
 Digitally signed by
 Suraj Bhan Meena
 Date: 25-09-2026
 06:55:38
 HQR, CGST & CX,
 Kolkata Audit-1 Comm'te, Kolkata.



F. No. GADT/HQR/MISC/62/2021-P and V-O/O COMMR-CGST-ADT-I-KOLKATA Dated 25.09.2026

Minutes of the OCM Meeting held in the MCM Room on 6th Floor, Kolkata Audit-I Commissionerate, GST Bhawan, Kolkata on 23.09.2026 at 11:30 AM.

Upon instructions received from the O/s Pr. CC, CGST & CX, Kolkata Zone regarding conduct of OCM at Commissionerate level vide letter, dated 25.08.2026 under F. No. GCCO/1/22/19/2026-ADMN-O/s Pr. CC-CGST-ZONE-KOLKATA/3272-3283, issued by the Deputy Commissioner (CCO), the Official Council Meeting (OCM) of **CGST and Central Excise, Kolkata Audit-1 Commissionerate** was held on 23.09.2026, at 11:30 AM in the MCM Room, 6th Floor, GST Bhawan under the chairmanship of **Shri Ruchin Gupta**, Commissioner, CGST & CX, Kolkata Audit-1 Commissionerate.

Following officers of Kolkata Audit-1 Comm'te were present and participated in OCM.

1. Shri Mingyur Yonzon, Additional Commissioner
2. Shri Madhu Ranjan Kumar, Additional Commissioner
3. Shri Rajib Kumar Sinha, Deputy Commissioner
4. Shri Anupam Kumar Singh, Deputy Commissioner
5. Shri Niraj Kumar, Assistant Commissioner
6. Shri Arun Biswas, Superintendent (HQ System)
7. Shri Suraj Bhan Meena, Superintendent (HQ Pool)
8. Shri Arindam Mukherjee, Superintendent (President, Zonal Executive Committee Audit-1 Commissionerate of AIASCT)
9. Shri Md I.A. Ansari, Superintendent (Secretary, Zonal Executive Committee Audit-1 Commissionerate of AIASCT)
10. Shri SK Nausad Rahman, Inspector, (President of AICEIA)

The following associations have submitted their agenda points for discussion and consideration which was taken up and discussed in detailed manner:

1. All India Association of Superintendents of Central Tax (Kolkata Unit).
2. All India Central Excise Inspector's Association (Kolkata Unit).

Action will be taken by	CAO of Kolkata Audit-1 Commissionerate
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3. Computer Systems: -

All Officers should be provided with smooth functional computer systems viz. AIO, Printers etc. for timely disposal of Audit of any taxpayer. Also, all computer systems should have updated antivirus arrangements and latest version of Microsoft office: -

Discussion: -

- An Order has been placed through GeM with the vendors for the procurement of 11 desktop Computers which will be provided very soon. Further, the process for purchase of printers, Antivirus & other peripherals through GeM is in process.

Decision	It was decided to prepare a comprehensive data of functional/non-functional and repairable computers and printers vis-a-vis number of officers for further procurement procedure. It was also decided that the requirement for licensed antivirus software may be considered for provision, subject to the availability of requisite funds under appropriate budget head.
Action will be taken by	HQ System of Kolkata Audit-1 Commissionerate

4. BO: -

Provisions of BO should be made available for all the groups: -

Discussion: -

- Letters have been sent to the A.C. System, Kolkata North Commissionerate (in-charge of BO supplies) on 19.06.2026 & 30.07.2026 regarding additional requirement for 17 BO Desktops. (Group-33, Room No. 721 has already received one BO Desktop from Kolkata North Commissionerate). It is also learnt that a letter was sent to the Regional Manager, BEL, East Zone, for installation of additional Nodes, by Kolkata North Commissionerate.

Decision	It was decided in the meeting that each group should have one BO and therefore a revised letter to be issued to Kolkata North Commissionerate regarding requirement of BO as DG Audit has insisted that Audit should be conducted through BO.
Action will be taken by	HQ System of Kolkata Audit-1 Commissionerate

	cleaning of Washrooms of GST Bhawan, repair & renovation as required in some washrooms of other Comm'te, cannot be undertaken by this Comm'te. It was also decided that the officers' Association may like to depute one "Swachhata Nodal Officer" of their cadre in each floor of respective Comm'te, so that any requirement for cleaning/sweeping of the washrooms during office hours may be attended to, promptly. Further, the other Commissionerates may also like to explore the possibility of repair / renovation of washrooms under the overall Swachhata framework.
Action will be taken by	Kolkata North Commissionerate through CPWD

Additional agenda points submitted by AICEIA (Kolkata Unit) All India Central Excise Inspector's Association (Kolkata Unit): -

1. **Installation of ACs in Extreme Heat Conditions: As per Point No. 16 of the JCM, proposals for the phase-wise installation/repair of Air Conditioners in offices and operational units experiencing severe heat should be examined and sanctioned in accordance with extant CBIC guidelines: -**

Discussion: -

- The installation of ACs is undertaken as per the requisition received from the concerned Section/Circle, subject to availability of funds. However, as per the directions given by Kolkata North Commissionerate, installation of any planned high load electrical equipment, including ACs may not be undertaken in the interest of safety, reliability and uninterrupted functioning of the electrical system of GST Bhawan.

Decision	It was decided in the meeting that new Air conditioners may be installed where the AC points are available and also by replacing non-functional ACs subject to availability of fund.
Action will be taken by	AO (GL) of Kolkata Audit-1 Commissionerate

2. FINANCIAL CLAIMS, CADRE & SERVICE MATTERS: -

Timely Settlement of Pending Claims (FIFO Basis): As directed in JCM Point No. 10 & 12, available funds must be utilized to clear long-pending