

**कार्यालय मुख्य आयुक्त**  
**OFFICE OF THE CHIEF COMMISSIONER**  
**सीजीएसटी एवं केन्द्रीय उत्पाद शुल्क (जयपुर परिक्षेत्र) , जयपुर**  
**CGST & CENTRAL EXCISE (JAIPUR ZONE), JAIPUR**

नव केन्द्रीय राजस्व भवन, स्टेच्यु सर्किल, सी-स्कीम, जयपुर - 302005 (राज.)  
NEW CENTRAL REVENUE BUILDING, STATUE CIRCLE, C-SCHEME, JAIPUR - 302005 (RAJ.)

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**OFFICE ORDER NO.12/2022 DT. 21.07.2022**

For the purpose of Administrative clarification/ convenience, the existing arrangement of assignment of work related to Cadre Control functions of Central Excise & CGST, Jaipur Zone, Jaipur, is hereby ordered with immediate effect, as per details given hereunder :-

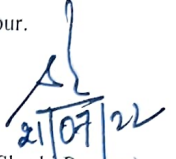
S. No	Main matters to be dealt with by Estt. / Admn. Branch in the CCO.	S. No	Main matters to be dealt with by the Pr. Commissioner/ Commissioner, CGST Commissionerate, Jaipur as Cadre Controlling Authority through CCU Branch.
1.	Transfer and Posting in the grades of Group 'A' to Group 'C' under the zone.	1	Direct recruitment appointments/ compassionate/ sports quota in respect of all cadres upto Group 'B'. Matters related to Casual Workers and Cost recovery posts.
2.	Deputation/ rotations on local transfer basis/ loan basis to other Zone/ Directorates in respect of all cadres.	2	Collection of Dossiers of new recruits from the Board & maintenance of Personal files.
3.	Inter Zonal Transfer and further allocation of the Commissionerate in r/o all cadres.	3	All legal matters viz. CAT/ High Court/ Supreme Court in r/o the recruitment/ confirmation/ promotion/ seniority/ MACP upto Group 'B' level.
4.	All Monthly/ Quarterly/ Half Yearly/ Annual reports related to DGHRD/ Board office/ Ministry in respect of matters being dealt with by the Estt./ Admn. Branch of CCO.	4	Maintenance of Roster in r/o Direct Recruitments and promotion, departmental Examinations of all formations of the zone and correspondence with NACINs upto Group 'B' officers.
5	All matters of Group 'A' officers relating to deputation, Training, Election duty etc.	5	Maintenance of vacancy positions of all cadres except Group 'A'. Forwarding of Direct vacancies to Board in r/o Direct recruit cadres.
S. No	Main Establishment matters to be dealt with by Confidential Section (Vig.) in the CCO.	6	Issuance of Orders of promotion/ Confirmation/ VRS/ resignation of all cadres upto Group 'B' with the approval of Appointing Authority.
1	Maintenance of APARs Dossiers and related issues in respect of all the staff of the Zone upto Group -'B'.	7	Convening meetings of screening Committee for grant of MACP and NFU benefits for all cadres.
2	Preparation of APAR Gradation Charts for various DPCs/ Screening Committee meetings.	8	All promotion related matters and convening DPCs of all cadres upto Group 'B' staff. Nomination of members of the DPC, file in this regard to be sent to Chief Commissioner by the CGST Commissionerate, Jaipur.
		9	Issue of all Seniority Lists/ settlement of Seniority related issued of all cadres except Group 'A'. CGST Jaipur will act as the repository of records and matters relating all to seniority related matters upto Group-'B'.
		10	All reports/ RTI matters related to appointments/ recruitments and promotion. Updating of data of officers of all cadres on DGHRD modules.

		11	Representation on service matters related to Recruitment, promotion etc. in respect of all cadres.
		12	Any other matter assigned by the Chief Commissioner.

2. All Disciplinary matters will be looked after by the concerned Commissionerates in respect of their charge as is being done presently. Besides, the Commissionerates will also deal with following items of work in respect of officers of all cadres under their charge and allocated to the Commissionerates consequent upon new recruitment in the zone.

S.No	Details of matters to be dealt with
1	Verification of antecedents, caste, medical, Educational documents, etc. of newly appointed officers.
2	All administrative matters viz. change in name, NOC for passport/ visit abroad, permission to appear in Exams. etc. falling under authority of Head of Office/ Head Of Department.

This issues with the approval of the Chief Commissioner, CGST & CX, Jaipur Zone, Jaipur.

  
21/07/22

(Shashi Panwar)

Joint Commissioner (CCO)

F.No. II-39(1)CCU/ET/2003

1480 to 1495

Dated 21-07-2022

Copy for information and necessary action to:

1. Sr. PS to the Chief Commissioner, CGST & CX Jaipur Zone, Jaipur
2. The Pr. Commissioner, CGST Jaipur Commissionerate, Jaipur
3. The Pr. Commissioner/ Commissioner, CGST Alwar/ Jodhpur/ Udaipur, CGST (Appeal) Jaipur/ Jodhpur, CGST Audit Jaipur/ Jodhpur & Customs, Jodhpur (Hqrs. At Jaipur).
4. Supdt. (Confdl.)/ Supdt./AO, CCU/ AO (Admn.), CCO, Jaipur Zone, Jaipur.
5. Pay & Accounts Officer, CE & CGST, Jaipur
6. Guard File.

  
21/07/22

(Shashi Panwar)

Joint Commissioner (CCO)