



मुख्य आयुक्त कार्यालय

OFFICE OF THE CHIEF COMMISSIONER
केंद्रीय जीएसटी एवं केन्द्रीय उत्पाद शुल्क (जयपुर जोन), जयपुर
CENTRAL GST & CENTRAL EXCISE (JAIPUR ZONE), JAIPUR
(कैडर कंट्रोल यूनिट)

C.No. II-39(03)CCU/JZ/2018/ 2247

Dated: 06.02.2019

To,

The Superintendent (Computer),
CGST & Central Excise Commissionerate,
Jaipur.

Sir,

Subject: - Transparency audit of public authorities under Ministry of Finance –
Information as per format - Regarding.

On the above mentioned subject, please find enclosed herewith a copy of Office Order C.No. II-3(02)CCO/JZ/ET/2018/ dated 04.09.2018 issued by the Deputy Commissioner, CCO, Jaipur regarding allocation of work amongst the officers of Cadre Control Unit, CCO, Jaipur and Annexure-A regarding the work dealt in Cadre Control Unit, CCO, Jaipur.

2. In this context, it is requested to upload the said Office Order and Annexure-A on the website of CGST & Central Excise (JZ), Jaipur under the RTI Head as a suo moto disclosure of information under section 4 of the RTI Act, 2005.

3. Further, it is submitted that following information may also be uploaded on the website of CGST & Central Excise (JZ), Jaipur under the RTI Head along with aforesaid Office Order and Annexure-A as a suo moto disclosure of information under section 4 of the RTI Act, 2005:-

"Categories of documents and custodian of documents/categories as per aforesaid Office Order dated 04.09.2018 are held by this section and custodians of documents/categories are respective Superintendent of Cadre Control Unit".

Encl.:- As above.

गति अन्तर्गत जी.एस.टी. विभाग
लिपि.
602/11/19
22/02/19
09/02/2019
अ.स.

Yours faithfully

Tulsi Kriplani
06/02/19
(Tulsi Kriplani)
Superintendent (CCU)

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13/12/19



मुख्य आयुक्त कार्यालय
OFFICE OF THE CHIEF COMMISSIONER
केन्द्रीय माल व सेवा कर एवं उत्पाद शुल्क, (जयपुर परिक्षेत्र), जयपुर
CENTRAL GOODS & SERVICE TAX AND CENTRAL EXCISE

C.No. II-3(02) CCO/JZ/ET/2018/

Date: 04.09.2018.

OFFICE ORDER

In partial modification of earlier Office Orders dated 04.06.2018 & 24.08.2018, the allocation of work amongst officers in the Chief Commissioner's Office is revised as below and to be followed with immediate effect and until further orders:

S. No.	S/Shri/Smt.	Work allotted
1.	Rajesh Kinra, Supdt. Vimal Chaudhary, Inspector Anant Kumar Garg, TA Manish Verma, TA	i) Vigilance Matters, monitoring of APAR dossiers, Appeal regarding ACR's and disciplinary cases, Review under FR 56(j) & Rule 48 of CCS (Pension) Rules, 1972, verification of antecedents & other documents, representation of Group A officers against APAR. ii) All Direct Recruitments, All Inter Commissionerate Transfer, Retirement on Superannuation & Resignation, Matters related to Casual Workers, Matters related to Cost Recovery post, Related Legal Matters/RTI/PQ/Monthly & Ad-hoc reposts etc. iii) CPGRAM iv) VRS v) Sports quota and Canteen Staff Recruitment. vi) Any other work as assigned by the Senior Officers
2.	Vinod Kumar Sharma, Supdt. Pawan Kr. Tailor, Inspector Vishwas Morya, TA Heera Lal, LDC	i) DPC/DSC for promotion / MACPs in the cadres of Inspector, Steno Grade-I, Sr, Hindi Translator, EA, TA, Steno Grade-II, Driver (SG), Driver Grade-I, II & III, Junior Hindi Translator, LDC, MTS and all the cadres of Canteen Staff. ii) Vacancy position/ Seniority List in respect of all cadres at S.No. (i) above. iii) Roster Direct Recruitment / Roster Direct Recruitment (P.H.). iv) Related Legal Matters /RTI/PQ/Monthly & adhoc reports etc. v) Confirmation in all cadres vi) Correspondence relating to N.R.Parmar case and implementation thereto (vii) Any other work as assigned by the Senior Officers.
3.	Tulsi Kriplani, Supdt. Kan Snehi Jat, Insp. Pranav Sharma, TA	i) MACPs in the grade of Assistant Commissioner. ii) DPC/DSC for promotion /MACPs in the cadres of Superintendent, Admn. Officer, Sr. P.S, P.S, ASI (Weapons), Head Havaldar, Havaldar all the cadres of Telecommunication Staff. iii) Vacancy position/ Seniority List in respect of all cadres at S.No. (ii) above. iv) Roster (Promotion)/Roster PH (Promotion). v) All India Seniority Lists of Superintendent /Administrative Officer. vi) Non Functional up-gradation to the Superintendent & Sr. P.S. vii) Compassionate Appointment. viii) Departmental Examination in all cadres. ix) Related Legal Matters /RTI/PQ/Monthly Reports etc. x) Any other work as assigned by the Senior Officers.

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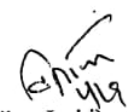
In addition to above, the officers are also required to attend any official work assigned by superiors and other official work which are otherwise to be attended by an officer.

Note :

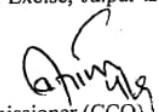
NOTE: In the event of absence of the Inspectors, the work shall be looked after by the link officer (Inspectors) and vice versa as mentioned below:

<u>Sr. No.</u>	<u>Name of the officer in charge</u>	<u>Nominated Link Officer</u>
1.	Peeyoush Moyal ,Inspector	Hemant Kumar , Inspector

This issues with the approval of the competent authority.


(Vikas Joshi)
Deputy Commissioner (CCU)

Copy for information to the Dy./ Assistant Commissioner (CCO), CGST & Central Excise, Jaipur Zone, Jaipur /Personal copy/Guard file.


Deputy Commissioner (CCO)

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ANNEXURE-A

The Cadre Control Unit, CCO, Jaipur Zone is dealing with following items of works relating to Group B & C officers posted in the cadre controlling jurisdiction of Zone

:-

1. Direct Recruitment in all Group 'B' & 'C' posts
2. Conducting of meeting of Departmental Promotion Committee for promotion to various Group 'B' & 'C' posts
3. Conducting of meeting of Departmental Screening Committee for grant of next financial upgradation in MACPS (including 3rd financial upgradation to Assistant Commissioners)
4. Conducting of meeting of Departmental Confirmation Committee for consideration of confirmation of officers in various grades
5. Grant of Non-Functional Upgradation to Group 'B' officers
6. Conduction of Departmental Examinations for confirmation & promotion in various grades
7. Sports Quota Recruitment
8. Inter Commissionerate Transfer (incoming & outgoing in all cadres)
9. Loan Basis transfer to or from other Zones
10. Retirement on Superannuation
11. Resignation
12. Voluntary Retirement from service
13. Issuance of Seniority Lists
14. Maintenance of vacancy position
15. Maintenance of Reservation Rosters
16. Compassionate Appointment
17. Legal matters relating to cadre controlling issues