



**OFFICE OF THE CHIEF COMMISSIONER,  
GOODS & SERVICE TAX, CHANDIGARH ZONE  
CENTRAL REVENUE BUILDING, PLOT NO. 19, SECTOR-17 C,  
CHANDIGARH-160017**

**C.NO.ZONE-14-II-3(3)ET-I/2018/1616-629**

**DATED: 18/01/2018**

To

The Principal Commissioner/Commissioner,  
Central Excise/GST Commissionerate,  
Chandigarh/Shimla/Ludhiana/Jalandhar/Jammu

The Commissioner,  
Customs Commissionerate,  
Ludhiana/Amritsar

The Commissioner,  
Appeals Commissionerate,  
Chandigarh/Ludhiana/Jammu

The Commissioner,  
Audit Commissionerate,  
Chandigarh/Ludhiana/Jammu

The Additional Commissioner,  
Sub Commissionerate  
Mohali

Sir/Madam,

**Sub: Annual General Transfer – 2018- Supply of HOPs - reg.**

Data for tenure of postings of Executive Officers in the grade of Superintendents and Inspectors in jurisdictional Commissionerates, well in advance of Annual General Transfers, to update the status, has to be compiled at Zonal level.

2. In this context, it is requested that the updated HOPs of all the Superintendents and Inspectors of the Commissionerate may be uploaded on the official website of the Commissionerate latest by 31.01.2018. In case any of the Commissionerate does not have functioning website of their own, soft copies of the HOPs of all the officers may be sent to the GST Commissionerate, Chandigarh for posting the same on the official website of the GST Commissionerate, Chandigarh. It is further requested that the updated HOPs (hard as well as soft copies, soft copies may be emailed at ccestablishment@yahoo.com) of all the Superintendents and Inspectors of the Commissionerate may also be forwarded to this office latest by **31.01.2018 positively** duly authenticated/ certified by Deputy Commissioner/ Assistant Commissioner (P&V) of the Commissionerate. It has come to notice in the

last AGT that there were discrepancies in the HOPs of some of the officers. It may kindly be ensured that there should be no discrepancies in the HOPs.

**3. The HOPs of the officers may be arranged in alphabetical order with proper indexing and paging.** Further, if there is shortage of staff in the establishment section, additional staff from other sections of the Commissionerate may be posted to establishment section, to submit the information required by this office for AGT well in time.

**3.** It may also be mentioned here that both the Customs Commissionerate in the zone have almost concurrent jurisdiction. The tenure spent, at a stretch, in the functional jurisdiction of particular Commissionerate (Name of the Commissionerate be mentioned against the charge), may also be mentioned in the HOPs.

Yours faithfully,

*g. S. S. S.*  
*18/1/18*

**Joint Commissioner (CCU)**