

I/7534/2019

**Govt. of India,  
Ministry of Finance, Department of Revenue,  
Central Board of Indirect Taxes and Customs (CBIC),  
Office of the Principal Commissioner,  
Goods & Service Tax Commissionerate, Chandigarh,  
Central Revenue Building, Plot no. 19,  
Sector-17 C, Chandigarh-160017**

**Tel: 0172-2702371-75 /Fax: 0172-2720190 /Email: prcommr-chd@gov.in**

**01/03/2019**

To

The Assistant Commissioner,  
CGST Division-I, II & III,  
Chandigarh,

All Concerned Branch of Hqrs,  
CGST Commissionerate,  
Chandigarh

Sir/Madam,

**Sub.: DGPM - Estt. - Preparation of panel for appointment of Senior Intelligence Officer, Administrative Office (Gr.'B' gazetted) and Inspector (Gr.'B' non-gazetted) officers in the office of the Directorate General of Performance Management, West Regional Unit, Mumbai -regarding.**

Please refer to the enclosed letter issued by DGPM regarding preparation of panel for appointment on deputation/loan basis.

2. In this context, the willing officers for the said posts may kindly forward their willingness in the prescribed format as sought by DGPM to this office.

Yours faithfully,

**MONIKA SHARMA  
ADMINISTRATIVE OFFICER  
Encls: as above**

Copy to:

1. Notice Board of Hqrs, CGST Commissionerate, Chandigarh
2. The Superintendent (Systems), CGST Commissionerate, Chandigarh

**ADMINISTRATIVE OFFICER**





DIRECTORATE GENERAL OF PERFORMANCE MANAGEMENT  
CUSTOMS, CENTRAL GOODS & SERVICE TAX  
WEST REGIONAL UNIT : MUMBAI

4<sup>TH</sup> FLOOR, TRANSPORT HOUSE, POONA STREET, MASJID (EAST), MUMBAI – 400 009

F.No. II/3-5/INS-9/2002-03/Pt.II/ 1887  
Mumbai, the 15<sup>th</sup> January, 2019.

To

All Chief Commissioners of Customs and CGST,  
All Commissioners of Customs and CGST,  
All Director Generals/Directors (CBIC).

Subject : DGPM - Estt. - Preparation of panel for appointment of Senior Intelligence Officer, Administrative Officer (Gr. 'B' Gazetted) and Inspector (Gr. 'B' non-gazetted) officers in the Office of the Directorate General of Performance Management, West Regional Unit, Mumbai – regarding.

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Madam / Sir,

It is proposed to prepare a panel of officers for filling up the anticipated vacancies/ vacancies in the below mentioned Group 'B' (Gazetted & non-Gazetted) cadres on deputation basis in the office of the Directorate General of Performance Management, West Regional Unit, Mumbai. The initial period of deputation is for three (03) years which is extendable upto two (02) years, subject to the willingness of the officer, his / her performance and the concurrence of the lending Commissionerate / Directorate :

Sr. No.	Name of the Post	No. of vacancies	Pay Band	Grade Pay (erstwhile)
1.	Senior Intelligence Officer	01	Level 8 – Rs. 9300-34800	Rs. 4800/-
2.	Administrative Officer	01	Level 7 – Rs. 9300-34800	Rs. 4600/-
1.	Inspector	02	Level 7 – Rs. 9300-34800	Rs. 4600/-

2. The vacancies in the above mentioned cadres are to be filled up from amongst officers holding equivalent posts in Customs & CGST Commissionerates.

3. It is requested that wide publicity may be given to this letter among the officers under your jurisdiction and forward the names of eligible & willing officers from your Commissionerate alongwith their willingness, bio-data in prescribed proforma (Annexure enclosed), Vigilance Clearance Certificate and CCR folder, inclusive of ACRs for the last five years, to the office of the Directorate General of Performance Management, West Regional Unit, Mumbai, at the address mentioned above.

4. It is informed that once willingness is given and order is passed by the Head of Department, withdrawal of willingness is not permissible and the incumbent should be relieved as soon as asked for by this office. However, in case, while working in this Directorate, the work and conduct of the officer is not found to be satisfactory, the officer can be reverted to the parent Commissionerate/Directorate before the completion of the deputation period.

This issues with the approval of the Pr. Additional Director General.

Yours faithfully,



ANNEXUREBIO-DATA

1. Post applied for :
2. Name of the applicant :
3. Date of Birth :
4. Educational Qualification :
5. Date of entry in Government Service :
6. Post held at present :
7. Date of appointment in the grade :
8. Present pay (with Level and pay scale) :
9. Experience :
10. Date of return from ex-cadre (deputation) post, if any :
11. Brief service particulars :
12. Category (SC/ST/OBC) :

Signature of the Applicant

Certificate to be given by the parent department :

1. The information furnished by the applicant has been verified from the service records and the same are found to be correct.
2. The applicant is not in the consideration zone for promotion for the next three years.
3. No vigilance / non-vigilance case or complaint is pending or contemplated against the applicant.
4. Original / photocopies of the ACRs for the last five years of the applicant are enclosed / being sent separately.
5. The applicant will be relieved within 15 days of the receipt of the letter of his / her appointment on deputation.

Signature :  
(of the Administrative Authority)  
Name (in block letters) :