

F.No.A-32012/04/2022-Ad IIA
Government of India
Minister of Finance
Department of Revenue
Central Board of Indirect Taxes and Customs

North Block, New Delhi
Dated the 8th June, 2022

To
All Cadre Controlling Authorities

Subject:- Conduct of DPC for promotion to the Post of Chief Accounts Officer (CGST & Directorates) Group 'A' Gazetted- Reg.

Sir/ Madam,

Please refer to Board's letter of even number dated the 31st May, 2022 (copy enclosed) regarding the above mentioned subject. The Board has decided to conduct DPC for the vacancy year 2022 for promotion of Administrative Officers in Level 7 in the pay matrix (Rs.44,900-1,42,400) to the Grade of Chief Accounts Officer (CGST & Directorates), Group 'A' Gazette, in Level 10 in the pay matrix (56100-177500). As per existing Recruitment Rules, the posts of CAO are filled up 100% by promotion by selection from the grade of Administrative Officer, Group 'B' Gazetted, Pay Level—7 as per 7th CPC with 3 years regular service in the grade.

2. Accordingly, it is requested that the following documents in respect of all the eligible Administrative Officers (from SL. No. 553 – 612) of Final Integrated AISL (CGST & Central Excise and Directorates) of Administrative Officers for the period 01.01.2009 to 30.06.2014 issued by DGHRD Vide OM OM "F.No.8/B/187/HRD(HRM-I)/2014 dated 08.11.2017 and (from SL. No. 1 – 276) of Final Integrated AISL of Administrative Officers (CGST including Directorates) for the period 01.07.2014 to 31.12.2016 vide OM "F.No.8/B/73/HRD(HRM-I)/2017 dated 03.12.2018 as amended from time to time, may be provided to the Board for preparing the DPC Proposal:-

- (i) Complete ACRs/ APARs dossiers. If any of the ACR/ APAR could not be written in respect of any officer, a No Report Certificate & No Review Certificate should invariably be placed in respective ACR/ APAR dossier clearly stating the reason for non-availability of the ACR/ APAR. Where original 'ACR/ APAR is not available, the photo copy of the ACR/ APAR should be attested by the concerned appropriate officer. While forwarding the ACR/ APAR dossier, it may kindly be ensured that the ACR dossiers in respect of all the officers mentioned in the Seniority List, pertaining to your zone, should be supplied to this Ministry irrespective of fact whether any of them has already retired;
- (ii) Below Bench Mark certificate in respect of all the officers as per DOP&T OM No.2101/1/2010-Estt.(A) dated 13.04.10 & DOP&T OM No.21011/1/2005-Estt.(A) dated 14.5.2009;
- (iii) Integrity Certificate in respect of all the officers of the concerned zone in accordance with the instructions contained in DOP&T OM No.1/9/71-Estt(D) dt. 22.1.1972;

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- (iv) A list of the officers, if any, against whom vigilance proceeding are either pending or contemplated;
- (v) A statement of penalty imposed on any officer during last 10 years along with copy of penalty order, Charge Sheet concerning your Commissionerate;
- (vi) Details of court cases on the seniority/ promotion matter, if any, concerning your Commissionerate.

3. It may be noted that the requisite information in respect of all eligible officers for the vacancy year 2022 whether retired or in service, should invariably be submitted to this Ministry in one go and not in piece-meal manner **latest by 15th June, 2020**, positively.



(Avneesh Pratap Singh)
Under Secretary to the Government. Of India
Tele – 011 23095528

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