



F. No. 8/B/106/HRDM)/2013
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
Directorate General of Human Resource Development
409/8, Deep Shikha, Rajendra Place,
New Delhi - 110008

Dated: 28th Nov. 2013

Office Order

Subject:- Implementation of the Cadre Restructuring of Central Excise, Service Tax & Customs Department : Constitution of the Core Committee

The Proposal for Cadre Restructuring and Reorganization of the Field Formations under Central Board of Excise & Customs is presently at advanced stage after approval by the Cadre Review Committee of Secretaries and the Union Cabinet. The proposal envisages creation of additional posts in various Group 'A', 'B' & 'C' grades for carrying out various measures to increase the efficiency and effectiveness of the Department.

2.0 The steps required to be taken to implement the Cadre Restructuring proposal have been considered by the Board, and it has been decided that, after approval of the proposal by the Competent Authority, its roll-out needs to be carried out in a planned and time-bound manner. It has therefore been decided to constitute a Core Committee and other Committees to facilitate smooth implementation of the Cadre Restructuring Plan. Following Core Committee and other Committees are, hereby, created for this purpose:

I. Core Committee:

Terms of Reference:- The Core Committee will be responsible for:

- overall implementation of the approved cadre restructuring proposal.
- coordinate with all the other Committees related to cadre restructuring,
- keeping the CBEC informed of all the developments, and seeking its approval, wherever necessary,
- Interjecting wherever the work of any Committee falls behind schedule, or where some problem is being experienced.
- facilitating conduct of the DPC for promotion to various levels in IRS (C&CE). Composition of the Core Committee will be as under:

Sl. No.	Name	Designation	
1	Ms. Neerja Shah	Director General (HRD)	Chairperson
2	Ms. Arusha Vasudev	Chief Commissioner of Central Excise, Mumbai II	Member

3	Ms. Kameshwari Subramanian	Chief Commissioner of Central Excise, Kolkata	Member
4	Shri. Mahender Singh	Chief Commissioner of Central Excise, Meerut	Member
5	Shri. R.K.Singh	Chief Commissioner of Central Excise, Ahmedabad	Member
6	Shri. S.Ramesh	Chief Commissioner of Customs, Chennai	Member
7	Shri. Sandeep Srivastava	Commissioner Jaipur I	Member
8	Ms. Renu K.Jagdev	Additional Director General (HRM)	Member
9	Shri. Deepak Garg	Additional Director General (I&W)	Member
10	Shri. Shailesh Kumar	Additional Director (HRM)	Member
11	Shri. Vinay K.Singh	Additional Director (HRM)	Member

II. Committee for conducting DPCs: This Committee will comprise several sub-Committees with each sub-Committee being responsible for conducting DPC for one specific grade. Joint Secretary, (Admn.) will be the ex officio member of all the following sub committees. Accordingly, 5 Sub-committees are created as under:

a) **Sub-committee No. 1** for promotion to Assistant Commissioner.

Sl. No.	Name	Designation	
1	Shri. Yogendra Garg	Additional Director General, DG Systems, Delhi.	Chairperson
2	Shri. Ranjit Kumar	Additional Commissioner, Central Excise, Delhi I	Member
3	Shri. Prashant Kumar Jha	Technical Officer, TRU,CBEC	Member

b) **Sub-committee No. 2** for promotion to Dy. Commissioner.

Sl. No.	Name	Designation	
1	Ms. Neeta Lal Butalia	Commissioner of Customs (I&G), Delhi	Chairperson
2	Shri. Gurusharan Singh	Additional Commissioner, Central Excise, Delhi I	Member
3	Shri. Vishnu Kumar	Deputy Commissioner, DGHRD	Member

c) **Sub-committee No. 3** for promotion of Dy. Commissioner to Jt. Commissioner and placement of Joint Commissioners in JAG (NFSG).

Sl. No.	Name	Designation	
1	Shri P. K. Singh	Commissioner, Directorate of Logistics	Chairperson
2	Shri. Alok Jha	Additional Commissioner, DPPR	Member
3	Shri. Shobhit Jain	Joint Commissioner of Customs (I&G), Delhi	Member
4	Shri. Gautam Wahi	Deputy Commissioner, Central Excise, Delhi II	Member

d) **Sub-committee No. 4** for promotion of Addl. Commissioner to Commissioner

Sl. No.	Name	Designation	
1	Shri Rajiv Tandon	Commissioner of Customs (Exports), Delhi	Chairperson
2	Shri. Upendra Gupta	Additional Commissioner, CBEC, Delhi	Member

3	Ms. Meenu S. Kumar	Additional Director (I&W) Delhi	Member
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e) **Sub-committee No. 5** for promotion of Commissioner to Principal Commissioner and above grades:

Sl. No.	Name	Designation	
1	Shri. A.K.Gupta	Chief Commissioner of Central Excise, Delhi	Chairperson
2	Shri. M.S.Arora	Additional Director General (Systems) Delhi	Member
3	Shri. John Joseph	Additional Director General, DRI, Headquarters, Delhi	Member

Terms of Reference of Sub-committees: Sub-committees will be responsible for doing all the ground work relating to conduct of DPC meetings, including:

- a. ensuring availability of APARs/ ACRs of individual officers,
- b. ensuring availability of Vigilance Clearances of individual officer falling within the consideration zone,
- c. ensuring availability of integrity certificate of individual officers falling within the consideration zone ,
- d. Preparation of panel of officers for promotion to various grades
- e. Coordinating with Ad. II and UPSC for conduct of DPCs, and ensuring early conduct of DPC for promotion to the concerned post so that officers are promoted against additional posts/ consequential vacancies, as early as possible.
- f. Coordinating with different relevant offices for obtaining approval of the Appointment Committee of Cabinet (ACC), wherever required.
- g. Coordinating with Ad. II Section of CBEC for issue of formal order granting promotions to various grades.

III. Committee for Operational issues, including reorganization of formations and allocation of staff strength:

Terms of Reference: This Committee will, *inter alia*, be responsible for:

- a. Obtaining draft Notifications defining geographical jurisdictions of the field formation from all the existing Chief Commissioners in respect of the Commissionerates falling within their jurisdictions.
- b. Compiling and consolidating the draft notifications, so received from the Chief Commissioners, and drafting consolidated notifications.
- c. Submission of the draft notifications to the CBEC for approval.
- d. After approval of the CBEC, coordinating with concerned sections of the Board for publication of the approved notifications in the Gazette of India.
- e. Obtaining proposals for reorganization of different Directorates General / Directorates (including the office of Chief Commissioner (AR), CESTAT and Office of Chief Commissioner (TAR), and seeking approval of CBEC for the same.

- f. Preparing proposal for allocation of staff strength to different reorganized formations under CBEC, on the basis the approved staffing norms, existing manpower of the formation(s), existing workload as well as the growth potential.
- g. Submission of the staffing proposal to the CBEC for consideration and obtaining approval of the Secretary (Revenue), the MoS (R) and the FM.

After approval of the staffing proposal, drafting of the order allocating the staff to the Formations under CBEC, as approved by the Finance Minister, and coordinating with CBEC for issue of order in this regard at the earliest.

Composition of the Committee will be as indicated below:

Sl. No.	Name	Designation	
1	Shri. Najib Shah	Director General, DRI,	Chairperson
2	Shri. A.K.Kaushal	Chief Commissioner, Mumbai III Customs	Member
3	Shri A. K. Pawar	Chief Commissioner, Bhopal	Member
4	Shri B. B. Prasad	Chief Commissioner, Hyderabad	Member
5	Shri B. K. Bansal	Chief Commissioner of Customs, Delhi	Member
	Shri. Rajiv Bhatia	Commissioner of Central Excise, Ludhiana	Member
6	Shri. O.P.Dadhich	Commissioner (Appeals), Jaipur	Member
7	Shri. Ashok	Commissioner of Central Excise, Bangalore I	Member
8	Shri Sandeep Prakash	Commissioner of Customs, Bangalore	Member
9	Shri. M.M.Parthibhan	Additional Director General, DRI, Chennai	Member
10	Shri. Upendra Gupta	Additional Commissioner, Directorate of Export Promotion	Member
11	Shri. B. Suresh Babu	Additional Commissioner, Customs Chennai	Member
12	Shri. Satyajit Mohanty	Additional Director , NACEN, Mumbai	Member
13	Shri. Vinish Chaudhary	Joint Commissioner, Vadodara I	Member
14	Shri. Vishnu Kumar	Deputy Commissioner, Bhubaneshwar I	Member

IV. Committee on Recruitment Rules for various grades: Cadre restructuring plan envisages creation of a few new grades in Groups 'A', 'B' & 'C', requiring formulation of one-time made recruitment rules, new recruitment rules and modifications in some of the existing recruitment rules.

Terms of Reference: The said Committee will be, *inter alia*, responsible for:-

- a. Identification of the grades, recruitment rules of which are required to be amended/ modified, consequent upon cadre restructuring.
- b. Identification of the provisions of different recruitment rules, which need to be amended.
- c. Drafting of the proposed amendments in various recruitment rules and obtaining the approval of the CBEC/ concerned authority for the same.
- d. Identifying the grades, recruitment rules of which are required to be made afresh, and drafting the recruitment rules for the same.
- e. Coordinating with the concerned Sections of CBEC, DoP&T and UPSC (wherever required) for approval of the draft new RRs/ draft amendments.

Composition of the Committee will be as indicated below:

Sl. No.	Name	Designation	
1	Shri. B.K.Bansal	Chief Commissioner of Customs, Delhi	Chairperson
2	Shri. Ravinder Saroop	Commissioner of Customs (Imp) Mumbai	Member
3	Shri. Birendra Singh	Deputy Director, DGHRD	Member
4	Shri. D.K.Sharma	Additional Assistant Director, DGHRD	Member

V. Committee on Technical matter:

Terms of Reference: With introduction of new grades in IRS (C&CE), various Acts and statutes, including Central Excise Act, 1944, Customs Act, 1962 and Service Tax Rules, 1994, would require amendments. Therefore, the committee would, *inter alia*, be responsible for:

- a. Identifying the Acts, rules, regulations, which require amendment.
- b. Drafting the proposal(s), in consultation with the concerned Section of the CBEC/ Ministry, for requisite amendment and submission of the same to the CBEC for obtaining necessary approval for the same from the competent authority,
- c. Drafting necessary Notifications after approval of the proposal for amendment,
- d. Coordinating with the concerned Section of the concerned Ministry for expeditious issue of Notifications.

Composition of the Committee will be as indicated below:

Sl. No.	Name	Designation	
1	Shri. K.K.Sharma	Director General (Systems)	Chairperson
2	Shri. S.M.Tata	Commissioner (Service Tax) CBEC	Member
3	Shri. Sunil Sinha	Director (Review) ,CBEC	Member
4	Shri. G.G.Pai	Director TRU	Member

VI. Committee on infrastructure: With the creation of new Zones, Commissionerates and other subordinate formations, such as Divisions and Ranges, as well as creation of additional posts, necessary infrastructure will require to be created immediately.

Terms of Reference: The said Committee will, *inter alia*, be responsible for :-

- a. Obtaining the proposals for infrastructural needs of various field formations in the reorganized organizational set up.

- b. Examining the proposals, so received, in terms with various instructions of the CBEC/ Department of Expenditure and other related governmental agencies.
- c. Formulating a consolidated proposal in this regard and submit the same to CBEC for consideration and obtaining approval of the concerned authority for the same.

Composition of the Committee will be as indicated below:

Sl. No.	Name	Designation	
1	Ms. Vanaja N. Sarna	Chief Commissioner of Central Excise, Bangalore	Chairperson
2	Ms. Krishna A. Mishra	Commissioner of Customs (P) , Delhi	Member
3	Shri. P.K.Singh	Commissioner of Logistics	Member
4	Shri Ashok Kumar Mehta	Additional Director General, NACEN, Faridabad	Member
5	Ms. Meenu.S.Kumar	Additional Director, I&W, DGHRD	Member
6	Shri. C.H.Venkat Reddy	Additional Commissioner, Customs, Chennai	Member
7	Shri. Hardeep Batra	Additional Commissioner, Central Excise, Delhi I	Member

3.1 The Core Committee will be headed by DG (HRD). Each of the aforesaid Committees, except the Committee for Operational Issues) will be headed by a Commissioner level officer, and will have at least one Additional / Joint Commissioner and one Dy. / Asst. Commissioner level officer. Committee for Operational Issues will be headed by a Chief Commissioner level Officer. Headquarters of the Core-Committee is proposed to be located in HRM Wing of DGHRD, at Rajendra Place, Delhi.

3.2 The following Time line will be followed by the Core Committee and other Committees:

Sl. No.	Committee	Completion of Task
1	Core Committee	Within 6 months from the date of issue of cadre restructuring notification
2	Committee on conduct of DPC Meetings	Each sub-committee will complete the assigned task maximum within 6 months cadre restructuring notification
3	Committee on Operational Issues	Within 2 months from the date of issue of cadre restructuring notification
4	Committee on Recruitment Rules	Within 2 months from the date of issue of cadre restructuring notification
5	Committee on Technical Matters	Within 1 month from the date of issue of cadre restructuring notification
6	Committee on Infrastructure	Within 4 months from the date of issue of cadre restructuring notification

4.0 The Chairperson of the Core Committee may :-

- i. Co-opt more Members, if required, for specialist inputs or to make the consultations broad based and inclusive.
- ii. Chairperson of each of the Committees will apprise the Core Committee about the progress made by the Committee headed by him/ her on weekly basis
- iii. Constitute further Committees/ Sub-committees, if required, for examining various issues, for providing material that may assist the Core Committee in its work

Core Committee will report the progress made in implementation of Cadre Restructuring plan to the CBEC on weekly basis.

5.0 The Headquarters of the Core Committee shall be at Rajendra Place, New Delhi in the HRM Wing of Directorate General of HRD. and shall provide:

This issues with the approval of Chairperson, CBEC.

Neerja Shah 28/1/13
(Neerja Shah)
Director General (HRD)
CBEC, New Delhi

Copy to:

1. PS to FM/MoS (Revenue)
2. PS to Secretary (Revenue)
3. Chairman/Members CBEC
4. All Chief Commissioners of Customs & Central Excise / Directors General
5. Chairperson & Members of the Core Committee
6. Web-manager, www.cbec.gov.in and www.dghrdcbec.gov.in for uploading on the websites

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