

F.No. A-26017/143/2015-Ad.IIA
Ministry of Finance
(Department of Revenue)
New Delhi,

Dated: -----2016.

GSR No. — In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules to amend the Ministry of Finance, Department of Revenue, Central Board of Excise and Customs, Administrative Officer (Group 'B' Post) Recruitment Rules, 2013 published vide G.S.R. No. 241 dated 03.10.2013 namely :-

1. Short title and commencement—(1) These rules may be called the Ministry of Finance, Department of Revenue, Central Board of Excise and Customs, Administrative Officer (Group 'B' Post) Amendment Rules, 2016.

(2) They shall come into force on the date of their publication in the Official Gazette.
2. In the schedule to the Ministry of Finance, Department of Revenue, Central Board of Excise and Customs, Administrative Officer (Group 'B' Post) Recruitment Rules, 2013, in Column 2 under the heading “Number of Post” and Column No. 11 “In case of recruitment by promotion or deputation/ absorption, grades from which promotion or deputation/ absorption to be made”, The following shall be substituted against the above Columns and against Note –1 and Note-2 namely:-

Column (2)

Number of Post

1600*(18.12.2013) *Subject to variation dependent on workload.

Column (11):

Promotion:

Executive Assistant under the Central Board of Excise and Customs in Pay Band-2, Rs. 9300-34800 plus Grade Pay of Rs. 4200 with five years' regular service in the grade.

Note 1: The service rendered in the pre-merger grades of Deputy Office Superintendent and Senior Tax Assistant (designated as Executive Assistant) shall be taken into account in computing the eligibility' for promotion.

Note 2: The eligibility list for promotion shall be prepared with reference to the date of completion of qualifying service by the Deputy Office Superintendent & Senior Tax Assistant (designated as Executive Assistant) under the Central Board of Excise and

Customs, of prescribed service in the grade with inter-se seniority within the cadre remaining the same.

3. The recruitment rules for the post of Administrative Officer in Directorates* under the Central Board of Excise & Customs also stand superseded by the Ministry of Finance, Department of Revenue, Central Board of Excise and Customs, Administrative Officer (Group 'B' Post) Recruitment Rules, 2013 published vide G.S.R. No. 241 dated 03.10.2013 and the amendment hitherto.

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Under Secretary
Government of India

Note:- The principal rules were published in the Gazette of India, Part-II, Section -3, Sub-section(i) vide G.S. R. No. 241 dated 03.10.2013.

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Sl. No.	Directorate	New name of Directorate	GSR No. and date
1.	Directorate General of Revenue Intelligence and Directorate of Anti-Evasion	DRI/DGCEI	GSR 717 dated 19 th November, 1990
2.	Directorate of Preventive Operation	DOL	G.S.R. No. 527 dated 9 th July, 1986
3.	Central Revenues Control Laboratory	CRCL	G.S.R. No. 45 26 th November, 1969
4.	Directorate of Statistics & Intelligence	Dte. of Systems & DM	G.S.R. No.196 dated 29 th February, 1988
5.	Directorate of Inspection	DGPM	Notified copy is being obtained.

ANNEXURE-III

Form to be filled by the Ministry/Department while forwarding proposals to the Department of Personnel and Training and the Union Public Service Commission for amendment of approved Recruitment Rules.

1(a)	Name of the Post:	Administrative Officer		
(b)	Name of the Ministry/Department	Ministry of Finance, Department of Revenue		
2.	Reference No. in which Commission's advice on Recruitment Rules was conveyed.	-		
3.	Date of notification of the original rules subsequent amendments (copy of the original rules subsequent amendments should be enclosed, duly flagged and reference:	G.S.R. No. 241 dated 03.10.2013 [F. No. A-12018/01/2005-Ad.IIA]		
Col. No. of the Schedule	Col. Heading	Provisions in the approved/ existing rules	Revised provisions proposed	Reasons for the revision proposed
1	Name of the post	Administrative Officer	Administrative Officer	.
2.	Number of posts	985* (2013) Central Excise : 655 Customs : 261 All Directorate : 68 CRCL: 01 *Subject to variation dependent on workload.	1600*(18.12.2013) *Subject to variation dependent on workload.	Number of posts changed due to Cadre Re-structuring vide letter F.No. A-11019/08/2013-Ad-IV dated 18.12.2013

4	Pay Scale + Grade Pay	PB-2Rs. '9300-34800 + Grade Pay Rs 4600/-	PB-2 Rs.9300-34800 + Grade Pay RS. 4600/-	As per 6 th Pay Commission recommendation
11	In case of recruitment by promotion Or deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Promotion : Deputy Office Superintendent under the Central Board of Excise and Customs in pay band-2, Rs. 9300-34800 plus grade pay of Rs. 4200 with five years' regular service in the grade.</p> <p>Note 1: The service rendered in the pre-merger grades of Deputy Office Superintendent Level-I or Deputy Office Superintendent Level-II (designated as Deputy Office Superintendent) shall be taken into account in computing the eligibility' for promotion.</p> <p>Note 2: The eligibility list for promotion shall be prepared with reference to the date of completion of qualifying service by the Deputy Office Superintendents of different cadres under the Central Board of Excise and Customs, of prescribed service in the grade with inter-se seniority within the cadre remaining the same.</p> <p>Note 3 : Successful completion of training as prescribed by the Central</p>	<p>Promotion:</p> <p>I. Executive Assistant and Assistant Programmer under the Central Board of Excise and Customs in Pay Band-2, Rs. 9300-34800 plus Grade Pay of Rs. 4200 with five years' regular service in the grade.</p> <p>II. Assistant Programmer under the Central Board of Excise and Customs in Pay band – 2, Rs. 9300-34800 plus Grade pay of Rs. 4200 with five years' regular service in the grade.</p> <p>Note 1: The service rendered in the pre-merger grades of Deputy Office Superintendent and Senior Tax Assistant (designated as Executive Assistant) shall be taken into account in computing the eligibility' for promotion.</p> <p>Note 2: The eligibility list for promotion shall be prepared with reference to the date of completion of qualifying service</p>	<p>Due to merger of Posts of Deputy Office Superintendent and Senior tax Assistant and nomenclature as Executive Assistant.</p> <p>Post of Assistant Programmer included as feeder Cadre for promotion to the post of Admn. Officer as per Board's Letter F.No. A-12018/4/2002-Ad.IIB dated 14.12.2009.</p>

		<p>Board of Excise and Customs shall be mandatory for promotion to the post of Administrative Officer. An officer who has not completed the training before promotion shall have to successfully complete the same within two years from promotion. An officer who has not successfully completed mandatory training for Administrative Officer shall not be considered for promotion to the post of Chief Accounts Officers. Officers with less than one year of service remaining before retirement on promotion, stand exempted from training.</p> <p>Note 4 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along-with their junior who have already completed such qualifying or eligibility service.</p> <p>Note 5 : For the purpose of computing minimum qualifying service for</p>	<p>by the Deputy Office Superintendent & Senior Tax Assistant (designated as Executive Assistant) under the Central Board of Excise and Customs, of prescribed service in the grade with inter-se seniority within the cadre remaining the same.</p> <p>Note 3: Successful completion of training as prescribed by the Central Board of Excise and Customs shall be mandatory for promotion to the post of Administrative Officer. An officer who has not completed the training before promotion shall have to successfully complete the same within two years from promotion. An officer who has not successfully completed mandatory training for Administrative Officer shall not be considered for promotion to the post of Chief Accounts Officers. Officers with less than one year of service remaining before retirement on promotion, stand exempted from training.</p> <p>Note 4 : Where juniors who have completed their qualifying or</p>	
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		<p>promotion, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said pay commission.</p>	<p>eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying of eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along-with their junior who have already completed such qualifying or eligibility service.</p> <p>Note 5 : For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said pay commission.</p>	
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Schedule

Name of post	Number of posts	Classification	Pay band and grade pay/pay scale	Whether Selection post Selection or Non-Selection post	Age limit for Direct Recruitment	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
Administrative Officer	1600* (18.12.2013) *Subject to variation dependent on workload.	General Central Service, Group 'B' Gazetted, Ministerial	Pay Band- 2 Rs. 9300-34800 + Grade Pay Rs. 4600/-	Selection	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes	Period of probation, if any	Field of Selection - Method of recruitment whether by direct recruitment or by promotion/ deputation/absorption and percentage of posts to be filled by various methods	In case of direct recruitment by promotion/deputation/ absorption, grades from which promotion/ deputation/ absorption to be made
8	9	10	11
Not applicable	Not applicable	By Promotion	<p>Promotion:</p> <p>Executive Assistant and Assistant Programmer under the Central Board of Excise and Customs in Pay Band-2, Rs. 9300-34800 plus Grade Pay of Rs. 4200 with five years' regular service in the grade.</p> <p>Note 1: The service rendered in the pre-merger grades of Deputy Office Superintendent and Senior Tax Assistant (designated as Executive Assistant) shall be taken into account in computing the eligibility for promotion.</p> <p>Note 2: The eligibility list for promotion shall be prepared with reference to the date of completion of qualifying service by the Deputy Office Superintendent & Senior Tax Assistant (designated as Executive Assistant) under the Central Board of Excise and Customs, of prescribed service in the grade with inter-se seniority within the cadre remaining the same.</p> <p>Note 3: Successful completion of training as prescribed by the Central Board of Excise and Customs shall be mandatory for promotion to the post of Administrative Officer. An officer who has not</p>

			<p>completed the training before promotion shall have to successfully complete the same within two years from promotion. An officer who has not successfully completed mandatory training for Administrative Officer shall not be considered for promotion to the post of Chief Accounts Officer. Officers with less than one year of service remaining before retirement on promotion, stand exempted from training.</p> <p>Note 4 : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher trade along with their juniors who have already completed such qualifying or eligibility service.</p> <p>Note 5 : For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said pay commission</p>
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If Departmental Promotion Committee exist, what is its composition	Circumstances in which UPSC is to be Consulted in making recruitment
12	13
<p>Group 'B' Departmental Promotion Committee (For confirmation):</p> <ol style="list-style-type: none"> 1. Chief Commissioner / Director General - Central Excise & Customs of Commissionerates/Directorates – Chairman 2. Commissioner/Additional Director General/Director of Commissionerate/Directorate 3. Additional/Joint Commissioner(P&V)/ Additional/Joint Director of Central Excise/Customs/Directorate – Member 	Not applicable

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