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GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF
GST & CENTRAL EXCISE, TAMILNADU & PUDUCHERRY
No.26/1, MAHATHMA GANDHI ROAD, CHENNAI - 600 034

C.No.II/03/31/71/2017-CCA-Estt.

Dated: 15/12/2017

DGHRD/AC-DC/326/2017
OFFICE ORDER NO: 15 / 2017

Sub: Postings in the grade of Assistant Commissioners of GST & Central Excise in Chennai Cadre Control Zone - Reg.

Ref: CBEC's Order No. 203/2017 dated 01.12.2017 issued from File No. A/22013/09/2017-Ad.II

Consequent to the joining of Assistant Commissioners (Officer Trainees) belonging to the 68th Batch of IRS (C & CE) Probationers, to the Chennai GST & Central Excise Zone vide Board's orders cited above, the following postings is ordered with immediate effect and until further orders:-

Sl. No	Emp. Code	Name of the Officer S/Shri/Smt/Ms	Posted to (Commissionerate)
1	8594	K. SHARMILA	Chennai North
2	7057	S. SATHISH KUMAR	Coimbatore
3	8188	RADHIKA VENUGOPALAN	Chennai North
4	8368	RAM KRISHNAN R	Madurai
5	8369	S. VANDANA RAJ	Chennai North
6	8447	D GOWRISANKAR	Coimbatore
7	8476	SUPRIA CHANDRAN	Chennai Outer
8	8484	P K SARAVANAN	Chennai South
9	8501	G KANAGA SUBRAMANIAN	Madurai
10	8502	DEVANATHAN R	Puducherry
11	8515	DILIPAN N	Chennai Outer
12	8533	PRAKASH B	Salem

2. All the Officers stand relieved today i.e. 15.12.2017 (AN) with instructions to report to the respective Commissioners immediately. The Commissioners are requested to report compliance by 19.12.2017.

3. As per the directions given by the Director General, NACIN, Faridabad Letter F. No. II(I)/31/2017-NACEN dated 02.12.2017 (scanned copy attached), the Probationers should not be assigned an independent charge as Assistant Commissioner till the end of April 2018.

The said officers are to be assigned functional assignment of subordinate officers (Inspector/ Superintendent) from December, 2017 to April, 2018 with the designation of AC(OT), and from May, 2018 as Assistant Commissioner with independent charge.

4. Further, the detailed guidelines for assigning work to these Officer Trainees till the end of April, 2018 are enumerated in the enclosure to aforesaid letter dated 02.12.2017 of DG, NACIN.

5. The instructions and guidelines given by the DG, NACEN, Faridabad in the aforesaid letters are to be followed scrupulously by the Commissioners.

6. This issues with the approval of the Principal Chief Commissioner GST & Central Excise, Chennai Cadre Control Zone.


15/12/17
(MANASA GANGOTRI KATA)
JOINT COMMISSIONER

To
The Individuals.

Copy submitted to:-

1. The Member (Admn.), Central Board of Excise and Customs, New Delhi.
2. The Joint Secretary (Admn.), Central Board of Excise and Customs, New Delhi.
3. The Additional Director General, DGHRD, CBEC, 409/8, Deepshika Building, Rajendra Place, New Delhi - 110 008.
4. The Under Secretary, Ad.II, CBEC, North Block, New Delhi.
5. The Director General, NACIN, Faridabad.
6. The Additional Director General, NACIN, Bengaluru.
7. The Principal Commissioner/ Commissioner of Chennai-North/ South/Outer / Puducherry /Coimbatore/ Madurai/ Salem.

Copy to:

1. PS to CC, Chennai GST & CX Zone.
2. The PAO, Central Excise, Chennai / Puducherry.
3. The AO (DDO), Pr. CCO, Chennai.
4. The Supdt. Computer Section, Chennai- North- to upload in the departmental zonal website.



राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी
भारत सरकार, वित्त मंत्रालय, राजस्व विभाग
नासिन कॉम्प्लैक्स, सैक्टर-29, फरीदाबाद-121008

NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS
Government of India, Ministry of Finance, Department of Revenue
NACIN Complex, Sector-29, Faridabad-121008

फोन /Telephone : 0129-2504652-54

फैक्स / Fax : 0129-2504632

F.No. II(1)31/2017-NACEN

Date:02.12.2017

To,
The Chief Commissioners of Central Excise and GST(All Zones),

Madam/Sir,

Sub: Posting of 68th Batch of IRS(C&CE)Probationers -Reg.

Please refer to CBEC Order No. 203 dated 01.12.2017 issued by Central Board of Excise and Customs vide which the 68th Batch IRS(C&CE) Probationers have been posted to different GST and CX zones. The Probationers (OTs) have been relieved with directions to report to respective CCs on or before 11th December, 2017.

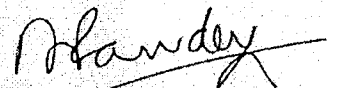
2. In this regard, it is to inform that vide OM dated 23.05.2016 (copy enclosed), the Board has decided that the Probationers will not be assigned an independent charge as Assistant Commissioner till the end of April, 2018. Since all of the OTs, this year, have been posted to only GST and CX formations, they are to be assigned functional assignment of subordinate officers (Inspector/ Superintendent) from December, 2017 to April, 2018 with the designation of AC(OT), and from May, 2018 as Assistant Commissioner with independent charge.

3. Accordingly, guidelines for assigning work to OTs posted to your charge are enclosed. Reports, as indicated in the guidelines, may be sent to NACIN in due course.

4. Further, each of these officers should also be assigned a 'mentor' from your zone who can guide the young officer in the beginning of professional career. The mentors should also be IRS (C&CE) officers of 5-6 years of seniority. The details of mentor assigned to each officer may be shared with NACIN.

Encl: As above

Yours faithfully,


(Archana Pandey Tiwari),
Director General.

Guidelines for the Officer Trainees:

1. The proposed posting is aimed at providing the Officer Trainees (OTs) an opportunity to familiarize themselves with the working of the Group B officers of GST & CX field formations.
2. From December, 2017 to April, 2018, the OTs should be assigned responsibilities of Subordinate officers (Inspectors/Superintendent) of GST & CX. For the purpose, the OTs may be made to put up file to the AC/DC of the section/branch/division and the jurisdictional Commissioner may take a fortnightly review on on-the-job learning of the OTs and advise them. At the end of posting, it is expected that the OTs acquire the necessary competencies and skills to perform the duties as Assistant Commissioner professionally and effectively. It is therefore, desirable that the OTs should be given assignments where she/he is not only accountable but also fully responsible for the decision she/he takes, thus exposing them to actual decision making process such as issuance of SCN/Adjudication Orders.
3. It is desired that the performance of the Officer will be monitored by the jurisdictional Commissioner and the same should be submitted to the Chief Commissioner and Director General, NACIN at the time of their relieving for Furbisher Course.
4. These officers are required to maintain a diary of their daily activities similar to XT- 1 Diary (copy of the same is enclosed for reference). The diary shall be submitted to the controlling officers on a weekly basis, who will countersign the same. The diary of the whole period (Dec 2017-Aug 2018) shall be submitted by the officer trainees in the OT cell of NACIN at the time of joining furbisher course.

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Minutes of the Board meeting held on 17.05.2016 in respect of BMB No.03/2016

The Board in its Meeting chaired by Shri Najib Shah, Chairman, CBLC deliberated on the issue detailed herein. The following officers were present:

- Mr. Neeraj Shah, Member (CX)
- Ms. Vanaja Sarna, Member (Admn)
- Ms. Ananya Ray, Member (Legal & IT)
- Shri B. K. Bansal, Member (CUS)
- Shri Mahender Singh, DG(Audit)
- Shri S. Ramesh, DG(Systems)
- Shri Sunil Sawhney, DG(NACEN)
- Shri D. P. Dash, Pr ADG(Systems)
- Ms. Archana Pandey Tewari, Pr Commr, C. Ex, Delhi I
- Ms. Reena Arya, ADG(NACEN)
- Shri Vivek Ranjan, ADG(DTPS)
- Ms. Arti Srinivas, ADG(Systems)
- Shri Rajesh N. Srivastava, ADG(NACEN)
- Shri Rajender Kr. Gupta ADC, Delhi I
- Ms. Hemambika R. Priya, Commissioner (Coord) & Secretary (CBLC)

2. BMB NO.03/2016

Issue in brief: Issues raised by Revenue Secretary during his visit to NACEN on 13.04.2016 – Sponsored by DG(NACEN)

DG(NACEN) briefed the Board on the observations made by the Revenue Secretary, Dr. Basmukh Adhia during his visit to the National Academy of Customs, Excise & Narcotics (NACEN), Faridabad on 13th April 2016. He also highlighted certain additional issues during the Board meeting.

2.1 Assigning independent charge of the cutting edge level of Group 'B' posts in the department such as Inspectors, Examiner, Appraiser, etc. towards the end of the training of IRS Officer Trainees (OTs).

The Board considered the suggestion and accepted this suggestion, as there is a need for a more comprehensive on the job training for the Officer Trainees. The Board noted that at present the officers are assigned independent charges in the month of May every year, even though they remain under the administrative control of NACEN till the conclusion of the Turbisher course in September.

The Board decided that instead of assigning these officers independent charges during this period as Assistant Commissioners, they would be assigned to Chief Commissioners in the field, who would then assign the officers the responsibilities as Examiner, Preventive officer, Appraiser and Superintendent (Preventive) on the Customs side and Range Superintendents on the Central Excise and Service Tax side. The OTs will be rotated between Range/Groups and other charges in the Headquarters. The OTs will maintain a diary of their daily activities, similar to the XI-1 daily. Guidelines for assigning such statutory responsibilities would be issued by DG(NACEN). The performance of the Officer Trainees in these areas will be monitored and the report of their performance shall be furnished by the Chief Commissioners. This will be taken into account to assign regular postings to the officers after conclusion of the Turbisher course. It was also decided that necessary instructions will be issued authorizing officers for carrying out the statutory functions of the respective Group 'B' office.

2.2 NACEN to build case bank relating to Customs, Central Excise & Service Tax etc., which could be used to impart training to OTs.

The Board noted that the NACEN faculty are serving officers with immense experience. Hence, preparation of a case bank can be done internally by NACEN through its faculty at Faridabad and each of the RTIs. The Board also decided that NACEN will also request all the Chief Commissioners/Directors General to similarly contribute to the case bank. The Board also decided that NACEN should communicate to the entire teaching faculty to place increasing reliance on examples, case studies, simulated exercises, etc., to make the lectures more interesting and educative.

2.3 Altering the working timings of the Academy from the present 10 am - 5pm timings:

The Board noted that NACEN cannot function like a regular attached office having normal working hours. It was noted that the OTs begin the day with Yoga/PT which begins at 6.30 am. Hence, the academic sessions should ideally commence at 9AM. Hence, the Board decided that the Academy should henceforth observe academic timings of 9 am to 4 pm. The necessary changes will be effected by DG NACEN.

2.4 Having permanent faculty at NACEN for dealing with Finance, Law, Administration etc.

The Board noted that the lecture sessions on the Customs, Central Excise and Service Tax and other business processes relating to Indirect taxes are taken by serving departmental officers who are best equipped to deliver the sessions. The Board also observed that NACEN is currently following a system where the Administration related module is conducted by ISTM and the Law module is being handled by the National Law School, Hyderabad. Further, it was also noted that the Finance Module is undertaken by expert guest faculty. In order to have a competent and experienced pool, the Board decided the following:

- i) The Law Module may be implemented through National Law School; a revised and enhanced arrangement with National Law School Bangalore was reported to be on the anvil, which may be expedited.
- ii) The Administration module may continue to be implemented through ISTM. For Finance, NACEN could explore the option of getting the same conducted through the National Institute of Financial Management (NIFM), Faridabad.
- iii) For Customs, Central Excise and Service tax, NACEN may form a pool/ panel of retired and serving officers of proven merit and academic capabilities with whom a contractual arrangement of limited duration, with commensurate remuneration could be entered into.

2.5 Retention of officers of group 'B' level with an inclination for academic work, beyond the period of 2 years, for which they are presently being posted on 'loan'.

The Board noted that currently group B officers are posted to NACEN on loan basis for two years. There is a need to increase the period of posting to NACEN. However, taking note of the shortage in the cadre of Inspectors, and the induction that is underway in the cadre, the Board decided the following:

- i) NACEN may advertise/circulate the vacancies to all the Chief Commissioners and call for nominations of suitable and willing officers.
- ii) The possibility of amending the Recruitment Rules to allow deputation to NACEN may be examined by DGHRD.

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2.6 Increasing the quantum of training for Group 'C' staff, in view of their sanctioned strength. Imparting training on soft skills and ethics to Head Hawaldars/ Sepoys, etc.

The Board noted that presently such trainings were left to the individual initiative of the zonal Chief Commissioners whereas there should be a standardised institutionalised training system in place in all field formations. It was also noted that the formations should be encouraged to use the training allowance granted to each formation. Taking note of the discussions, the Board decided the following:

- (i) Suitable instructions may be issued to the Zonal Chief Commissioners for organizing such trainings at their level by taking the services of state ATIs or any other appropriate institution.
- (ii) RTIs of NACEN to provide assistance in standardizing the course content and any other support through its RTIs.
- (iii) Field Chief Commissioners/ Commissioners should also develop 'in-house' training facilities for Group 'C' staff using the funds for training available with them.

2.7 Mandatory training of at least 3 days in a year for each officer.

The Board noted that this was desirable. Since NACEN Faridabad alone cannot cater to the training needs of such a large number of officers, the Board decided that other training institutes such as Management institutes or other remarked institutes with desired expertise may be engaged for this purpose. Instructions in this regard would be issued and there was no need for amending the RRs. The Board also decided that the training needs of officers should be identified. DGHRD will compile the data of quantum of training undergone by each officer every year and the training needs identified by the officers in their APARs/recommendations for training by Reporting and Reviewing officer, if any, and communicate to NACEN for necessary action.

2.8 Increasing the duration of induction training of Inspectors from the present 6 weeks to 6 months.

The Board observed that currently, all newly inducted Inspectors undergo 6 weeks of induction training. Taking note of the large intake of officers in this cadre as also the infrastructure constraints, the Board decided that NACEN may explore the possibility of extending the duration of the training from the existing 6 weeks to 8 weeks, in a phased manner. The Board further decided that after a certain duration of posting in the field, the officers can be once again called to the RTIs for a refresher course, once the backlog of officers to be provided induction training is cleared.

2.9 Reduction in the intake of Group 'A' officers

The Board observed that as per DoPT's recent instructions, the quantum of fresh intake every year has been capped at 3% of the sanctioned strength. Accordingly, for 2016 a requirement of only about 104 officers has been projected for fresh intake. Hence, no further action was required presently.

2.10 Computerization of information regarding training received by the officers:

The Board observed that this was essential to design a comprehensive Human Resource Management System. The Board noted that compilation of the training needs as indicated in the APARs will be compiled by DG(HRD) and communicated to

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DG(NACEN). The Board also noted that a HRMS is being designed as an end to end solution and is underway in DGHRD.

Additional Points: The following additional points were also discussed.

Additional Point No.1

Issue in brief : Permission to Officer Trainees to appear in the Civil Services Examination (CSE) after joining NACEN:

DG(NACEN) informed the Board that even after joining NACEN for training, the Officer Trainees are free to write the CSE again. This dilutes their focus on training and consequently results in wastage of resources deployed for training of these officers. The Board observed that to address this situation, NADT has directed such OTs, who intend to write the exam again, to compulsorily proceed on F.O.I. This practice has been upheld in the CAT. It was also noted that the National Police Academy, (NPA) obtains an undertaking from the officers regarding not taking the CSE again, once they report to NPA for training. Taking into consideration the discussions, the Board decided that the practice as NADT may be adopted. The Board also decided that this may be made part of the training instructions to the OTs.

Additional Point No.2

Issue in brief : Repeated failure / non-appearance in Departmental examination by officers who fail to clear the same even after probation period.

DG(NACEN) stated that in the recently concluded Viva Voce held on 3-5th May, 2016 certain officers of 2008-2010 batches who had not successfully passed either the Departmental examinations or viva voce or both, when called for re-test/re-appearance, failed to turn up without any intimation either from them or from their Controlling officers. Explanations of such officers have been called for through their CCs/DGs.

The Board considered the matter and decided that some stringent measures need to be put in place to enforce discipline amongst the officers. Taking note of the suggestions of DG, the following decisions were taken :-

- i. A final opportunity to officers of the old batches, who have not cleared the examination/ viva voce, should be given with appropriate notice period.
- ii. Non appearance to invite disciplinary action.
- iii. Failure to clear the exam/ viva would entail debarment from field assignment and attachment with NACEN.
- iv. For the future, NACEN should move the proposal for extension of the probation period of officers who do not clear the exam within the period of 2 years of probation.
- v. Results of the departmental examination should change the inter-se seniority of officers as in the case of the All India Services. This should also be included in the appointment letter issued by the Ministry.

[Action:DGs-NACEN/HRD]