



Top Priority
CONFIDENTIAL

भारत सरकार, वित्त मंत्रालय, राजस्व विभाग

Govt. of India, Ministry of Finance, Dept. of Revenue

मुख्य आयुक्त का कार्यालय, केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर

Office of the Chief Commissioner, Central Excise, Customs & Service Tax

केसेन्स बिल्डिंग, महात्मा गांधी रोड, शिलांग - 793 001 Crescens Building, M.G. Road, Shillong - 793 001
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CIRCULAR

Dated, Shillong, the 25th Jan., 2017

This is for general information that **Annual Performance Appraisal Report** for the period from **01.04.2016 to 31.03.2017** in respect of Group 'B' & 'C' Officers and Staff i.e. **Superintendent, AO, Inspector, DOS, Sr. TA, TA, Steno, LDC, Telecom Staff, Head Havaldar, Havaldar, ASI (Weapons), MTS** are to be initiated on completion of the financial year **2016-17**. For the purpose of initiation of **APARs**, it is required to furnish check list containing the names of Officers and Staff (**Full name to be given**) working under the disposal of each and every controlling authority alongwith the names of **Reporting and Reviewing Officers** with periods (as per enclosed Annexure) latest by **20th February, 2017** positively so as to enable this office to process for sending of APAR forms well in advance for necessary initiation of the APAR by the Reporting Officer **upto 30.06.2016** and review of the same by the Reviewing Officer up to **31.08.2016**.

Where there is more than one Reporting Officers with prescribed length of service required for initiation of report, in such case(s) names of the concerned Reporting Officers alongwith the span of reporting period specifically may be mentioned to avoid any confusion and complications.

Encl:- as stated


(C. Songate)


Additional Commissioner

C.No.II(9)1/PER/CCO/SH/2017/0068-0128

Dated: **25** 5 JAN 2017

Copy forwarded for information and necessary action to:-

1. The Commissioner, Central Excise & Service Tax, Shillong/ Dibrugarh/ Guwahati.
2. The Commissioner, Customs (Preventive), NER, Shillong.
3. The Commissioner (Appeals)/ (Audit), Guwahati.
4. The Additional Commissioner, Customs (P), NER, Shillong.
5. The Additional Commissioner, Central Excise & Service Tax, Shillong/Dibrugarh.
6. The Additional Commissioner, Audit Circle, Guwahati.
7. The Joint Commissioner (P&V), Central Excise & Service Tax, Guwahati.
8. The Deputy Commissioner (P&V), Central Excise & Service Tax, Shillong
9. The Deputy/Assistant Commissioner, Central Excise & Service Tax Division----- (All)
10. The Deputy/Assistant Commissioner, Customs (P) Division----- (All)
11. The Assistant (P&V), Central Excise & Service Tax, Dibrugarh.
12. The Chief Account Officer, Central Excise & Service Tax, Shillong/Dibrugarh/Guwahati.
13. The Chief Account Officer, Customs (P), NER, Shillong.
14. The Assistant Chief Accounts Officer, Central Excise Hqrs., Shillong.
15. The Assistant Chief Account Officer, Customs Preventive Hqrs., Shillong.
16. The Administrative Officer (GL)/ (Estt), Central Excise Hqrs., Shillong.
17. The Administrative Officer (Hqrs. Estt)/(GL), Customs Preventive Hqrs., Shillong.
18. The Superintendent, Customs Prev. / Central Excise----- Hqrs., Office, Shillong.
19. The Superintendent (Appeals), in-charge of Admn, Guwahati.
20. The Superintendent (System), CCO, Shillong for uploading in the Deptt. Website.
21. The Branch-in-Charge, Central Excise/Customs Prev.----- Hqrs., Offices, Shillong.
22. Guard File.


(C. Songate)

Additional Commissioner

ANNEXURE

Sl.No	Name of the officers/staff (Full name to be given)	Designation of the officers	Name of the Reporting officer with period	Name of the Reviewing officer with period	Remarks