



भारत सरकार

Govt. of India,

वित्त मंत्रालय/राजस्व विभाग,

Ministry of Finance, Department of Revenue

वस्तु एवं सेवाकर एवं सीमा शुल्कगुवाहाटी ज़ोन, मुख्य आयुक्त का कार्यालय,

Office of the Chief Commissioner, Goods and Services Tax & Customs, Guwahati Zone

क्रेसेंस बिल्डिंग-शिलांग, महात्मा गाँधी रोड, 793001

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CIRCULAR

C. No. II(39)04/ET/CCO/SH/2019

Dated, Shillong, the 20th February, 2019

Sub: Shifting of Chief Commissioner's Office from Shillong to Guwahati- reg.

In terms of Notification No. 13/2017 – Central Excise (N.T) dated 09.06.2017, the headquarter of the Guwahati Zone is at Guwahati. Further DGHRD vide letter F. No. 8/B/HRD(HRM)/2015-Pt.-I/652 dated 21.05.2018 instructed for shifting of the same to Guwahati long back. It has therefore been decided to shift the Chief Commissioner's Office (CCO) from Shillong to Guwahati in the building "GST BHAWAN", Kedar Road, Guwahati on 01.03.2019.

All the Branch/Section-in-charge and the Staff working in the concerned branch are hereby directed to ensure that all the files (current and old) which are under their charges are listed properly and marked all the Tables, Chairs, Almirahs, Computer etc, which they are using so as to enable the smooth transition to Guwahati.

All the concerned officers and staff are requested to prepare such type of list (of files and dead stock) in 4 (Four) sets each, 1 (One) each for both handing-over and taking-over purposes and 1 (One) copy for keeping in the file and 1 (One) copy to be submitted to the ADC/JC, CCO.

Accordingly, all the officers and staff of CCO, Shillong are hereby informed to initiate process of listing of files etc and ensure to complete the same latest by 25.02.2019.

Transportation of files and dead stock articles will take place on any day once the above work is completed and in any case not later than 28.02.2019.

This issues with the approval of the Chief Commissioner.

(Suven Das Gupta)

Joint Commissioner

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C. No. II(39)04/ET/CCO/2019

1853-gh (2)

Dated: 20 FEB 2019

Copy for information and necessary action to: -

1. The Commissioner, GST & CX, Guwahati. *He is requested to extend all necessary logistics support for the smooth process of shifting of CCO from Shillong to Guwahati.*
2. The Commissioner, GST & CX, Shillong / Dibrugarh / Agartala / Aizawl / Dimapur / Imphal / Itanagar.
3. The Commissioner, Customs (Preventive), N.E.R., Shillong.
4. The Commissioner (Appeals), Guwahati.
5. The Commissioner (Audit), Shillong.
6. The Additional Commissioner, Customs (Prev.), NER Shillong.
7. The Additional Commissioner, Audit Guwahati.
8. The Deputy Commissioner (P&V), Customs (Prev.), NER Shillong.
9. The Assistant Commissioner (P&V), GST & CX, Guwahati. *He is directed to depute PRO/APRO of Guwahati GST & CX for assisting in the shifting work.*
10. The Assistant Commissioner (P&V), GST & CX, Shillong.
11. The Superintendent (Tech/Stats/RTI/Audit/Review), CCO, Shillong.
12. The Superintendent (Vig/Sevottam/CPGRAMS), CCO, Shillong.
13. The Superintendent (Law/TAR/CGEWCC), CCO, Shillong.
14. The Superintendent (Systems & CPC), CCO, Shillong. *for update on the Dept. web site*
15. The Superintendent (CIU-Vig), GST & CX, Shillong.
16. All individual officers of CCO, Shillong.
17. Guard file.

Suven Das Gupta
(Suven Das Gupta)
Joint Commissioner