



भारत सरकार

Govt. of India,

वित्त मंत्रालय, राजस्व विभाग

Ministry of Finance, Department of Revenue

वस्तु एवं सेवाकर एवं सीमा शुल्क, मुख्य आयुक्त का कार्यालय

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

क्रेसेन्स बिल्डिंग, महात्मा गाँधी रोड, शिलांग- 793001

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CIRCULAR

This is for general information that APAR (Annual Performance Appraisal Report) for the period from 01.04.2017 to 31.03.2018 in respect of Group 'B' & 'C' Officers and Staff i.e. PS, AO, Superintendent, EA (DOS & Sr.TA), TA, Steno, LDC, Telecom Staff, Head Havaldar, Havaldar, ASI(Weapons), MTS are to be initiated on completion of the financial year 2017-18. For the purpose of initiation of APARs, it is required to be 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 name of Reporting and Reviewing Officers with periods (as per enclosed Annexure) latest by 2<sup>nd</sup> April, 2018 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 up to 30.06.2017 and review of the same by the Reviewing Officer up to 31.08.2017.

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 complication.

Encl: As stated

*B.S. Suhag*

(B.S. Suhag)

Additional Commissioner

C.No.II(9)10/PER/CCO/SH/2018/1194-49

Copy forwarded for information and necessary action to:

Dated: 1 MAR 2018

1. The Commissioner, GST & CX, Shillong/Dibrugarh/Guwahati/Agartala/Aizawl  
Dimapur/Imphal/Itangar
2. The Commissioner, Customs(Prev),, Hqrs, N.E.R Shillong.
3. The Commissioner, Appeals/ Audit, Guwahati.
4. The Additional Commissioner, Customs(Prev), Hqrs, N.E.R., Shillong
5. The Additional Commissioner (P & V), GST & CX, Guwahati
6. The Joint Commissioner, GST & CX, Shillong/Dibrugarh/ Aizawl/  
Imphal/Itangar.
7. The Deputy/ Assistant Commissioner, GST & CX Division \_\_\_\_\_ (ALL).
8. The Deputy/ Assistant Commissioner, Customs (Prev.) Division \_\_\_\_\_ (ALL).
9. The Assistant Commissioner (Admn.), Audit, Guwahati.
10. The Chief Account Officer, GST & CX, Dibrugarh.
11. The Assistant Chief Account Officer, GST & CX Hqrs, Shillong.
12. The Administrative Officer (GL)/ Estt, GST & CX, Hqrs, Shillong.
13. The Administrative Officer (GL)/ Estt, Customs(Prev), Hqrs, N.E.R., Shillong.
14. The Superintendent, Cusotms (Prev)/GST & CX \_\_\_\_\_ Hqrs, Office Shillong(ALL).
15. The Superintendent (Admn), Commissioner of Appeals, Guwahati.
16. The Branch-in-Charge, Customs (Prev)/GST & CX \_\_\_\_\_ Hqrs., Offices, Shillong.
17. The Superintendent (System), CCO, Shillong for uploading in the Deptt. Webside.
18. Guard File.

*B.S. Suhag*

(B.S. Suhag)

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