



भारत सरकार
GOVERNMENT OF INDIA
वित्त मंत्रालय, राजस्व विभाग
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE
मुख्य आयुक्त का कार्यालय
OFFICE OF THE CHIEF COMMISSIONER
केंद्रीयमाल एवं सेवाकर, केंद्रीय उत्पाद शुल्क और सीमा शुल्क, गुवाहाटी ज़ोन
CGST, CENTRAL EXCISE & CUSTOMS, GUWAHATI ZONE
जीएसटी भवन, पांचवीं मंजिल, केदाररोड, माछखोवा, गुवाहाटी-781 001
GST BHAWAN, 5TH FLOOR, KEDAR ROAD, MACHKHOWA, GUWAHATI- 781 001
e-Mail: cco-cgstguwahati@nic.in / cgstner-cbic@gov.in @cgstcusgau

Circular

Dated, Guwahati, the 5th of January, 2026

All concerned offices in charge of holding service books of employees belonging from this Zone are hereby directed to provide following information latest by 15th of January every year as per entries in their service books updated as on 1st of January of the respective years:

Sl. No.	Name of Officer	Gender	DOB	Category	Present Designation	Date of first appointment in govt. service (inclusive of technical resignations)	Entry Designation in the department	Date of Joining in this department	Date of ICT joining (if any)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

1st Promotion Designation (if any)	Date of Joining & Notional Date	2nd Promotion Designation (if any)	Date of Joining & Notional Date	3rd promotion Designation (if any)	Date of Joining & Notional Date	4th Promotion Designation (if any)	Date of Joining & Notional Date	5th Promotion Designation (if any)	Date of Joining & Notional Date
(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)

1st ACP/MACP Grade Pay (if any)	effective date	2nd ACP/MACP Grade Pay (if any)	effective date	3rd MACP Grade Pay (if any)	effective date	NFU grade pay (if any)	effective date
(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)

- The report should be certified by the concerned officers in charge of holding service books.
- The information should be ditto as available in respective service books.
- The report should reach this office latest by 15th of January every year.
- A copy prepared in MS-Excel is also required to be attached and to be sent through email to this office email ID cco-cgstguwahati@gov.in.
- The report should contain the scanned copies of relevant pages from all concerned service books in PDF format for individual employees.

All the employees of this Zone are also hereby sensitized to go through their service books and verify whether the entries relating to above particulars are incorporated in their service books.

**Digitally signed by
Chittaranjan Hazra**

Date: 05-01-2026

13:30:34

(चित्त रंजन हाज़रा/Chitta Ranjan Hazra)

सहायक आयुक्त/Assistant Commissioner (CCO-CCA)

गुवाहाटी ज़ोन/Guwahati Zone.

Copy forwarded for information and necessary action to:-

1. The Pr. Commissioner/ Commissioner - all, Guwahati Zone
2. The Addl./Jt. Commissioner - all, Guwahati Zone
3. The Dy./Asstt. Commissioner - all, Guwahati Zone
4. The Dy./Asstt. Director, DGGI GZU/ DRI GZU/ NACIN ZTI Shillong.
5. The Dy./ Asstt. Director, _____ (for
Sh./Smt. _____ posted under your jurisdiction on loan/deputation)
6. All the DDO, CGST Hqrs & Division/ Customs Hqrs & Division/ Audit Hqrs & Circle/
Appeals Hqrs. under Guwahati Zone - *with direction for timely submission of complete
repurt within stipulated timeframe.*

(as signed above)

(चित्त रंजन हाज़रा/Chitta Ranjan Hazra)

सहायक आयुक्त/Assistant Commissioner (CCO-CCA)

गुवाहाटी ज़ोन/Guwahati Zone.