



**भारत सरकार**  
**GOVERNMENT OF INDIA**  
**वित्त मंत्रालय, राजस्व विभाग**  
**MINISTRY OF FINANCE, DEPARTMENT OF REVENUE**  
**मुख्यआयुक्त 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, 5<sup>TH</sup> FLOOR, KEDAR ROAD, MACHKHOWA, GUWAHATI- 781 001**  
**e-Mail: [cco-cgstguwahati@nic.in](mailto:cco-cgstguwahati@nic.in) / [cgstner-cbic@gov.in](mailto:cgstner-cbic@gov.in)**  [@cgstcusgau](http://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:

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

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

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

- 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](mailto: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 हाजरा/Chitta Ranjan Hazra)

सहायक आयुक्त/Assistant Commissioner (CCO-CCA)

गुवाहाटी ज़ोन/Guahati 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 report within stipulated timeframe.*

*(as signed above)*

(चित्त रंजन हाजरा/Chitta Ranjan Hazra)

सहायक आयुक्त/Assistant Commissioner (CCO-CCA)

गुवाहाटी ज़ोन/Guahati Zone.