



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 19th of November, 2025

Sub: Calling for Options for Annual General Transfer 2026 in the grade of Superintendent, Inspector, Ministerial staff & Head Havaladar/Havaladar -reg.

The Annual General Transfer for the year 2026 in different CGST & Customs formations under this Zone in respect of officers in all grades upto Group 'B' Gazetted is scheduled to be completed by March 2026 so as to enable issuance of Transfer Orders by the concerned Commissionerates on time as per "Transfer/Placement Guidelines 2023" of Group 'B' & 'C' Officers' of CGST & Cx, Guwahati Zone.

In view of the above, Options/Representations are hereby called from all the concerned officers in the grade of ***Superintendent, Inspector, Ministerial staff & Head Havaladar/Havaladar*** and the same should be submitted to the respective controlling authorities **latest by 31.12. 2025.**

Further, the concerned controlling authorities should send ***all the option forms (alongwith a softcopy of the same), duly certified/verified*** so as to **reach this office latest by 15.01.2026.**

Accordingly, **all officers** in the grades mentioned above are requested to submit duly filled-in Option form (Annex-I). *Options are to be invariably submitted* even if retention is sought and the same is to be duly forwarded to this office through the respective controlling officers. Efforts will be made to consider representations which are genuine, subject to availability of vacancies and DoPT Guidelines/O.M.

All options (*as per format attached*) / representations are to be sent to the following email-ids ONLY:

cco-cgstguwahati@nic.in with a copy to etccoghy@gmail.com.

However, in case of non-submission of option form by an officer a remark may be made in the forwarding letter while sending the option forms of the complete list of officers working under your control.

This issues with the approval of the Chief Commissioner.

Enclo: Annex-I

(चित्त रंजन हाजरा /Chitta Ranjan Hazra)

सहायक आयुक्त /Assistant Commissioner (CCO-CCA)

GCCO/II/(3)/79/2025-ADMN-O/o CC-CGST-ZONE-GUWAHATI Dated :19.11.2025

Copy forwarded for information and necessary action to:-

1. The Sr. PS to the Chief Commissioner, CGST & Customs, Guwahati Zone.
2. The Pr. Commissioner/Commissioner (all), CGST & Customs, Guwahati Zone.
3. The Superintendent (Systems), CCO, Guwahati for *uploading the circular in the Departmental website*.
4. The General Secretary, Zonal Staff Associations (all), CGST & Customs, Guwahati Zone.

(Annex-I)

BIO DATA

Name of the Officer:	
Date of Birth:	
Hometown & State:	
DOJ in the Department:	
Present Grade:	
DOJ in the present Grade:	
Present Place of Posting:	

HISTORY OF POSTING
(Designation-wise)

Designation:

Sl. N o.	Comm'te (GST/CX/ CUS/ Audit/ Appeals)	From	To	HQ/ Division / Circle	From	To	Unit (with addl. Charge if any)	From	To	Station
1										

OPTION/PREFERENCE
FOR STATION/COMMISSIONERATE

Preference 1	
Preference 2	
Preference 3	

If retention is desired, reasons thereof.*(Enclose supporting documents as applicable)*

- 1.
- 2.

Any other requests / necessary details for submission:

- 1.
- 2.

DECLARATION

"I do hereby certify that the above particulars are correct and true to the best of my knowledge."

(Signature of the Officer)

VERIFICATION

It is certified that the above particulars have been verified from official records and found to be true.

Name of verifying Authority:_____

Designation:_____

Office Seal:_____.

(Signature of the Head of the Office/Controlling Officer)

Office Seal: