

	<p>केंद्रीय शुल्क के प्रधान आयुक्त का कार्यालय  OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX  हैदराबाद जीएसटी आयुक्तालय  काडर नियंत्रण प्राधिकारी, CADRE CONTROLLING AUTHORITY  HYDERABAD GST COMMISSIONERATE  जीएसटी भवन, एल बी स्टेडियम रोड, बशीर बाग, हैदराबाद-500004  GST BHAVAN, L B STADIUMROAD, BASHEERBAGH, HYDERABAD-500004  Phone No.040-23241117 / 23240725 Fax No. 040-23299204  e-mail:cgst.hydcmmr@gov.in ; cgst.hydtcca@gov.in</p>	 <p>आज़ादी का अमृत महोत्सव</p>
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F. No. II/(3)/37/2022-CCA

Date: 19-10-2023

C. No.II/3/3/2021-Estt(CCA)

**CIRCULAR**

**E-MAIL ONLY**

**Sub: Estt.- Calling for willingness in the cadre of Superintendent of Hyderabad Zone for posting to Special Economic Zone –Reg.**

\* \* \* \*

It has been decided to fill 05 (Five) vacancies in the cadre of Superintendent in Special Economic Zones located in the State of Telangana in terms of the existing guidelines / instructions.

2. In this connection, a prescribed proforma calling for representations from Superintendents is enclosed herewith. Posting of officers to SEZ on transfer basis is subject to fulfillment of the following conditions:

- (i) Postings to VSEZ will be on transfer basis for a period up to two years initially which may be extendable by one more year only.
- (ii) Officers shall be clear from vigilance angle.
- (iii) Willing officers will be shortlisted on the basis of Suitability, Seniority and ACR/APAR gradings of last five years (from 2017-18 to 2021-22). Officers should have minimum benchmark grading of 'Good' in each APAR for consideration.
- (iv) Officers who have worked in DRI/DGGSTI/Enforcement Directorate/NCB/EIB/International Airport, etc. on loan/deputation basis should have completed two years of cooling period as on 01-11-2023.
- (v) Officers who are due for retirement within two years (till 30-09-2025) would not be considered. Further, at the time of posting officers to SEZ from the extended panel, whenever the need arises, only those officers will be posted whose left over service is more than 2 years as on the date of such posting.
- (vi) Officers working in Mofussil formations of Hyderabad Zone will not be considered.

3. The selection of officers will be based on the guidelines given in DGHRD letter F. No. 243/BVS/HRD(HRM-1)/Misc. Cell/ DG Cell/ 2023 dated 14-09-2023 with regard to rotation of officers between sensitive and non-sensitive charges.

4. Further, it is informed that, if any APAR grading in the last five years is not available, 'NRC' for that year may be forwarded to this office. In cases where 'NRC' is issued in any of the years during the last 5 years (from 2017-18 to 2021-22), APAR grading of the preceding year may be taken into consideration.

5. It may be noted that the APAR gradings of last 5 years should be submitted in the **attached proforma only** duly certified by Deputy/Assistant

Commissioner (P&V). APAR copies (downloaded from SPARROW) are not required to be sent along with the proforma.

6. It is requested to circulate this circular among the officers working under your jurisdiction and forward the willingness after due verification and certification of the particulars furnished therein in one bunch from the Commissionerate, to this office via email by **27.10.2023** positively along with the following documents of the willing officers:

- i. Certified APAR gradings of last 5 years in attached proforma only
- ii. Integrity certificate and
- iii. Vigilance clearance.
- iv. Major/Minor penalty for the last 10 years
- v. History of postings duly signed by Controlling officer.

7. The scanned applications along with all the requisite documents shall be sent to the email address of Hyderabad CCA i.e. [cgst.hydcca@gov.in](mailto:cgst.hydcca@gov.in) on or before the due date. The physical applications along with the original documents may follow.

8. Advance copies/applications received directly from officers, and incomplete applications/ applications without the requisite documents will not be processed.

This issue with the approval of Principal Commissioner, Hyderabad GST Commissionerate.

Yours faithfully,

Encl: As above



(B. RAGHU KIRAN)  
ADDITIONAL COMMISSIONER (CCA)

**Copy submitted to:**

1. The Principal Chief Commissioner, Central Tax & Customs, Hyderabad Zone.
2. The Principal Commissioner/Commissioner of Customs & Central Tax, Hyderabad/Medchal/Secunderabad/Rangareddy/Audit-I/Audit-II/Appeals-I/Appeals-II/Customs Commissionerates.
3. The Development Commissioner, Visakhapatnam Special Economic Zone, Duvvada, Visakhapatnam.

**Copy to:**

1. All the Additional Commissioner, Central Tax, Hyderabad GST Commissionerate
2. All the Deputy/Assistant Commissioner, Central Tax, Hyderabad GST Commissionerate
3. All Section Heads of Hqrs. Office, Hyderabad GST Commissionerate.
4. The Superintendent (Computers), Central Tax, Hyderabad GST Commissionerate – with a request to upload on the official website.
5. Notice Board.

**APPLICATION FOR POSTING IN SPECIAL ECONOMIC ZONE, HYDERABAD**  
**IN THE CADRE OF SUPERINTENDENT**

1. Name of the Officer (in Block letters) : \_\_\_\_\_

2. Designation : \_\_\_\_\_

3. Date of Birth : \_\_\_\_\_

4. Category : \_\_\_\_\_

5. Date of Joining in the Supdt. cadre : \_\_\_\_\_

6. Present place of posting : \_\_\_\_\_

\_\_\_\_\_

7. In case the officer has worked  
in DGRI/DGGI(DGCEI)/NCB/ED, etc. Worked (Yes/ No) \_\_\_\_\_  
or any International Airport thereof, If Yes, formation(s) & period:  
please specify the formation & period. \_\_\_\_\_  
[Dt. of Joining and Relief] : \_\_\_\_\_

\_\_\_\_\_

8. Whether worked in any Customs  
formation, if yes, please specify Worked (Yes/ No) \_\_\_\_\_  
period [Dt. Of Joining and Relief] : \_\_\_\_\_

\_\_\_\_\_

**Date:**

**Station:**

**Signature of the officer**

**Certificate**

The particulars furnished above are verified with Service book of the individual and found to be correct.

**Date:**

**Station:**

**Signature of the ACAO/CAO**

## Proforma

Certified APAR Gradings of Shri/Smt \_\_\_\_\_ for the period  
2017-18 to 2021-22.

S. No.	Financial Year	Grading
1	2017-18	
2	2018-19	
3	2019-20	
4	2021-21	
5	2021-22	

The particulars furnished above are verified and found to be correct.

**Date:**

**Station:**

**Signature of the AC (P&V)**