



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  
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F. No. II/(3)/37/2022-CCA

Date: 26-06-2025

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

**CIRCULAR**

**E-MAIL ONLY**

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

\* \* \* \* \*

It has been decided to prepare a panel to fill vacancies for the year 2025-26 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 SEZ 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 2018-19 to 2022-23). 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 01.07.2025.
- (v) Officers who are due for retirement within two years (till 01.01.2028) 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 be posted on completion of tenure in Mofussil formations.

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 2018-19 to 2022-23), 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 **10-07-2025** 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 along with details of sensitive and non-sensitive postings for the last 5 years.

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 issues with the approval of Chief Commissioner (In-situ), Hyderabad GST Commissionerate.

Encl: As above



(Dr. GANDHI DONTI)  
ADDITIONAL COMMISSIONER(CCA)

**Copy submitted to:**

1. The 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. The Principal Additional Director General/ Additional Director General, DRI/ DGGI/ DGPM/ DGoV/ DG(Audit)/ NACIN/ CESTAT, Hyderabad.
2. All the Additional Commissioners, Central Tax, Hyderabad GST Commissionerate
3. All the Deputy/Assistant Commissioners, Central Tax, Hyderabad GST Commissionerate
4. All Section Heads of Hqrs. Office, Hyderabad GST Commissionerate.
5. The Superintendent (Computers), Central Tax, Hyderabad GST Commissionerate – with a request to upload on the official website.
6. The 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. or any International Airport thereof, please specify the formation & period. [Dt. of Joining and Relief] : \_\_\_\_\_

Worked (Yes/ No) \_\_\_\_\_

If Yes, formation(s) & period: \_\_\_\_\_

8. Whether worked in any Customs formation, if yes, please specify period [Dt. Of Joining and Relief] : \_\_\_\_\_

Worked (Yes/ No) \_\_\_\_\_

**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 2018-19 to 2022-23.**

<b>S. No.</b>	<b>Financial Year</b>	<b>Grading</b>
1.	2018-19	
2.	2019-20	
3.	2020-21	
4.	2021-22	
5.	2022-23	

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

**Date:**

**Station:**

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