

1. Kindly provide the copy of the notesheet which is put up for increasing the promotion quota vacancies on the basis of point no. 18 of MINUTES OF THE CADRE CONTROL WORKSHOP HELD ON 20.06.2022 & 21.06.2022 AT IIC, MAX MULLER MARG, NEW

Information Sought : DELHI.

2. Kindly provide the copy of the calculation sheet of re-calculation of vacancies of promotion quota on the basis of point no. 18 of MINUTES OF THE CADRE CONTROL WORKSHOP HELD ON 20.06.2022 & 21.06.2022 AT IIC, MAX MULLER MARG, NEW DELHI.

Information Provided:

“Point No. 1 & 2: The copy of relevant note-sheets regarding re-calculation of vacancies in the grade of Executive Assistant, on the basis of the Minutes of Meeting of Cadre Control Workshop held on 20.06.2022 & 21.06.2022 at IIC, Max Muller Marg, New Delhi, are enclosed herewith.”

1.1 Kindly peruse Minutes of the Cadre Control Workshop held on 20.06.2022 & 21.06.2022 at New Delhi, issued by the Board under F.No.CBIC-10A60/7/2022-Ad.IIB dated 12.07.2022 (Page-60-68/e).

1.2 The Board, at the Point No. 18. (Page-62) of the aforesaid Minutes dated 12.07.2022 and in the Cadre Control Workshop held on 20.06.2022 & 21.06.2022 in New Delhi, has informed as below:

"18. Executive Assistants- One Time Relaxation (OTR)

JS (Admn) discussed about the 72% vacancies in EA grade and how increase in qualifying service from 3 years to 10 years in RR of EA, 2015, without protection clause, led to this situation. She informed that Board's efforts to incorporate protection clause in the RR of EA did not fructify, however, a proposal for One Time Relaxation was sent to DoP&T with approval of Revenue Secretary. DoP&T agreed to provide relaxation to all such TAs who were in position as on 28.09.2015 (date on which the new RR of EA was notified) subject to consultation with UPSC. UPSC has sought further data which the CCAs were requested to provide urgently.

She invited attention of all CCAs to the following important points regarding OTR for EA:

- For method of recruitment, in col 10 of RR of EA 2015, English version has % of posts, Hindi version has % of vacancies. DoP&T guidelines prescribe % of vacancies. Hence, all CCAs should adopt % of vacancies and consider 60% of vacancies arising after 28.09.2015 as Promote Recruit vacancies.
- As EA became a 40% Direct Recruit and 60% Promote Recruit post w.e.f. 28.09.2015, all vacancies as on 27.09.2015, can be considered Promote Recruit vacancies."

2.1 It is submitted that in the Cadre Restructuring, 2013 (18.12.2013), the erstwhile cadres of Senior Tax Assistant (STA) and Deputy Office Superintendent (DOS) were merged and redesignated in the new cadre of Executive Assistant, Group-B (Non-Gazetted) w.e.f. 18.12.2013 (Page-5/e). The cadres of STA & DOS were filled 100 % by promotion as per the Recruitment Rules. Further, the Board vide letter F.No. 11019/08/2013-Ad.IV dated 01.08.2014 (Page-10/e), sanctioned total 104 posts of Executive Assistant to CGST & Central Excise and Customs, Jaipur Zone. The Recruitment Rules of Executive Assistant 'Group B' (Non-Gazetted) were notified on 28.09.2015 (Page-19/e), total 11 officers (7 DOS and 4 STA) who were redesignated as Executive Assistant were working in the grade of Executive Assistant on 28.09.2015 against sanctioned 104 posts. Hence, 93 posts (104 sanctioned posts - 11 working) were lying vacant as on 28.09.2015 in the grade of Executive Assistant.

2.2 As per the said Recruitment Rules of Executive Assistant, the existing 93 vacant posts as on 28.09.2015, were divided in a ratio of 40% Direct Quota and 60% Promotion Quota vacancies i.e. 37.20 and 55.80 respectively. Vacancy position chart in respect of Executive Assistant is placed at Page-32/e. These 37 vacancies under Direct Recruitment Quota, were further reported to the DGHRI vide this office letter C.No. II-31(303)CCU/J2/2016/1073 dated 28.07.2017 (Page-21/e) for filling up through SSC, CGLE as sought by the DGHRI vide letter F.No. 8/13/78/HRD (HRM-II)/2017 dated 03.05.2017 (Page-23/e), but the same have not so far been notified by the SSC. Further against aforesaid 55.80 vacancies lying in the promotion quota, 19 Tax Assistants were granted notional promotion to the grade of Executive Assistant w.e.f. 15.10.2014 and 01.04.2015 vide this office Establishment Order No. 76/2017 dated 12.06.2017 (Page-26/e). Further, 1 Executive Assistant was transferred to CGST & Central Excise, Jaipur from Mumbai Zone-I on 21.08.2017 vide this office Establishment Order No. 96/2017 dated 24.07.2017 (Page-27/e) but he was deemed loan basis and repatriated to Mumbai Zone on 17.06.2022 (Page-27-A/e). Further, 1 Tax Assistant was promoted to the grade of Executive Assistant on

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01.01.2022 vide this office Establishment Order No. 144/2021 dated 31.12.2021 (Page-28/c).

3. The said vacancy position is explained in the following chart:

METHOD ADOPTED BY THIS OFFICE										
Vacancy position in the grade of Executive Assistant (104 sanctioned posts – 11 Working = 93 as on 28.09.2015)										
S. No.	Vacancy Year	Number of Vacancies			No. of vacancy filled			Balance		
		PR 60%	DR 40%	Total	PR	DR	Total	PR	DR	Total
1.	2015-2016 (28.09.2015-31.03.2016)	55.8	37.2	93	0	0	0	55.8	37.2	93
2.	2016-17	1.2	0.8	2	19	0	19*	38	38	76
3.	2017-18	0	0	0	0	1	1**	38	37	75
4.	2018	1.2	0.8	2	0	0	0	39.2	37.8	77
5.	2019	0	0	0	0	0	0	39.2	37.8	77
6.	2020	4.2	2.8	7	0	0	0	43.4	40.6	84
7.	2021	8.4	5.6	14	0	0	0	51.8	46.2	98
8.	2022 (01.01.2022 to till date)	0	1**	1	0	0	0	51.8	47.2	99
		1.2	0.8	2	1	0	1	52	48	100

* Notional promotion to the grade of Executive Assistant w.e.f. 15.10.14 & 01.04.15 (i.e. prior to 28.09.2015).

** Sh. Ved Prakash Meena transferred from Mumbai Zone to Jaipur Zone on ICT basis in the grade of Executive Assistant on 21.08.2017 and he was treated as deemed loan basis and relieved to join his parent zone on 17.06.2022.

4. As per Point No. 18 of the Minutes dated 12.07.2022 issued by the Board, the vacancy position in the grade of Executive Assistant should be maintained as under:

S. No.	Vacancy Year	Number of Vacancies			No. of vacancy filled			Balance		
		PR	DR	Total	PR	DR	Total	PR	DR	Total
1.	As on 27.09.15	93	0	93	0	0	0	93	0	93
		PR 60%	DR 40%	Total	No. of vacancy filled			Balance		
2.	2015-2016 (28.09.2015-31.03.2016)	0	0	0	0	0	0	93	0	93
3.	2016-17	1.2	0.8	2	19	0	19	75.2	0.8	76
4.	2017-18	0	0	0	0	1	1	75.2	-0.2	75
5.	2018	1.2	0.8	2	0	0	0	76.4	0.6	77
6.	2019	0	0	0	0	0	0	76.4	0.6	77
7.	2020	4.2	2.8	7	0	0	0	80.6	3.4	84
8.	2021	8.4	5.6	14	0	0	0	89	9	98
9.	2022 (01.01.2022 to till date)	0	1	1	0	0	0	89	10	99
		1.2	0.8	2	1	0	1	89.2	10.8	100

If approved, the said vacancy position in the grade of Executive Assistant as mentioned above in Para 4 in accordance with the minutes dated 12.07.2022, may be maintained/revised so that the reports sent vide this office letters dated 30.06.2022 (Page-50/c) and dated 04.07.2022 (Page-56/c) to the DGHRD, New Delhi in respect of Executive

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Assistant can be revised accordingly. Further Direct quota vacancies in the grade of Executive Assistant reported to DGHRD/Board vide this office aforesaid letter dated 28.07.2017 (Page-21/c) and the reservation rosters may be revised accordingly.

Put up for perusal and approval please.

Pranon

17.07.2022

प्रणव शर्मा
कर सहायक (सी.सी.ओ.)

A.O. (C.C.U.)

पुनर्विचार

17.7.2022

पी.डी. लालवानी
प्रशासनिक अधिकारी (सी.सी.ओ.)

सं. फा. (सी.सी.ओ.)
- submitted for
perusal & approval
pl.

18/07/22

शशि पवार
संयुक्त आयुक्त

Pr. Commissioner

Approved

JC/cfo. SL
18/07/22

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18/07

A.O. (CCU)