

## **Information Sought :-**

**Respected Sir,**

Kindly provide the following information under the Right to Information Act, 2005:

1. **Certified copies of all official letters, communications and file records** issued under **File No. II/(26)/13/2013-Estt.**, including letters dated **28.06.2023, 24.08.2023, 07.11.2023 and 31.07.2025**, and **any other letters/communications issued to the Board Office after 31.07.2025 up to 01.01.2026**, relating to **bifurcation of Steno Grade-I vacancies and downgrading of vacancies of PS/Inspector to Steno Grade-I cadre.**
  
2. (a) **Certified copy of the letter received from the Board vide F. No. CBIC-10A32(18)/4/2025-Ad.II.B dated 19.11.2025**, along with all enclosures, if any.  
  
(b) **Certified copy of the reply sent by the Office of the CCA, Jaipur to the Board in response to the above Board's letter F. No. CBIC-10A32(18)/4/2025-Ad.II.B dated 19.11.2025**, along with all enclosures/annexures.
  
3. **Certified copy of the Board's letter addressed to all CCAs bearing: F. No. CBIC-10A32(18)/4/2025-Ad.II.B dated 19.11.2025, Subject: Seeking input regarding proposal for temporary downgrading of posts from PS Cadre to Steno Grade-I Cadre.**
  
4. **Certified copy of the Board's letter bearing: F. No. 32018/01/2024-Ad.III.A dated 16.10.2025, Subject: Bifurcation of vacancies available in Steno Grade-I after issuance of New Recruitment Rules dated 21.09.2025.**
  
5. **Certified copies of relevant file notesheets, internal correspondence, approvals and related records pertaining to Points 1, 2, 3 and 4 above.**

The information sought does not fall under the exemptions provided under Sections 8 or 9 of the RTI Act, 2005.

The prescribed RTI fee has been paid as per rules.

**Information Provided :-**

*“Point 1 and 2 :- In this context, find enclosed herewith a copy of Board’s Order F.No.C. 18013/100/2003.AD.III.B. dated 22.12.2009.*

*Point 3 : - No such information is available to this this office.”*



प्रधान आयुक्त कार्यालय  
OFFICE OF THE PRINCIPAL COMMISSIONER

केंद्रीय वस्तु एवं सेवा कर व केन्द्रीय उत्पाद शुल्क आयुक्तालय, जयपुर

CENTRAL GOODS & SERVICES TAX & CENTRAL EXCISE COMMISSIONERATE, JAIPUR  
NEW CENTRAL REVENUE BUILDING, STATUE CIRCLE, C-SCHEME, JAIPUR-302005

EMAIL: ccu-cgst.jpr@gov.in

(कैडर कंट्रोल यूनिट)

Tele:0141-2385104

To,

The Joint Secretary (Admn.),  
Central Board of Indirect Taxes and Customs,  
Ministry of Finance, Department of Revenue,  
North Block,  
New Delhi-110001.

Madam,

Subject: Request to adopt uniform method for calculating the Promotion Quota vacancies in the cadre of Stenographer Grade-I as adopted for the post of Executive Assistant-reg

Please find enclosed herewith representations [addressed to the Member (P & V), CBIC, New Delhi] received from the following Stenographers Grade-II of this zone, regarding adoption of uniform method for calculating the promotion quota vacancies in the cadre of Stenographer Grade-I as adopted in the grade of Executive Assistant:

S. No.	Name of Stenographer Grade-II S/Shri	Date of joining as Stenographer Grade-II	Representation dated
1.	Mahendra Kumar	10.07.2013	18.05.2023
2.	Mahesh Darji	26.08.2013	18.05.2023
3.	Dharam Pal	31.10.2013	18.05.2023
4.	Rajesh Kumar	13.11.2017	18.05.2023
5.	Susheel Kumar	12.07.2013	18.05.2023
6.	Amit Kumar Jasoria	18.06.2013	18.05.2023
7.	Bhupendra Mahla	16.08.2013	18.05.2023
8.	Jagmeet Singh	12.07.2013	18.05.2023
9.	Tulsiram	08.08.2013	18.05.2023
10.	Satyendra Singh	27.05.2013/ 20.02.2017	18.05.2023
11.	Dinesh Kumar Palsaniya	25.09.2020	18.05.2023

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. The posts of STA & DOS, were filled 100% by promotion as per the Recruitment Rules. The Board vide letter F.No.

राजेश किनरा  
अधीक्षक (सी.सी.यू.)  
कार्यालय मुख्य आयुक्त  
सी.जी.एस.टी. एवं के.उ.शु. जयपुर परिक्षेत्र

जायपुर  
3/2/26

11019/08/2013-Ad.IV dated 01.08.2014, 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. As per these Recruitment Rules, the 93 vacant posts available as on 28.09.2015, were divided into 40% Direct Quota i.e. 37.20 and 60 % Promotion Quota i.e. 55.80 vacancies.

2.2 The Board vide letter F.No. CBIC-10A60/7/2022-Ad.IIB dated 12.07.2022 issued minutes of the cadre control workshop held on 20.06.2022 & 21.06.2022 at New Delhi. As per the point number 18 of the said minutes dated 12.07.2022, all the vacancies in the grade of EA existed prior to commencement of new RRs of EA, 2015 i.e. 28.09.2015 were considered as promotion quota vacancies and vacancies arising after 28.09.2015 were to be divided as 40 % in Direct quota and 60 % in promotion quota.

In view of above, position of DR/PR vacancies in the grade of Executive Assistant on or before 12.07.2022 is as under:

S. No	Vacancy position of Executive Assistant	PR	DR	Total
1.	Vacancy position of EA as per the ratio prescribed in the RRs of EA (prior to 12.07.2022)	52	48	100
2.	<b>Revised Vacancy position</b> of EA on 12.07.2022 (date of issuance of the Minutes of the Cadre Control workshop)	89.2	10.8	100

3.1 Total 18 posts of Stenographer Grade-I, Group 'B' (Non-Gazetted) and 19 posts of Stenographer Grade-II, Group 'C' were sanctioned/allocated in the CGST & Central Excise, Jaipur Zone [including Customs (Preventive) Jodhpur] in the cadre restructuring by the Board vide aforesaid letter dated 01.08.2014. The Recruitment Rules of Stenographer Grade-I, Group 'B' (Non-Gazetted) were notified on 21.09.2015. As per the said Recruitment Rules of Stenographer Grade-I, the available 12 vacancies of Stenographer Grade-I on 21.09.2015, were distributed between PR & DR as per the prescribed ratio (i.e. 50:50). The 6 vacancies (Direct quota) of Stenographer Grade-I were filled up in the Recruitment years 2021 and 2022 through SSC, New Delhi and out of these 6 filled vacancies (Direct quota), two Stenographers Grade-I resigned from service in the year 2022. Presently, 8.5 and 2.5 vacancies of Stenographer Grade-I are available under promotion quota and direct quota respectively. The promotion quota vacancies can be filled up on 01.01.2024 due to availability of eligible Stenographers Grade-II having 10 years service in the grade as on 01.01.2024. For filling up direct quota 2.5 vacancies of Stenographer Grade-I, 2 and 1 vacancy have been reported for the years 2022 and 2023 respectively to the DGHRD vide requisitions downloaded from portal of DGHRD as on 02.05.2023.

3.2 The Stenographers Grade-II vide aforesaid representations, have stated that the posts of erstwhile grade of Stenographer Grade-II and Stenographer Grade-I were merged and redesignated as Stenographer Grade-I and were filled 100 % by promotion quota prior to the commencement of new Recruitment Rules of Stenographer Grade-I, 2015 (i.e. 21.09.2015) but after issuance of RRs of Stenographer Grade-I on 21.09.2015, the vacancies have been calculated as per the ratio of 50% in direct quota and 50% in promotion quota. Hence, they have requested that all vacancies of Stenographer Grade-I available prior to 21.09.2015

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3/7/24  
राजेश किनरा  
अधीक्षक (सी.सी.यू.)  
कार्यालय मुख्य आयुक्त  
सी.जी.एस.टी. एवं क.उ.शु. जयपुर परिक्षेत्र

प्राप्त  
(प्रति) जयपुर  
जयपुर परिक्षेत्र  
मुख्य आयुक्त  
सी.जी.एस.टी. एवं क.उ.शु. जयपुर परिक्षेत्र

94350/2023

(date of notification of RRs of Stenographer Grade-I) may be treated as promotion quota on the basis of the same analogy as adopted in the cadre of Executive Assistant.

4. In view of the above, as per the criteria adopted for the cadre of Executive Assistant, all 12 vacancies of Stenographer Grade-I available on 21.09.2015 (date of notification of RRs of Stenographer Grade-I), are required to be allocated in promotion quota. Since, presently 4 Stenographers Grade-I are working against DR vacancies, therefore, they cannot be disturbed. Hence, it is proposed that at the time of DPC for filling up promotion quota vacancies for the next vacancy year 2024, 6 posts of Stenographer Grade-II can be upgraded as Stenographer Grade-I for filling up by promotion from amongst Stenographers Grade-II. It is requested that, necessary approval of the aforesaid proposal of upgradation of posts may please be granted at an early date.

Encl: As above.

Yours faithfully,  
**Signed by Chetan Kumar Jain**  
Date: 28-06-2023 10:53:40  
Reason: Approved  
Principal Commissioner

Accepted

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3/7/23

राजेश किनरा  
अधीक्षक (सी.सी.यू.)  
कार्यालय मुख्य आयुक्त  
सी.जी.एस.टी. एवं कें.उ.शु. जयपुर परिक्षेत्र



प्रधान आयुक्त कार्यालय  
OFFICE OF THE PRINCIPAL COMMISSIONER  
केंद्रीय वस्तु एवं सेवा कर व केन्द्रीय उत्पाद शुल्क आयुक्तालय, जयपुर  
CENTRAL GOODS & SERVICES TAX & CENTRAL EXCISE COMMISSIONERATE, JAIPUR  
NEW CENTRAL REVENUE BUILDING, STATUE CIRCLE, C-SCHEME, JAIPUR-  
302005

EMAIL: ccu-cgst.jpr@gov.in

(कैडर कंट्रोल यूनिट)

Tele:0141-2385104

To,

The Joint Secretary (Admn.),  
Central Board of Indirect Taxes and Customs,  
Ministry of Finance, Department of Revenue,  
North Block,  
New Delhi-110001.

Madam,

Subject: Request to adopt uniform method for calculating the Promotion Quota vacancies in the cadre of Stenographer Grade-I as adopted for the post of Executive Assistant-reg

Please refer to this office letter of even number I/1394350/2023 dated 28.06.2023 (copy enclosed) on the above subject wherein representations of the Stenographers Grade-II regarding adoption of uniform method for calculating the promotion quota vacancies in the cadre of Stenographer Grade-I as adopted in the grade of Executive Assistant, were forwarded to Board's office.

2. The required approval regarding upgradation of 6 posts of Stenographer Grade-II to the grade of Stenographer Grade-I is still awaited. It is therefore, requested that the same may please be conveyed to this office at an early date.

Encl: As above.

Signed by Yours faithfully,  
Sumit Kumar Yadav  
Date: 24-08-2023 18:42:51  
(Sumit Kumar Yadav)  
Additional Commissioner (CCU)

अक्षय  
रुद्र  
3/8/23  
अधीक्षक (सी.सी.यू.)  
कार्यालय मुख्य आयुक्त  
सी.जी.एस.टी. एवं कें.उ.शु. जयपुर परिसर



प्रधान आयुक्त कार्यालय

OFFICE OF THE PRINCIPAL COMMISSIONER

केंद्रीय वस्तु एवं सेवा कर व केन्द्रीय उत्पाद शुल्क आयुक्तालय, जयपुर

CENTRAL GOODS & SERVICES TAX & CENTRAL EXCISE COMMISSIONERATE, JAIPUR  
NEW CENTRAL REVENUE BUILDING, STATUE CIRCLE, C-SCHEME, JAIPUR-05

EMAIL: ccu-cgst.jpr@gov.in

(कैडर कंट्रोल यूनिट)

Tele:0141-2385104

To,

The Joint Secretary (Admn.),  
Central Board of Indirect Taxes and Customs,  
Ministry of Finance, Department of Revenue,  
North Block, New Delhi-110001.

Madam,

Subject: Request to adopt uniform method for calculating the Promotion Quota vacancies in the cadre of Stenographer Grade-I as adopted for the post of Executive Assistant-reg

Please refer to this office letter of even number dated 28.06.2023 (copy enclosed) and reminder dated 24.08.2023 on the above subject wherein representations of the Stenographers Grade-II regarding adoption of uniform method for calculating the promotion quota vacancies in the cadre of Stenographer Grade-I as adopted in the grade of Executive Assistant, have been forwarded to Board's office.

2.1 Further, Shri Dharam Pal, Stenographer Gr. II, Jaipur Zone has submitted a representation dated 13.10.2023 mentioning thereunder that the officers working in the grade of Stenographer Grade-II in Jaipur Zone will be eligible for consideration for promotion to the grade of Stenographer Grade-I as on 01.01.2024 but there are not sufficient vacancies in the grade of Stenographer Grade-I. He has requested to divert posts in the Stenographer Grade-I from Chandigarh Zone to Jaipur Zone. He has further requested that posts in Stenographer Grade-I can also be created by temporarily downgrading the posts from PR Quota vacancies of Private Secretary/Inspector to the feeder cadre i.e. Steno Grade-I taking into consideration of available vacancies and number of eligible candidates in Stenographer Grade-II for promotion to the post of Stenographer Grade-I. A copy of representation dated 13.10.2023 of Shri Dharam Pal, Steno Gr. II is enclosed. Further, in the matter, representations have also been received from other Steno Gr. II working in the Jaipur Zone.

2.2 The Stenographers Grade-II vide aforesaid representations have submitted that as on 21.09.2015 i.e. effective date of Recruitment Rules of Steno Grade-I, the available 12 vacancies in Jaipur Zone were required to be distributed to promotion quota whereas wrongly these vacancies were distributed in the ratio of 50 : 50 between DR and PR.

3.1 It is submitted that the Recruitment Rules of Stenographer Grade-I, Group 'B' (Non-Gazetted) were notified on 21.09.2015. As per the said Recruitment Rules of Stenographer Grade-I, in Jaipur Zone, the available 12 vacancies of Stenographer Grade-I as on 21.09.2015, were distributed between DR & PR as per the prescribed ratio (i.e. 50:50). The 6 vacancies (Direct quota) of Stenographer Grade-I were filled up in the Recruitment years 2021 and 2022 through SSC, New Delhi and out of these 6 filled vacancies (Direct quota), two Stenographers Grade-I resigned from service in the year 2022. Presently, 2.5 and 8.5 vacancies of Stenographer

अधीक्षक (सी.सी.यू.)  
कार्यालय मुख्य आयुक्त  
सी.जी.एस.टी. एवं के.उ.शु. जयपुर परिसर

Grade-I are available under direct quota & promotion quota respectively. For filling up 2.5 vacancies in direct quota of Stenographer Grade-I, 2 and 1 vacancy have been reported for the years 2022 and 2023 respectively to the DGHRD. For filling up vacancies in promotion quota of Stenographer Grade-I, eligible candidates will be available as on 01.01.2024.

3.2 As on 01.01.2024, 8 vacancies (7 UR + 1 SC) are available in the grade of Stenographer Grade-I in Jaipur Zone. 1 Post of the Stenographer Grade-I is also reserved for PwD category, as per DOPT OM No. 36012/1/2020-Estt.(Res.-II) dated 17.05.2022 regarding reservation in promotion to Persons with Benchmark Disabilities (PwBDs). As per the existing RRs of Stenographer Grade-I, 2015, 10 Stenographers Grade-II, (9 UR + 1 ST) will be eligible for consideration for promotion to the grade of Stenographer Grade-I, Group 'B' (Non-Gazetted) on 01.01.2024.

3.3 It is also submitted that the Board vide letter F.No. CBIC-3/28/2022-Ad-IIIB dated 07.08.2021 had called for proposal for temporary down-gradation of the posts under CBIC for Group 'B' (Non-Gazetted) and Group 'C' posts as per the O.M. No. 752985/2018/E.Coord.I dated 13.04.2018 of the DOE. This office has submitted the desired report in the prescribed format in respect of Group 'B' (Non-Gazetted) and Group 'C' posts. The proposal for temporary down-gradation of Group 'B' (Gazetted) posts was not sought by the Board, therefore, the temporary down-gradation of the posts of Private Secretary, Group 'B' (Gazetted) has not been sent to the Board. The Private Secretary, Group 'B' (Gazetted) post is 100% PR post and in Jaipur Zone presently 6 posts (5 UR + 1 SC) are lying vacant in the grade. Whereas in the feeder cadre of the Private Secretary i.e. Stenographer Grade-I, only 3 officers (3UR) are eligible. 1 post of Private Secretary is also reserved for PwD category as per DOPT OM dated 17.05.2022. Further, with regard to Inspector, Group 'B' (Non-Gazetted), presently 79 posts in promotion quota are lying vacant and no officer is eligible in the feeder cadres (i.e. Executive Assistant/Stenographer Grade-I/Tax Assistant/Stenographer Grade-II) for promotion to the grade of Inspector in Jaipur Zone as per extant RRs and instructions of Ministry/DoPT.

4. In view of the above, the number of vacancies available in promotion quota in the grade of Stenographer Grade-I are less than the number of officers in the grade of Stenographers Grade-II who will be eligible for consideration for promotion to the grade of Stenographer Grade-I as on 01.01.2024. Therefore, it is requested to consider down-gradation of posts of PS/ Inspector in the Jaipur Zone or to divert 4 UR posts of Stenographer Grade-I in promotion quota from other Zones to Jaipur Zone, keeping in view the number of vacancies in the grade of Stenographer Grade-I and the number of Stenographers Grade-II eligible for consideration for promotion to the grade of Stenographer Grade-I as on 01.01.2024.

Yours faithfully,

Signed by

Chetan Kumar Jain

Date: 07-11-2023 12:53:52  
Principal Commissioner

Encl: As above.

Attended  
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3/1/22

राजेश किनरा  
अधीक्षक (सी.सी.यू.)  
कार्यालय मुख्य आयुक्त  
सी.जी.एस.टी. एवं के.ए.ए. जयपुर परिसर



विकसित भारत  
अभियान  
1947 TO 2047

कार्यालय मुख्य आयुक्त  
Office of the Chief Commissioner  
सी.जी.एस.टी. एवं केन्द्रीय उत्पाद शुल्क (जयपुर परिक्षेत्र), जयपुर  
CGST & Central Excise (Jaipur Zone), Jaipur  
(Cadre Control Unit)

To,

The Joint Secretary (Admn.),  
Central Board of Indirect Taxes and Customs,  
Ministry of Finance, Department of Revenue,  
North Block, New Delhi-110001.

Madam,

Subject: Request to adopt uniform method for calculating the Promotion Quota vacancies in the cadre of Stenographer Grade-I, as has been adopted for the post of Executive Assistant-reg.

Kind reference is invited to this office letter of even number dated 07<sup>th</sup> November 2023 forwarding representations of 11 officers of the cadre of Stenographer Grade-II, with a request to either consider down-gradation of posts of Private Secretary / Inspector in Jaipur Zone or divert 4 UR posts of Stenographer Grade-I in promotion quota from other Zones to Jaipur Zone (copy enclosed for ready reference).

2. Representations, have again been received from the following officers of Stenographer Grade- I & Grade-II :-

- i. Shri Mahender Kumar, Steno Grade- I : dated 23.05.2025
- ii. Shri Bhupendra Mahla, Steno Grade-I : dated 22.05.2025
- iii. Shri Tulsiram, Steno Grade-II : dated 22.05.2025

3. The earlier proposal of this office for down-gradation of posts of Private Secretary / Inspector has been re-examined, and as on date, the same is no longer feasible, due to non-availability of posts.

4. Hence, it is again requested that Board may consider the possibility of adoption of uniform method for calculating the Promotion Quota vacancies in the cadre of Stenographer Grade-I, as had been done for the cadre of Executive Assistant. Further, it is submitted that as per the half-yearly brochure of DGHRD on sanctioned posts and working strength that there are a large number of vacant posts in the grade of Steno Grade-I, and hence, diversion of 3 UR posts from other Zones to Jaipur Zone may kindly be considered.

5. This issues with the approval of the Chief Commissioner, CGST & CX, Jaipur Zone.

Yours sincerely,

अक्षय  
21/7/25  
सुनील किनरा  
अधीक्षक (सी.सी.यू.)  
कार्यालय मुख्य आयुक्त  
सी.जी.एस.टी. एवं के.उ.शु. जयपुर परिक्षेत्र

Digitally signed by  
Mahabir Singh Meena  
Date: 31-07-2025  
16:24:29

Encl: As above

(Mahabir Singh Meena)  
Additional Commissioner  
Cadre Control Unit

AHSD

Suk

3/7/23

राजेश किनरा  
अधीक्षक (सी.सी.यू.)  
कार्यालय मुख्य आयुक्त  
सी.जी.एस.टी. एवं कें.उ.शु. जयपुर परिक्षेत्र

MAHABIR SINGH MEENA  
ADDITIONAL COMMISSIONER  
CADRE CONTROL UNIT  
JAYPUR

**Note # 1**

Kindly peruse representations [addressed to the Member (P & V), CBIC, New Delhi] received from the following Stenographers Grade-II, wherein it has been requested to adopt uniform method for calculating the Promotion quota vacancies in the cadre of Stenographer Grade-I as adopted in the grade of Executive Assistant:

S. No.	Name of Stenographer Grade-II S/Shri	Date of joining as Stenographer Grade-II	Place of posting	Representation dated
1.	Mahendra Kumar	10.07.2013	Customs (Prev.) Jodhpur (Hqrs at Jaipur)	18.05.2023
2.	Mahesh Darji	26.08.2013	Audit Jodhpur	18.05.2023
3.	Dharam Pal	31.10.2013	CGST Jaipur	18.05.2023
4.	Rajesh Kumar	13.11.2017	CGST Jodhpur	18.05.2023
5.	Susheel Kumar	12.07.2013	CGST Jaipur	18.05.2023
6.	Amit Kumar Jasoria	18.06.2013	CGST Alwar	18.05.2023
7.	Bhupendra Mahla	16.08.2013	Audit Jaipur	18.05.2023
8.	Jagmeet Singh	12.07.2013	CGST Jodhpur	18.05.2023
9.	Tulsiram	08.08.2013	Audit Jaipur	18.05.2023
10.	Satyendra Singh	27.05.2013/ 20.02.2017	CGST Alwar	18.05.2023
11.	Dinesh Kumar Palsaniya	25.09.2020	CGST Jaipur	18.05.2023

2. With reference to the method adopted for calculating promotion quota vacancies in the grade of Executive Assistant, Group 'B' (Non-Gazetted), 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. The posts 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, 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, 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 104 posts. Hence, 93 posts (104 posts - 11 working) were lying vacant as on 28.09.2015 in the grade of Executive Assistant.

3. As per the Recruitment Rules of Executive Assistant, Group 'B' (Non-

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अधीक्षक (सी.सी.यू.)  
कार्यालय मुख्य आयुक्त  
जयपुर परिक्षेत्र

Gazetted), the 93 vacant posts available as on 28.09.2015, were divided into 40% Direct Quota i.e. 37.20 and 60 % Promotion Quota i.e. 55.80 vacancies. The said 37 vacancies under direct quota were reported to the DGHRD/Board but no examination was conducted by the SSC for filling up the vacancies of Executive Assistant, Group 'B' (Non-Gazetted).

4. The Board vide letter F.No. CBIC-10A60/7/2022-Ad.IIB dated 12.07.2022 issued minutes of the cadre control workshop held on 20.06.2022 & 21.06.2022 at New Delhi. As per the point number 18 of the said minutes dated 12.07.2022, all the vacancies in the grade of EA existed prior to commencement of new RRs of EA, 2015 i.e. 28.09.2015 can be considered as promotion quota vacancies and vacancies arising after 28.09.2015 are to be divided as 40 % in Direct quota and 60 % in promotion quota.

In view of above, position of DR/PR vacancies in the grade of Executive Assistant on or before 12.07.2022 is as under:

S. No	Vacancy position of Executive Assistant	PR	DR	Total
1.	Vacancy position of EA as per method earlier adopted by this office (prior to 12.07.2022)	52	48	100
2.	<b>Revised Vacancy position</b> of EA on 12.07.2022	89.2	10.8	100

5.1 The Stenographers Grade-II vide aforesaid representations, have stated that the posts of erstwhile grade of Stenographer Grade-II and Stenographer Grade-I were merged and redesignated as Stenographer Grade-I and were filled 100 % by promotion quota prior to the commencement of new Recruitment Rules of Stenographer Grade-I, 2015 (i.e. 21.09.2015) but, the vacancies were calculated as per the ratio of 50% in direct quota and 50% in promotion quota after issuance of RRs of Stenographer Grade-I on 21.09.2015. They have further stated that all posts of Stenographer Grade-I available prior to 21.09.2015 (date of notification of RRs of Stenographer Grade-I) should be treated as promotion quota and vacancies created after the new Recruitment Rules of Stenographer Grade-I should be divided into ratio of DR:PR as 50:50, but this zone had divided the vacancies created before the new RRs of Stenographer Grade-I.

5.2 It is submitted that total 18 posts were sanctioned/allocated in the grade of Stenographer Grade-I, Group 'B' (Non-Gazetted) consequent upon cadre restructuring vide Board's letter dated 01.08.2014. Since, no directions were received from the Board for calculation of promotion and direct quota

vacancies of Stenographer Grade-I, therefore, after notification of RRs of Stenographer Grade-I on 21.09.2015, the available vacancies of Stenographer Grade-I on 21.09.2015, were distributed between PR & DR as per the prescribed ratio (i.e. 50:50). The details of vacancy position and method adopted by this office for calculation of the vacancies in the grade of Stenographer Grade-I is as under:

METHOD ADOPTED BY THIS OFFICE										
Vacancy position in the grade of Stenographer Grade-I (18 sanctioned posts)										
S. No.	Vacancy year	Number of existing vacancies			Number of vacancies filled			Balance		
		PR	DR	Total	PR	DR	Total	PR	DR	Total
1.	2014-15	18	0	18	8*	0	8	10 + 3 Steno Gr.-I promoted as Insp.	0	13
2. (i)	2015-16 (upto 20.09.15)	13	0	13	1*	0	1	12	0	12
2. (ii)	2015-16 (w.e.f. 21.09.15)	6	6	12	0	0	0	6	6	12
3.	2016-17	6	6	12	0	0	0	6 + 1.5 (50% of 3 Steno Gr.-I promoted as Insp.)	6 + 1.5 (50% of 3 Steno Gr.-I promoted as Insp.)	15
4.	2017-18	7.5	7.5	15	0	0	0	7.5	7.5	15
5.	2018	7.5	7.5	15	0	0	0	7.5	7.5	15
6.	2019	7.5	7.5	15	0	0	0	7.5	7.5	15
7.	2020	7.5	7.5	15	0	0	0	7.5	7.5	15
8.	2021	7.5	7.5	15	0	5	5	7.5	2.5	10
9.	2022	7.5	2.5	10	0	1	0	7.5 + 1 (50% of 2 Steno Gr.-I resigned )	1.5 + 1 (50% of 2 Steno Gr.-I resigned )	11
10.	2023 (from 01.01.23 till date)	8.5	2.5	11	0	0	0	8.5	2.5	11

\* Notional promotion granted to the grade of Stenographer Grade-I on 15.02.2017.

5.3 In view of the above, 5 and 1 vacancies (Direct quota) of Stenographer Grade-I were filled up in the Recruitment years 2021 and 2022 respectively through SSC, New Delhi and out of these 6 filled vacancies (Direct quota), two

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vacancies arose due to resignation of 2 Stenographers Grade-I in the year 2022. Further, presently, 8.5 and 2.5 vacancies of Stenographer Grade-I are available under promotion quota and direct quota respectively. The promotion quota vacancies can be filled up on 01.01.2024 due to availability of eligible Stenographer Grade-II having 10 years service in the grade as on 01.01.2024. For filling up direct quota 2.5 vacancies of Stenographer Grade-I, 2 and 1 vacancies have been reported for the years 2022 and 2023 respectively to the DGHRD vide requisitions downloaded from portal of DGHRD as on 02.05.2023 .

If approved, representations which are addressed to the Member (P & V), CBIC, may be forwarded to the Joint Secretary (Admn.), CBIC, New Delhi mentioning the aforesaid facts.

Put up for perusal & approval please.

13/06/2023 12:59 pm

PRANAV SHARMA  
EXECUTIVE ASSISTANT

Note # 2

Submitted for perusal and approval please.

13/06/2023 02:50 pm

PURSHOTTAM DAS LALWANI  
ADMINISTRATIVE OFFICER

Note # 3

Kindly peruse above notes.

If approved, as proposed above representations received so far may be forwarded to CBIC, New Delhi.

Submitted please.

16/06/2023 06:53 pm

सुमीत कुमार यादव|SUMIT KUMAR YADAV  
अपर आयुक्त|ADDITIONAL COMMISSIONER

Note # 4

Please discuss.

22/06/2023 04:09 pm

CHETAN KUMAR JAIN  
PRINCIPAL COMMISSIONER

Note # 5

23/06/2023 02:45 pm

सुमीत कुमार यादव|SUMIT KUMAR YADAV  
अपर आयुक्त|ADDITIONAL COMMISSIONER

Note # 6

23/06/2023 03:59 pm

**PURSHOTTAM DAS LALWANI**  
**ADMINISTRATIVE OFFICER**

**Note # 7**

As discussed, file is resubmitted along with draft letter for perusal, approval and signature please.

27/06/2023 03:44 pm

**PRANAV SHARMA**  
**EXECUTIVE ASSISTANT**

**Note # 8**

Kindly peruse notes above regarding representations submitted by the Stenographers Grade-II for increasing the promotion quota vacancies in the grade of Stenographer Grade-I. As discussed, letter to the J.S.(Admn.)CBIC,New Delhi, is put up for perusal,approval and signature please.

27/06/2023 03:54 pm

**PURSHOTTAM DAS LALWANI**  
**ADMINISTRATIVE OFFICER**

**Note # 9**

Kindly peruse above notes.

A draft letter is put up in this regard for approval and signature please.

Submitted please.

27/06/2023 06:54 pm

सुमीत कुमार यादव|SUMIT KUMAR YADAV  
अपर आयुक्त|ADDITIONAL COMMISSIONER

**Note # 10**

28/06/2023 10:54 am

**CHETAN KUMAR JAIN**  
**PRINCIPAL COMMISSIONER**

**Note # 11**

28/06/2023 11:08 am

सुमीत कुमार यादव|SUMIT KUMAR YADAV  
अपर आयुक्त|ADDITIONAL COMMISSIONER

**Note # 12**

*amb*  
राजेश कुमार  
अधीक्षक (सी.सी.ए.  
कार्यालय मुख्य आ.  
सी.जी.एस.टी. एवं के.उ.शु

28/06/2023 12:21 pm

PURSHOTTAM DAS LALWANI  
ADMINISTRATIVE OFFICER

**Note # 13**

Kindly peruse this office letter dated 28.06.2023 , wherein representaions of Stenographers Grade-II were sent to the Board's office with a request to approve upgradation of 6 posts of Stenographer Grade-II to the grade of Stenographer Grade-I. It is submitted that the required approval is still awaited from the Board's office, therefore, if approved a reminder to this effect may be sent to the Board.

Accordingly, letter is submitted for perusal, approval and signature please.

24/08/2023 12:58 pm

PRANAV SHARMA  
EXECUTIVE ASSISTANT

**Note # 14**

Kindly peruse above note. A reminder letter to the Board in the matter of Stenographer Grade-II for upgradation of posts of Stenographer Grade-II to Stenographer Grade-I, is put up for perusal, approval and signature please.

24/08/2023 03:17 pm

PURSHOTTAM DAS LALWANI  
ADMINISTRATIVE OFFICER

**Note # 15**

24/08/2023 06:44 pm

सुमीत कुमार यादव|SUMIT KUMAR YADAV  
अपर आयुक्त|ADDITIONAL COMMISSIONER

**Note # 16**

25/08/2023 07:57 pm

PURSHOTTAM DAS LALWANI  
ADMINISTRATIVE OFFICER

**Note # 17**

Kindly peruse the letter F.No. A.12018/30/2003.AD.III.B Vol-III dated 24.08.2023 of the Board regarding amendment in Recruitment Rules for the post of Inspector under Central Board of India Taxes and Customs (CBIC).

2. Vide the said letter dated 24.08.2023, It has been informed by the Board that draft amendments proposed to the RRs of Inspector (field formations) are uploaded on the website of the CBIC and invited comments/opinions/suggestions in the matter from the concerned, who are working under CBIC within 30 days from the date of issue of letter.

3 . It is submitted that following two officers of this zone have submitted representations addressed to Board, in the subject matter:

Sl. No.	Name of the Officer S/Shri	Designation	Present Posting	Place of	Date of representation
1.	Mahendra Kumar	Stenographer Grade-II	Customs Commissionerate Jodhpur (Hqrs. Jaipur)	(P) at	08.09.2023
2.	Dharm Pal	Stenographer Grade-II	CGST Commissionerate Jaipur		13.09.2023

If approved, these representations may be forwarded to the Board. Accordingly, letter is put up for perusal, approval and signature please.

21/09/2023 06:12 pm

MANOJ KUMAR KODWANI  
INSPECTOR

**Note # 18**

Above note may kindly be perused. Accordingly, letter to the Board forwarding representations of 2 Stenographer Grade-II is submitted for perusal & approval please.

21/09/2023 06:16 pm

RAJESH KINRA  
SUPERINTENDENT

**Note # 19**

25/09/2023 11:24 am

सुमीत कुमार यादव|SUMIT KUMAR YADAV  
अपर आयुक्त|ADDITIONAL COMMISSIONER

**Note # 20**

25/09/2023 12:39 pm

RAJESH KINRA  
SUPERINTENDENT

**Note # 21**

Kindly peruse this office letter dated 28.06.2023 wherein so as to adopt uniform method for calculating the Promotion Quota vacancies in the cadre of Steno Gr.I as adopted for post of Executive Assistant, a proposal to upgrade 6 posts of Steno Gr. II to the grade of Steno Gr. I has been sent to the Board. Recently, the matter was discussed in the meeting with Joint Secretary (Admn.)

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कार्यालय मुख्य आयुक्त  
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on 03.10.2023 while her visit to Jaipur Zone wherein the Steno Gr.II of JZ were also present. The JS (Admn) informed that there is no such provision for upgradation of posts.

Kindly also peruse further representations received from the following Stenographers Grade –II , wherein they have requested to downgrade the posts from the grade of Private Secretary / Inspector to the grade of Stenographer Grade-I:-

S. No.	Name of Stenographer Grade-II S/Shri	Letter ref detail	Representation dated
1.	Satyendra Singh	F.No. II-3(1)ET/ALW/2014/Pt2/1929 dated 06.10.2023 received from Additional Commissioner, CGST, Alwar	06.10.2023
2.	Jagmeet Singh	F.No. II-06(01)/Estt./JDR/2020/8162 dated 06.10.2023 received from Additional Commissioner (P & V), CGST, Jodhpur	06.10.2023
3.	Bhupendra Mahla	Advance copy received	06.10.2023
4.	Tulsiram	Advance copy received	06.10.2023

The Stenographers Grade-II vide aforesaid representations dated 06.10.2023 and 13.10.2023 have submitted that as on 21.09.2015 i.e. effective date of Recruitment Rules of Steno Grade-I, the available 12 vacancies in Jaipur Zone were required to be distributed to promotion quota whereas wrongly these vacancies were distributed in the ratio of 50 : 50 between DR and PR. Further submitted that officers working in the grade of Stenographer Grade-II will be eligible for promotion to the grade of Steno Gr. I on 01.01.2024 but there are not sufficient vacancies. They have requested / suggested that posts in Stenographer Grade-I can also be created by temporarily downgrading the posts from PR Quota vacancies of Private Secretary/ Inspector to the feeder cadre i.e. Steno Grade-I taking into consideration of available vacancies and number of eligible candidates in Steno Gr. II for promotion to the post of Steno Grade I.

Further, kindly also peruse representation dated 13.10.2023 received from Shri Dharm Pal, Steno Gr. II , who was also present in the meeting with the JS (Admn.), has submitted that in the meeting, the JS (Admn.) has also suggested that a proposal for diversion of the posts in the grade of Stenographer Grade-I from other Zones, where promotional posts are lying vacant, may be sent to the Board. He has submitted that as per data showing on DGHRD's website in Half Yearly Brochure as on 01.07.2023, in Chandigarh Zone there are 18 vacant posts available in Steno Grade I and currently working strength of Steno Grade-II is 11. He has requested that a proposal for diversion of Steno Grade-I promotional post from Chandigarh Zone to Jaipur Zone may be sent to the Board.

It is also submitted that the Board vide letter F.No. CBIC-3/28/2022-Ad-IIB dated 07.08.2021 had called for proposal for temporary down-gradation of the posts under CBIC for Group 'B' (Non-Gazetted) and Group 'C' posts as per the O.M. No. 752985/2018/E.Coord.I dated 13.04.2018 of the DOE. This office has submitted the desired report in the prescribed format in respect of Group 'B' (Non-Gazetted) and Group 'C' posts. The proposal for temporary down-gradation of Group 'B' (Gazetted) post was not sought by the Board, therefore, the temporary down-gradation of the posts of Private Secretary, Group 'B' (Gazetted) has not been sent to the Board. The Private Secretary, Group 'B' (Gazetted) post is 100% PR post and presently, 6 posts (5 UR + 1 SC) are lying vacant in the grade. Whereas in the feeder cadre of the Private Secretary i.e. Stenographer Grade-I, only 3 officers (3UR) are eligible. 1 post of Private Secretary is also reserved for PwD category as per DOPT OM dated 17.05.2022.

As per the seniority list of the Stenographers Grade-II as on 30.06.2022, 10 Stenographers Grade-II, Group 'C' (9 UR + 1 ST) will be eligible for consideration for promotion to the grade of Stenographer Grade-I, Group 'B' (Non-Gazetted) on 01.01.2024, as per the existing RRs of Stenographer Grade-I, 2015. However, 8 vacancies (7 UR + 1 SC) are available in the grade of Stenographer Grade-I. 1 post of the Stenographer Grade-I is also reserved for PwD category as per DOPT OM No. 36012/1/2020-Estt.(Res.-II) dated 17.05.2022, regarding reservation in promotion to Persons with Benchmark Disabilities (PwBDs). Further, with regard vacancy position in the grade of Inspector, Group 'B' (Non-Gazetted), it is submitted presently 79 promotion quota posts are lying vacant in the grade of Inspector and 3 officers (2 Stenographers Grade-I and 1 Executive Assistant) in the feeder cadres (Executive Assistant/Stenographer Grade-I/Tax Assistant/Stenographer Grade-II) are eligible for consideration for promotion to the grade of Inspector as per extant RRs and instructions of Ministry/DoPT.

In view of the above, it is submitted that the number of vacancies available in the grade of Stenographer Grade-I will be less than the Stenographers Grade-II who will be eligible for consideration for promotion to the grade of Stenographer Grade-I as on 01.01.2024. If approved, representations of officers of Stenographer Grade-II may be sent to the Board and the Board may be apprised of the above facts with reference to either consider down-gradation of 2 posts of PS/Inspector in the Jaipur Zone or to divert 4 UR posts of Stenographer Grade-I in promotion quota for other Zones to Jaipur Zone.

Submitted for perusal and approval please.

राजेश मिश्रा  
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कार्यालय मुख्य आयुक्त  
टी.जी.एस.टी. एवं कें.उ.शु. जयपुर पार्षदा

25/10/2023 12:52 pm

**PRANAV SHARMA  
EXECUTIVE ASSISTANT**

**Note # 22**

Above note may kindly be perused. Accordingly, if approved, the representation of Shri Dharam Pal, Steno Gr.II may be forwarded to the Joint Secretary (Admn.), CBIC, New Delhi with request to either downgrade sufficient posts in the cadre of PS/ Inspector to the feeder cadre Steno Gr. I or alternatively divert posts in the cadre of Steno Gr. I from other Zone to Jaipur Zone so as to the eligible officers in the grade of Steno Gr. II may get promotion in the grade of Steno Gr. I.

Submitted for perusal & approval please.

25/10/2023 02:45 pm

**RAJESH KINRA  
SUPERINTENDENT**

**Note # 23**

- If approved, the representation of Shri Dharam Pal, Steno Gr.II may be forwarded to the Joint Secretary (Admn.), CBIC, New Delhi with request to either downgrade sufficient posts in the cadre of PS/ Inspector to the feeder cadre Steno Gr. I or alternatively divert posts in the cadre of Steno Gr. I from other Zone to Jaipur Zone so as to the eligible officers in the grade of Steno Gr. II may get promotion in the grade of Steno Gr. I.
- Submitted for perusal and approval please

25/10/2023 07:04 pm

**Rishi Yadav  
ADDITIONAL COMMISSIONER**

**Note # 24**

Approved.

31/10/2023 03:44 pm

**CHETAN KUMAR JAIN  
PRINCIPAL COMMISSIONER**

**Note # 25**

31/10/2023 07:12 pm

**Rishi Yadav  
ADDITIONAL COMMISSIONER**

**Note # 26**

01/11/2023 12:39 pm

**Ashok Kumar  
ASSISTANT COMMISSIONER**

**Note # 27**

**राजेश किनरा**  
अधीक्षक (सी.सी.यू.)  
कार्यालय मुख्य आयुक्त  
सी.जी.एस.टी. एवं कें.उ.शु. जयपुर परिक्षेत्र

01/11/2023 12:46 pm

**RAJESH KINRA  
SUPERINTENDENT**

**Note # 28**

As approved in #Note24, letter to the Joint Secretary (Admn.), CBIC, New Delhi is submitted for perusal, approval and signature please.

03/11/2023 05:37 pm

**PRANAV SHARMA  
EXECUTIVE ASSISTANT**

**Note # 29**

With reference to note above, draft letter is submitted for perusal & approval please.

03/11/2023 05:49 pm

**RAJESH KINRA  
SUPERINTENDENT**

**Note # 30**

- As approved in #Note24, letter to the Joint Secretary (Admn.), CBIC, New Delhi is submitted for perusal, approval and signature please.

03/11/2023 06:31 pm


**Rishi Yadav  
ADDITIONAL COMMISSIONER**

**Note # 31**

Approved.

07/11/2023 12:54 pm

**CHETAN KUMAR JAIN  
PRINCIPAL COMMISSIONER**

  
राजेश किनरा  
अधीक्षक (सी.सी.यू.)  
कार्यालय मुख्य आयुक्त  
सी.जी.एस.टी. एवं कें.उ.शु. जयपुर परिसर

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**Note # 55**

Kindly peruse following representations received from the officers of grade of Stenographer Grade- I & Grade-II :-

- i. Shri Mahender Kumar, Steno Grade- I, CCO, Jaipur :  
dated 23.05.2025
- ii. Shri Bhupendra Mahla, Steno Grade-I, CGST Audit Jaipur :  
dated 22.05.2025
- iii. Shri Tulsiram, Steno Grade-II, CGST Audit Jaipur :  
dated 22.05.2025

{Sl. No. (ii) & (iii) received through Audit Circle, Jaipur vide letter dated 30.05.2025}

The aforesaid representations are with reference to their earlier representations dated 18.05.2023 wherein they had requested to adopt uniform method for calculating promotion quota vacancies in the cadre of Steno Grade- I as adopted for the post of Executive Assistant. In this context detailed note # 1 refers. Accordingly, earlier representations of 11 officers of Steno Grade-II, including the officers named above, were forwarded to the Board vide this office letter dated 28.06.2023 seeking Board's approval for upgradation of 6 posts of Stenographer Grade-II to the cadre of Steno Grade-I. Reminder dated 24.08.2023 (P-198) was also issued. The issue was also discussed in the meeting with the Joint Secretary (Administration), CBIC during her visit to Jaipur Zone on 03.10.2023 wherein officers of Stenographer Grade- II were also present. Note # 21 refers. The Joint Secretary informed that there is no provision for upgradation of posts. She further suggested that a proposal for diversion of posts in the grade of Stenographer Grade-I from other Zones may be sent to the Board. Accordingly vide letter dated 07.11.2023 (P-220/c) the Board was requested to consider either down gradation of posts of Private Secretary / Inspector or to divert 4 UR posts of Steno Grade- I in promotion quota from other Zones to Jaipur Zone. The Under Secretary (Ad. III B), CBIC New Delhi vide letter dated 10.01.2024 sent a copy of their office letter dated 07.11.2023 to Under Secretary Ad. II B. No further communication has been received from the Board.

Out of aforesaid 11 Stenographers Grade- II, whom representation were forwarded to the Board vide letter dated 28.06.2023, 07 Stenographer Grade-II have since been promoted to the grade of Stenographer Grade-I vide orders dated 01.01.2024, 26.04.2024 & dated 01.01.2025.

The DGHRD vide letter dated 20.03.2024 requested to do an

impact analysis of decision of considering vacancies that occurred prior to notification of Stenographer new Recruitment Rules and are yet to be filled, as PR quota vacancies. Vide this office letters dated 02.04.2024 & 14.08.2024, the DGHRD has been informed that there is no DR quota vacancy in Steno Grade-I.

As on date, only 1 Stenographer Grade-II namely Shri Tulsi Ram is eligible for consideration for promotion to the grade of Stenographer Grade-I. 02 more officers of Stenographer Grade-II namely Shri Rajesh Kumar (DOJ- 13.11.2017) & Shri Mukesh Kumar (DOJ- 01.11.2017) will become eligible for promotion either on 01.01.2026 (in case Shri Tulsi Ram is promoted on or after 01.01.2026 applying Senior Junior clause) or 01.01.2028 (after completing qualifying service of 10 years required for promotion from the post of Steno Grade-II to Steno Grade-I).

Further, as on date, in the cadre of Inspector, there are 84 vacancies in promotion quota. Presently there is no officer is eligible for consideration for promotion to the grade of Inspector. One Time Relaxation (OTR) in the Recruitment Rules, 2016 of Inspector, for the promotion to the post of Inspector, is under consideration at Board's level. If the Board approves OTR, then vacancies in the cadre of Inspector will be required for consideration of officers in feeder grade of promotion to the grade of Inspector. As regards, downgradation of posts of Private Secretary, it is submitted that against sanctioned strength of 7 posts, 1 Private Secretary is presently working. Out of 6 vacant posts, 3 posts have since been abolished. As regards, remaining 3 posts, it is submitted that thought these 3 posts also fall in criteria of abolition as per DoPT's OM dated 05.01.2024 for reason of lying vacant for more than 5 years, but the same have been kept on hold for 3 Steno Grade-I whose earlier promotion is under examination.

In view of above submission, downgradation of posts of Private Secretary & Inspector to grade of Steno Grade-I appears not feasible. Therefore, diversion of posts in the cadre of Steno Grade-I lying vacant in other zones appears a proper solution in the matter.

Put up for perusal and further directions please.

17/07/2025 05:36 pm

गौरव शर्मा | GAURAV SHARMA  
कर सहायक | TAX ASSISTANT

राजेश किशोर  
अधीक्षक (सी.सी.ए.)  
कार्यालय मुख्य आयुक्त  
जयपुर परिसर

**Note # 56**

Detailed note # 55 may kindly be perused. In the matter, vide this office letter dated 07.11.2023 , a proposal for down-gradation of posts of PS/ Inspector to the cadre of Stenographer Grade-I or to divert 4 UR posts of Stenographer Grade-I in promotion quota from other Zones to Jaipur Zone, keeping in view the number of vacancies in the grade of Stenographer Grade-I and the number of Stenographers Grade-II eligible for consideration for promotion to the grade of Stenographer Grade-I as on 01.01.2024 was sent to the Board. In the changed position as detailed in note above, down-gradation of posts of cadre of Private Secretary or Inspector does not appears proper. Therefore, the Board may be requested to divert 3 posts of Stenographer Grade-I from other Zones under CBIC to Jaipur Zone.

File is submitted for perusal & approval of the Chief Commissioner, CGST & CX, Jaipur Zone, being the Cadre Controlling Authority.

18/07/2025 11:23 am

**RAJESH KINRA  
SUPERINTENDENT-ESTABLISHMENT**

**Note # 57**

please check and comment.

21/07/2025 05:48 pm

**MAHABIR SINGH MEENA  
ADDITIONAL COMMISSIONER**

**Note # 58**

Note # 55 may kindly be perused.

In the said matter, keeping in view the number of vacancies in the grade of Stenographer Grade-I and the number of Stenographers Grade-II eligible for consideration for promotion to the grade of Stenographer Grade-I as on 01.01.2024 a reference was made to Board wherein proposal for down-gradation of posts of PS/ Inspector to the cadre of Stenographer Grade-I or to divert 4 UR posts of Stenographer Grade-I in promotion quota from other Zones to Jaipur Zone was made. In view of the changed position as discussed in the note above, the down-gradation of posts of cadre of Private Secretary or Inspector does not appear to be proper. Therefore, if agreed Board may be requested to divert 3 posts of Stenographer Grade-I from other Zones under CBIC to Jaipur Zone.

File is submitted for perusal & approval of the Chief Commissioner, CGST & CX, Jaipur Zone, being the Cadre Controlling Authority.

22/07/2025 04:48 pm

**अनुपमा सक्सेना |ANUPAMA SAKSENA  
सहायक आयुक्त|ASSISTANT COMMISSIONER**

**Note # 59**

Notes above alongwith earlier reference this office letter dated 28.06.2023 may please be seen.

राजेश किन्रा  
अधीक्षक (सी.सी.यू.)  
कार्यालय मुख्य आयुक्त  
सी.सी.यू. एवं के.उ.शु. जयपुर परिक्षेत्र

The brief is summaries again hereunder to understand the issue so that necessary action may be initiated.

1. Promotion from Steno Gr. II to Gr. I against the existing vacant post 12 numbers were required to be done from PR quota. As is done in case of promoting TA to EA.
2. Only 50% i.e. 6 numbers of vacant post were filled up form the Promotion Quota instead of 12.
3. Therefore, grievances generated and representations were made from time to time for resolving the issue.
4. Even today same is not resolved, solution lies in diverting the post from other Zone as suggested by JS (Admn.) and accordingly request was made by the than Pr. Commissioner to divert 4 UR posts of Stenographer Grade-I in promotion quota from other Zones to Jaipur Zone vide letter dated 07.11.2023.
5. In view of the above facts, since grievances are still not resolved. Competent authority may take up the matter for suitable action to avoid any litigation in future.

Submitted for perusal and further order in the matter.

23/07/2025 11:58 am

**MAHABIR SINGH MEENA**  
**ADDITIONAL COMMISSIONER**

Note # 60

A DFA to Board be put up pls.

23/07/2025 03:42 pm

**गौरव कुमार|GAURAV KUMAR**  
**प्रधान आयुक्त|PRINCIPAL COMMISSIONER**

Note # 61

24/07/2025 12:17 pm

**MAHABIR SINGH MEENA**  
**ADDITIONAL COMMISSIONER**

Note # 62

For compliance of Note #60.

24/07/2025 12:19 pm

**अनुपमा सक्सेना |ANUPAMA SAKSENA**  
**सहायक आयुक्त|ASSISTANT COMMISSIONER**

Note # 63

24/07/2025 02:38 pm

**RAJESH KINRA**  
**SUPERINTENDENT-ESTABLISHMENT**

Note # 64

*राजेश किनरा*  
*अधीक्षक (सी.सी.यू.)*  
*कार्यालय मुख्य आयुक्त*  
*सी.जी.एस.टी एवं के.उ.शु. जयपुर*

Kindly peruse NSP 55-60.

Draft letter to Board regarding diversion of 03 UR posts of Steno Grade-I from other zones in Promotional Quota, has been prepared and put up for kind perusal, approval & Signature please.

25/07/2025 03:39 pm

गौरव शर्मा|GAURAV SHARMA  
कर सहायक|TAX ASSISTANT

**Note # 65**

With reference to note # 60, a letter to the Board (DFA/3848126) is submitted for perusal & approval please.

26/07/2025 03:38 pm

RAJESH KINRA  
SUPERINTENDENT-ESTABLISHMENT

**Note # 66**

उपरोक्त स्वतः पूर्ण टिप्पणी के संदर्भ में पत्रावली अवलोकन, अनुमोदन एवं हस्ताक्षरार्थ प्रस्तुत है।

28/07/2025 10:50 am

अनुपमा सक्सेना |ANUPAMA SAKSENA  
सहायक आयुक्त|ASSISTANT COMMISSIONER

**Note # 67**

In compliance to Note # 60, DFA letter to the Board is put up.

पत्रावली अवलोकन, अनुमोदन एवं हस्ताक्षरार्थ प्रस्तुत है।

28/07/2025 01:21 pm

MAHABIR SINGH MEENA  
ADDITIONAL COMMISSIONER

**Note # 68**

Notes above refer. We may forward the representations to the Board. DFA/3848126 for perusal and approval pls.

28/07/2025 02:22 pm

गौरव कुमार|GAURAV KUMAR  
प्रधान आयुक्त|PRINCIPAL COMMISSIONER

**Note # 69**

यथा संशोधित।

30/07/2025 12:25 pm

अनुज गोगिया|ANUJ GOGIA  
मुख्य आयुक्त|CHIEF COMMISSIONER

**Note # 70**

31/07/2025 03:44 pm

गौरव कुमार|GAURAV KUMAR  
प्रधान आयुक्त|PRINCIPAL COMMISSIONER

**Note # 71**

Signed.

31/07/2025 04:25 pm

**MAHABIR SINGH MEENA  
ADDITIONAL COMMISSIONER**

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राजेस किमरा  
अधीक (पी.सी.डी.)  
कार्यालय मुख्य आयुक्त  
सी.जी.एस.टी एवं के.उ.शु जयपुर पोरख

**Note # 74**

कृपया बोर्ड के पत्र फा.संख्या सीबीआईसी-10ए32(18)/4/2025-एडी-IIबी दिनांक 19 नवम्बर 2025 का अवलोकन करे जिसके अंतर्गत बोर्ड के कार्यालय जापन फा.संख्या 32018/01/2024-एडी.IIIA दिनांक 16 अक्टूबर 2025 को अग्रेषित कर निजी सचिव ग्रेड से आशुलिपिक ग्रेड -I संवर्ग में पदों को अस्थायी रूप से डाउनग्रेड करने के प्रस्ताव के संबंध में सुझाव/जानकारी (input) चाहे गए है।

2.1 सीजीएसटी जयपुर जोन, जयपुर में, नौ स्टेनोग्राफर ग्रेड-II (पूर्ववर्ती स्टेनोग्राफर ग्रेड-III) जिन्होंने वेतन श्रंखला रु. 4000 - 6000 (पी. बी. -1 + ग्रेड पे रु. 2400 में संशोधित) में 3 साल की नियमित सेवा पूर्ण कर ली थी, को बोर्ड के पत्र दिनांक 7 सितंबर 2016, 30 दिसंबर 2016 और 13 जनवरी 2017 के अनुसार, रिक्ति वर्ष 2011-2012 से 2015-2016 के लिए, स्टेनोग्राफर ग्रेड-I में नोशनल पदोन्नति प्रदान की गई थी। ये पदोन्नतियां आशुलिपिक ग्रेड-I, 2004 के भर्ती नियमों के अनुसार, वेतन श्रंखला रु. 5000 - 8000 (पी. बी. -2 + ग्रेड पे रु. 4200 में संशोधित) को अनदेखा करते हुए की गई थीं।

2.2 इसके बाद, बोर्ड ने पाया कि स्टेनोग्राफर ग्रेड-II के ग्रेड से स्टेनोग्राफर ग्रेड-I में की गई पदोन्नति लागू भर्ती नियमों के अनुसार नहीं थी। इसलिए बोर्ड ने पदोन्नति के मुद्दे पर फिर से विचार करने का निर्देश दिया। इस मामले में, बोर्ड के पत्र फा.संख्या ए.32018/44/2016-एडी.IIIA दिनांक 2 फरवरी 2023 के सन्दर्भ में, इस कार्यालय के पत्र फा.संख्या स्था. I/विविध/ओटीएच/22/2022- स्था. दिनांक 20 मार्च, 2023 के द्वारा रिपोर्ट भेजते हुए बोर्ड के दिशा निर्देश चाहे गए। हालांकि, बोर्ड के 2 फरवरी 2023 के पत्र के पैरा 5 के मद्देनजर, इस मामले में बोर्ड के अंतिम निर्देशों की प्रतीक्षा में कोई कार्रवाई नहीं की गई है। इस मामले में बोर्ड के निर्देशों की प्रतीक्षा की जा रही है।

3 इसके बाद, वर्ष 2013 में विभाग में कार्यभार ग्रहण करने वाले नौ और स्टेनोग्राफर ग्रेड-II, जिन्होंने 1 जनवरी 2024 को स्टेनोग्राफर ग्रेड-II के ग्रेड में 10 साल की नियमित सेवा पूरी कर ली थी, और स्टेनोग्राफरों के भर्ती नियम, 2015 के अनुसार स्टेनोग्राफर ग्रेड-I, ग्रुप 'बी' (गैर-राजपत्रित) के ग्रेड में पदोन्नति के लिए विचार करने योग्य थे। हालांकि, स्टेनोग्राफर ग्रेड-I के ग्रेड में पर्याप्त रिक्तियों की कमी के कारण, नौ स्टेनोग्राफर ग्रेड-II में से केवल छह को 1 जनवरी 2024 से, स्टेनोग्राफर ग्रेड-I में पदोन्नत किया गया। शेष 3 अधिकारियों में से दो स्टेनोग्राफर ग्रेड-II को क्रमशः 26 अप्रैल 2024 और 1 जनवरी 2025 को स्टेनोग्राफर ग्रेड-I के ग्रेड में पदोन्नत किया गया। शेष एक आशुलिपिक ग्रेड-II को रिक्ति न होने के कारण आज तक आशुलिपिक ग्रेड-I के रूप में पदोन्नत नहीं किया गया है।

4. 1 जनवरी 2024 को, सीजीएसटी और केंद्रीय उत्पाद शुल्क जयपुर जोन, जयपुर में निजी सचिव, ग्रुप 'बी' (राजपत्रित) के ग्रेड में छह रिक्तियां थीं। उपरोक्त छह रिक्तियों में से निजी सचिव के तीन पदों की समाप्ति इस कार्यालय के पत्र फा. संख्या II-27(02)CCU/JZ/2020/1468 दिनांक 02.08.2024 द्वारा कर दी गयी थी। उपरोक्त तीन पदों को समाप्त करने के बाद, वर्तमान में, निजी सचिव के ग्रेड में केवल तीन रिक्तियां उपलब्ध हैं।

5. उपरोक्त को ध्यान में रखते हुए, सीजीएसटी जयपुर जोन, जयपुर में, निजी सचिव के छह पदों को 1 जनवरी 2024 से, स्टेनोग्राफर ग्रेड-I के ग्रेड में डाउनग्रेड किया जा सकता है। इसके परिणामस्वरूप 1 जनवरी 2024 से तीन स्टेनोग्राफर ग्रेड-II को, स्टेनोग्राफर ग्रेड-I, ग्रुप 'बी' (अराजपत्रित) के ग्रेड में पदोन्नत किया जा सकेगा, जोकि 1 जनवरी 2024 को स्टेनोग्राफर ग्रेड-I के ग्रेड में पदोन्नति के लिए विचार करने के पात्र थे, लेकिन रिक्तियों की कमी के कारण 1 जनवरी 2024 के बाद पदोन्नत हुए या पदोन्नत ही नहीं हुए थे।

6. उल्लेखनीय है कि उपरोक्त नौ स्टेनोग्राफर ग्रेड-I जो एक ही बैच से संबंधित हैं और वर्ष 2013 में विभाग में शामिल हुए थे, और एक ही तारीख से इन अधिकारियों की पदोन्नति उनके बीच एकरूपता लाएगी एवं उनके करियर में प्रगति की संभावना और उनके मनोबल में सुधार करने के लिए भी फायदेमंद होगी।

अनुमति हो तो उपरोक्तानुसार रिपोर्ट बोर्ड को भिजवा दी जाये। तदनुसार पत्र अवलोकन एवं अनुमोदनार्थ प्रस्तुत है।

03/12/2025 06:00 pm

MANOJ KUMAR KODWANI  
INSPECTOR-ESTABLISHMENT

**Note # 75**

कृपया उपरोक्त नोट # 74 का अवलोकन करें/ उपरोक्त नोट में वर्णित बोर्ड के पत्र दिनांक 7 सितंबर 2016, 30 दिसंबर 2016 और 13 जनवरी 2017, पेज संख्या 277, 276 व 275 पर उपलब्ध है/ तदनुसार बोर्ड के पत्र दिनांक 19 नवम्बर 2025 के द्वारा चाही गयी सूचना प्रेषित की जा सकती है/ पत्रावली DFA/4403952 के साथ अवलोकन व अनुमोदन हेतु प्रस्तुत है।

04/12/2025 05:06 pm

RAJESH KINRA  
SUPERINTENDENT-ESTABLISHMENT

**Note # 76**

कृपया उपरोक्त नोट # 74 का अवलोकन करें।  
उक्त नोट में वर्णित बोर्ड के पत्र दिनांक 7 सितंबर 2016, 30 दिसंबर 2016 और 13 जनवरी 2017, पेज संख्या 277, 276 व 275 पर उपलब्ध है। बोर्ड के पत्र दिनांक 19 नवम्बर 2025 के द्वारा चाही गयी सूचना प्रेषित करने हेतु DFA/4403952 अवलोकन व अनुमोदन हेतु प्रस्तुत है।

08/12/2025 01:38 pm

अनुपमा सक्सेना |ANUPAMA SAKSENA

सहायक आयुक्त|ASSISTANT COMMISSIONER

Note # 77

DFA/4403952 अवलोकन व अनुमोदन हेतु प्रस्तुत है।

08/12/2025 02:26 pm

NISHTHA SHARMA  
JOINT COMMISSIONER

Note # 78

कृपया उपरोक्त नोट्स देखें। बोर्ड संशोधित RR (2015) के बाद उत्पन्न होने वाले स्टेनो ग्रेड-I के रिक्त पदों के विभाजन के प्रस्ताव पर विचार कर रहा है क्योंकि बोर्ड ने पीएस संवर्ग में बड़ी संख्या में रिक्तियों का अवलोकन किया है और इसलिए वह कुछ पदों को पीएस से स्टेनो ग्रेड-I में अस्थायी रूप से पदावनत करने की व्यवहार्यता तलाश रहा है और एक रिपोर्ट मांगी है। तदनुसार, DFA/4403952 अवलोकन एवं अनुमोदन हेतु प्रस्तुत है।

08/12/2025 04:11 pm


गौरव कुमार|GAURAV KUMAR  
प्रधान आयुक्त|PRINCIPAL COMMISSIONER

Note # 79

Approved, as proposed, subject to strict adherence with all the legal provisions and procedure applicable in such matters, and accuracy of facts.

08/12/2025 04:37 pm

Manish Kumar  
CHIEF COMMISSIONER

  
राजेश कुमार  
अधीक्षक (सी.सी.यू.)  
कार्यालय मुख्य आयुक्त  
रा.जी.एस.टी. एवं क.उ.शु. जयपुर पाश्चात्य

F.No.-CBIC-10A32(18)/4/2025-Ad-IIB  
Government of India  
Ministry of Finance Department of Revenue  
Central Board of Indirect Taxes and Customs



Kartavya Bhayan-1, New Delhi  
Dated the 19 November, 2025

To

All Cadre Controlling Authorities  
(CGST & CX Zone)

**Subject: Seeking inputs regarding proposal for temporary downgrading of posts from PS cadre to Steno Grade-I cadre – reg.**

Madam/Sir,

I am directed to refer Office Memorandum No. F.No.32018/ 01/2024-Ad.IIIA dated 16.10.2025 relating to a proposal for bifurcation of vacancies in Steno Grade-I arising after the issuance of the revised Recruitment Rules notified on 21.09.2015. A significant number of vacancies have been observed in the PS cadre (Group 'B' Gazetted). In order to settle the issue of pre-RRs promotion quota vacancies, an option of temporarily downgrading of certain posts from PS cadre to Steno Grade-I, year-wise from 2015 onwards without causing any adverse effect on the feeder grade, is being explored.

2. Since the PS cadre is a decentralized cadre, it is requested to furnish inputs on the feasibility, implications of the said proposal.

Encl: As above.

Yours faithfully,

(S.K. Jain)  
US (Ad.IIB)

Tele:011-23095584

Email: Sachin.jain@gov.in

AH  
3/11/25

राजेश किनरा  
अधीक्षक (सी.सी.यू.)  
कार्यालय मुख्य आयुक्त  
सी.जी.एस.टी. एवं के.ए.ए. जयपुर परिसर

F.No.32018/ 01/2024-Ad.IIIA  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Taxes & Customs

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5<sup>th</sup> Floor, Hudco Vishala Building,  
Bhikaji Cama Place, R.K. Puram,  
New Delhi, Oct., 2025

OFFICE MEMORANDUM

**Subject: Bifurcation of vacancies available in Steno Grade-I after issuance of New RRs, 21.09.2015 –reg.**

The undersigned is directed to refer the request received from the Steno Grades Association regarding the adoption of a uniform method for calculating the promotion quota vacancies of Steno Grade-I (para 3 of the Association letter dated 01.12.2023 (copy enclosed)). It is stated that the new RRs for Steno Grade-I were notified on 21.09.2015 (Copy enclosed), mandating a 50% by DR and 50% by PR, failing which by deputation. These rules superseded the previous RRs 2004 (Copy enclosed) for Steno Grade-I, under which all vacancies were filled **only by promotion, failing which by deputation**.

2. Para 2.4.2 & 2.4.4 of DoPT OM dated 16.09.2022 (Copy enclosed) provides that the unfilled vacancies would be carried forward to the next year and will be added to the corresponding quota of recruitment, i.e. DR/PR quota, depending on the category to which the unfilled vacancies belong. Therefore, all vacancies as on 20.09.2015 should be added in PR quota vacancies after notification of New RRs of Steno-I, 2015. However, it has come into notice that most of the CCAs have already bifurcated the pre-RRs PR vacancies as per new RRs, 2015 ratio and filled the same through DR quota. Although, these appointments are against the present policy but as the DR candidates were recruited through proper procedure, so department cannot take any adverse action against them. However, to maintain the uniformity amongst the zones, the pre-RRs PR quota vacancies that had been filled up by DR candidates should be reverted to PR quota vacancies.

3. In view of the above, the matter has been examined (relevant portion of notesheet enclosed), and it has been found that in the promotion cadre of Steno-I, i.e. PS cadre, 81% vacancies are lying vacant due to certain reasons. This can be seen from half yearly brochure of DGHRD as on 01.01.2025 (copy enclosed) available on the CBIC website. Therefore, it may become a way to sort out this issue by protecting feeder cadre from any adverse impact without tampering with DR officers appointed against PR quota vacancies if the requisite number of posts are temporarily downgraded from PS to Steno-I (year-wise from 2015 onwards to date) cadre. As stated above, this temporary diversion involves vacancies in the PS cadre, which are Group B Gazetted posts.

4. Therefore, it is requested to provide comments from your Section Ad.IIB on the proposal (as mentioned above in para 3 above) of temporarily downgrading posts from

1  
A.H.  
राजेश कुमार  
अधीक्षक (सी.सी.यू.)  
कार्यालय मुख्य आयुक्त  
सी.सी.एच.टी. एवं के.ए.ए. जयपुर परिसर

the PS cadre to the Steno-I grade.

Encl.: As Above.

Digitally signed by  
Ravish Kumar  
Date: 16-10-2025  
14:11:56

(Ravish Kumar)  
Under Secretary (Ad.III A)

The Under Secretary (Ad.III B)  
Department of Revenue  
Kartavya Bhawan- 1

AKK  
3/11/26

राजेश किनरा  
अधीक्षक (सी.सी.यू.)  
कार्यालय मुख्य आयुक्त  
सी.जी.एस.टी एवं कॅ.उ.शु. जयपुर परिक्षेत्र



विकसित भारत  
अभियान  
1947 TO 2047

कार्यालय मुख्य आयुक्त  
मुख्य आयुक्त का कार्यालय  
सीजीएसटी एवं केन्द्रीय उत्पाद शुल्क (जयपुर परिक्षेत्र), जयपुर  
सीजीएसटी और केन्द्रीय उत्पाद शुल्क (जयपुर जोन), जयपुर

To / सेवा में,

अवर सचिव (एडी.॥ बी),  
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड,  
वित्त मंत्रालय, राजस्व विभाग,  
नॉर्थ ब्लॉक, नई दिल्ली।

The Under Secretary (Ad. II B),  
Central Board of Indirect Taxes and Customs,  
Ministry of Finance, Department of Revenue,  
North Block, New Delhi.

महोदय/Sir,

विषय: निजी सचिव ग्रेड से आशुलिपिक ग्रेड -I संवर्ग में पदों को अस्थायी रूप से डाउनग्रेड करने के प्रस्ताव के संबंध में सुझाव/जानकारी हेतु।

Sub: Seeking inputs regarding proposal for temporary downgrading of posts from PS cadre to Stenographer Grade-I cadre - reg.

कृपया उपरोक्त विषयान्तर्गत बोर्ड के पत्र फा.संख्या सीबीआईसी-10 ए 32(18)/4/2025-एडी-॥ बी दिनांक 19 नवम्बर 2025 का अवलोकन करे जिसके अंतर्गत बोर्ड के कार्यालय जापन फा.संख्या 32018/01/2024-एडी.॥ IIIA दिनांक 16 अक्टूबर 2025 को अग्रेषित किया गया है।

On the above cited subject, please refer to Board's letter F.No. CBIC-10A32(18)/4/2025-Ad-IIB dated 19<sup>th</sup> November 2025 forwarding thereunder Board's Office Memorandum F.No. 32018/01/2024-Ad.IIIA dated 16<sup>th</sup> October 2025.

2.1 सीजीएसटी जयपुर जोन, जयपुर में, नौ स्टेनोग्राफर ग्रेड-II (पूर्ववर्ती स्टेनोग्राफर ग्रेड-III) जिन्होंने वेतन श्रृंखला रु. 4000 - 6000 (पी. बी. -1 + ग्रेड पे रु. 2400 में संशोधित) में 3 साल की नियमित सेवा पूर्ण कर ली थी, को बोर्ड के पत्र दिनांक 7 सितंबर 2016, 30 दिसंबर 2016 और

अध्यापक (सी.सी.यू.)  
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13 जनवरी 2017 के अनुसार, रिक्ति वर्ष 2011-2012 से 2015-2016 के लिए, स्टेनोग्राफर ग्रेड-I में नोशनल पदोन्नति प्रदान की गई थी। ये पदोन्नतियां आशुलिपिक ग्रेड-I, 2004 के भर्ती नियमों के अनुसार, वेतन श्रृंखला रु. 5000 – 8000 (पी. बी. -2 + ग्रेड पे रु. 4200 में संशोधित) को अनदेखा करते हुए की गई थीं।

2.1 In CGST Jaipur Zone, Jaipur, nine Stenographers Grade-II (erstwhile Stenographer Grade-III) having 3 years regular service in the pay scale of Rs.4000-6000 (revised as PB-1 + GP Rs.2400/-) had been granted notional promotion to the grade of Stenographer Grade-I for the vacancy years 2011-2012 to 2015-2016, in terms of Board's letter dated 7<sup>th</sup> September 2016, 30<sup>th</sup> December 2016 and 13<sup>th</sup> January 2017. These promotions were made as per the Recruitment Rules of Stenographer Grade-I, 2004 ignoring the pay scale of Rs. 5000-8000 (revised as PB-2 + GP Rs. 4200/-) as prescribed in the RRs.

2.2 इसके बाद, बोर्ड ने पाया कि स्टेनोग्राफर ग्रेड-II के ग्रेड से स्टेनोग्राफर ग्रेड-I में की गई पदोन्नति लागू भर्ती नियमों के अनुसार नहीं थी। इसलिए बोर्ड ने पदोन्नति के मुद्दे पर फिर से विचार करने का निर्देश दिया। इस मामले में, बोर्ड के पत्र फा.संख्या ए.32018/44/2016-एडी.IIIA दिनांक 2 फरवरी 2023 के सन्दर्भ में, इस कार्यालय के पत्र फा.संख्या स्था. I/विविध/ओटीएच/22/2022- स्था. दिनांक 20 मार्च, 2023 के द्वारा रिपोर्ट भेजते हुए बोर्ड के दिशा निर्देश चाहे गए। हालांकि, बोर्ड के 2 फरवरी 2023 के पत्र के पैरा 5 के मद्देनजर, इस मामले में बोर्ड के अंतिम निर्देशों की प्रतीक्षा में कोई कार्रवाई नहीं की गई है। इस मामले में बोर्ड के निर्देशों की प्रतीक्षा की जा रही है।

2.2 Subsequently, the Board observed that the promotion made from the grade of Stenographer Grade-II to Stenographer Grade-I was not as per relevant Recruitment Rules. The Board therefore directed to re-examine the issue of promotion. A report in the subject matter has been sent vide this office letter F.No. ET-I/MISC/OTH/22/2022-ESTT dated 20<sup>th</sup> March 2023 with reference to the Board's letter F.No. A.32018/44/2016-Ad.IIIA dated 2<sup>nd</sup> February 2023 seeking Board's directions in the matter. However, in view of para 5 of Board's letter dated 2<sup>nd</sup> February 2023, no action has been taken awaiting final instructions of the Board in the matter. Directions from the Board in the matter, are awaited.

3. इसके बाद, वर्ष 2013 में विभाग में कार्यभार ग्रहण करने वाले नौ और स्टेनोग्राफर ग्रेड-II, जिन्होंने 1 जनवरी 2024 को स्टेनोग्राफर ग्रेड-II के ग्रेड में 10 साल की नियमित सेवा पूरी कर ली थी, और स्टेनोग्राफरों के भर्ती नियम, 2015 के अनुसार स्टेनोग्राफर ग्रेड-I, ग्रुप 'बी' (गैर-राजपत्रित) के ग्रेड में पदोन्नति के लिए विचार करने योग्य थे। हालांकि, स्टेनोग्राफर ग्रेड-I के ग्रेड में पर्याप्त रिक्तियों की कमी के कारण, नौ स्टेनोग्राफर ग्रेड-II में से केवल छह को 1 जनवरी 2024 से, स्टेनोग्राफर ग्रेड-I में पदोन्नत किया गया। शेष 3 अधिकारियों में से दो स्टेनोग्राफर ग्रेड-II को क्रमशः 26 अप्रैल 2024 और 1 जनवरी 2025 को स्टेनोग्राफर ग्रेड-I के ग्रेड में पदोन्नत किया गया। शेष एक आशुलिपिक ग्रेड-II को रिक्ति न होने के कारण आज तक आशुलिपिक ग्रेड-I के रूप में पदोन्नत नहीं किया गया है।

अर्चना  
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अधीनस्थ (कै.सी.यू.)  
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सी.जी.एस.टी एवं कै.ज.श. जयपुर परिसर

3. Thereafter, nine more Stenographers Grade-II who had joined the department in the year 2013, had completed 10 years of regular service in the grade of Stenographer Grade-II as on 1<sup>st</sup> January 2024 and were eligible for consideration for promotion to the grade of Stenographer Grade-I, Group 'B' (Non-Gazetted) as per Recruitment Rules, 2015 of Stenographers. However, due to want of sufficient vacancies in the grade of Stenographer Grade-I, only six, out of nine Stenographers Grade-II, had been promoted to the grade of Stenographer Grade-I w.e.f. 1<sup>st</sup> January 2024. Out of remaining 3 officers, two Stenographers Grade-II had been promoted to the grade of Stenographer Grade-I on 26<sup>th</sup> April 2024 and 1<sup>st</sup> January 2025 respectively. Remaining one Stenographer Grade-II, has not been promoted as Stenographer Grade-I, till date due to want of vacancy.

4. 1 जनवरी 2024 को, सीजीएसटी और केंद्रीय उत्पाद शुल्क जयपुर जोन, जयपुर में निजी सचिव, ग्रुप 'बी' (राजपत्रित) के ग्रेड में छह रिक्तियां थीं। उपरोक्त छह रिक्तियों में से निजी सचिव के तीन पदों की समाप्ति इस कार्यालय के पत्र फा. संख्या II-27(02)CCU/JZ/2020/1468 दिनांक 02.08.2024 द्वारा कर दी गयी थी। उपरोक्त तीन पदों को समाप्त करने के बाद, वर्तमान में, निजी सचिव के ग्रेड में केवल तीन रिक्तियां उपलब्ध हैं।

4. As on 1<sup>st</sup> January 2024, there were six vacancies in the grade of Private Secretary, Group 'B' (Gazetted) in CGST & Central Excise Jaipur Zone, Jaipur. Out of aforesaid six vacancies, three posts of Private Secretary had been abolished vide this office letter F.No. II-27(02)CCU/JZ/2020/1468 dated 02.08.2024. After abolition of aforementioned three posts, at present, only three vacancies are available in the grade of Private Secretary.

5. उपरोक्त को ध्यान में रखते हुए, सीजीएसटी जयपुर जोन, जयपुर में, निजी सचिव के छह पदों को 1 जनवरी 2024 से, स्टेनोग्राफर ग्रेड-I के ग्रेड में डाउनग्रेड किया जा सकता है। इसके परिणामस्वरूप 1 जनवरी 2024 से तीन स्टेनोग्राफर ग्रेड-II को, स्टेनोग्राफर ग्रेड-I, ग्रुप 'बी' (अराजपत्रित) के ग्रेड में पदोन्नत किया जा सकेगा, जोकि 1 जनवरी 2024 को स्टेनोग्राफर ग्रेड-I के ग्रेड में पदोन्नति के लिए विचार करने के पात्र थे, लेकिन रिक्तियों की कमी के कारण 1 जनवरी 2024 के बाद पदोन्नत हुए या पदोन्नत ही नहीं हुए थे।

5. In view of above, six posts of Private Secretary may be downgraded to the grade of Stenographer Grade-I in CGST Jaipur Zone, Jaipur w.e.f. 1<sup>st</sup> January 2024. This will result in promotion of three Stenographers Grade-II to the grade of Stenographer Grade-I, Group 'B' (Non-Gazetted) w.e.f. 1<sup>st</sup> January 2024, who were eligible for consideration for promotion to the grade of Stenographer Grade-I as on 1<sup>st</sup> January 2024 but not promoted or promoted after 1<sup>st</sup> January 2024, due to want of vacancies.

6. इसके अलावा, यहां यह उल्लेख करना उचित है कि उपरोक्त नौ स्टेनोग्राफर ग्रेड-I, जो एक ही बैच से संबंधित हैं और वर्ष 2013 में विभाग में शामिल हुए थे, की एक ही तारीख से पदोन्नति उनके बीच एकरूपता लाएगी एवं उनके करियर में प्रगति की संभावना और उनके मनोबल में सुधार करने के लिए भी फायदेमंद होगी।

अध्यापक  
अधीक्षक (सी.सी.यू.)  
कार्यालय मुख्य आयुक्त  
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6. Further, it is pertinent to mention here that promotion of aforementioned nine Stenographers Grade-I, who belong to same batch & joined the department in the year 2013, from the same date will make uniformity between them from their career progression prospect and will also be beneficial to improve their morale.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जा रहा है ।  
This issues with the approval of the Competent Authority.

भवदीया/Yours faithfully,  
Digitally signed by  
NISHTHA SHARMA

Date: 08-12-2025  
(निष्ठा शर्मा)/(Nishtha Sharma)  
17:17:33

संयुक्त आयुक्त (सीसीयू)/Joint Commissioner (CCU)

AMM  
Ruh  
3/1/26  
राजेश किनरा  
अधीक्षक (सी.सी.यू.)  
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