



विकसित भारत  
अभियान

कार्यालय मुख्य आयुक्त  
Office of the Chief Commissioner  
सीजीएसटी एवं केन्द्रीय उत्पाद शुल्क (जयपुर परिक्षेत्र), जयपुर  
CGST & Central Excise (Jaipur Zone), Jaipur  
(केंद्र कंट्रोल यूनिट)

फा.स. II-31(03)CCU/JZ/2025

दिनांक : 27.03.2025

**OFFICE ORDER No. CCU- 04/2025**

The Directorate General of Human Resource Development (DGHRD), Central Board of Indirect Taxes and Customs (CBIC), New Delhi has forwarded a list of 74 candidates selected through MTS/Havaladar Examination, 2024 and who have been allocated to CGST & CX, Jaipur Zone for appointment to the post of Havaladar. All the 74 candidates have been called on **01.04.2025** to carry out their Document Verification / Medical Examination. To accomplish the task of Documents Verification/ Medical Examination of these 74 candidates for the post of Havaladar in smooth manner, the following Committee is constituted to perform the functions mentioned against their names –

Name of Committee	Name & designation of Officers nominated in the Committee (S/Sh./Smt.)	Present place of posting	Function to be performed
Committees for Verification of the documents on <b>01.04.2025</b>	Anupama Saksena, AC (Incharge)	CCO, Jaipur	To verify the Certificate related to Education/Caste/ Income & Asset /Physical disability etc with their Originals and collect the documents as mentioned in Notice/Call letters issued to the candidates.
	<b>Group - 1</b> Sunil Kumar Sharma, Supdt. Naveen Joshi, Insp.	CGST, Udaipur CGST, Alwar	
	<b>Group - 2</b> Shashi Bala Poonia, Supdt. Sushil Kumar, Inspector	Customs, Jaipur CGST, Udaipur (Bhilwara)	
	<b>Group - 3</b> Sanjay Sharma, Supdt. Pranav Sharma, EA	CGST, Alwar Customs, Jaipur	
	<b>Group - 4</b> Mohan Lal Nama, Supdt. C. M. Jat, Inspector	CGST, Jodhpur (Pali) CGST, Jodhpur	

2. Further the following Committee is also constituted for conduction of Medical Examination of the candidates assigned/ allocated to CGST & CX Jaipur Zone for the post of Tax Assistant/ Havaladar during the period **from 28.03.2025 to 03.04.2025**, at various Govt. Hospitals located at Jaipur:

Committees for conduction of Medical Examination	<b>(For SMS Hospital, Jaipur)</b> Laxmi Kant Tanwar, Supdt. Anil Kumar Sharma, Inspector	CGST, Jaipur Audit, Jaipur	To co-ordinate with the Medical Authorities for conducting the Medical examination of the candidates for the Post of Inspector/PO/ Examiner and Executive Assistant at Govt. Recognized
	<b>(For Kanwatia Hospital, Jaipur)</b> Gagan Singh Rathore, Superintendent Sunil Kr. Mahawar, Inspector	CCO, Jaipur CCO, Jaipur	

	<b>(For S.R. Goyal Setelite Hospital, Jaipur)</b> G. P. Gupta, Superintendent Ganesh Machra, Insp.	CGST, Jaipur Customs, Jaipur	Hospital and submission of Medical Fitness Certificates issued by the Medical Authorities.
	<b>(For Jaipuria Satellite Hospital, Jaipur)</b> Prem Raj Jogpal, Supdt. Anish Bhalla, Inspector	CCO, Jaipur CCO, Jaipur	

**Action on the part of Committees for Verification of the documents on 01.04.2025 :-** The documents received in the dossiers of the candidates along with information provided in their Attestation form related to their Date of Birth, Educational Qualification, Caste, Income & Asset (for EWS Candidates), Disability Certificate (for PwD Candidates) are to be verified from their Original documents. All the requisite documents mentioned in the Notice dated 22.03.2025 issued to the candidate are to be collected from the candidates and verified as per direction given in Board's letter dated 25.08.2023. The Superintendent of the Committee shall receive the dossier of the candidates, received from SSC, from Cadre Control Unit personally and after completion of above action, the documents received from candidates should be placed in the concerned dossier alongwith a copy of duly signed "Document Scrutiny Sheet". Thereafter the dossier should be handed over in Cadre Control Unit.

**Action on the part of Committees for conduction of Medical Examination:-** The Committee shall co-ordinate with the Competent Medical Authority, at the Hospitals allocated to them, who will conduct the medical examination of all the candidates allocated to their Hospitals date wise (tentatively on 28.03.2025 & 02.04.2025). Further, candidates may be directed to produce "Statement and declaration" before the Medical Authority doing their examination and to get pasted a recent photograph on their Medical Certificate and get it verified by the said authorities. The Committee will submit the Medical Certificates of all the candidates to the undersigned soon after completion of their medical examination.

**The process of verification of dossier should be started by 09:00 AM on 01.04.2025. The concerned Principal Commissioner/ Commissioner of the officers named above are requested to direct their controlling officers not to sanction any kind of leave to them for 28.03.2025 as the process is to be carried out in a time bound manner.**

**Officers who have been deputed for Medical Examination Committee as above should be relieved on 27.03.2025, if earlier not assigned the same task, with direction to reach the concerned Hospital on the stipulated dates for carrying out the Medical Examination of the candidates.**

This issues with the approval of the Principal Commissioner (Cadre Control).

  
(Mahabir Singh Meena)  
Additional Commissioner

Copy for information and necessary action to :

1. The Principal Commissioner/Commissioner, CGST, Jaipur/ Alwar/ Jodhpur/ Udaipur and Customs (Prev.), Jaipur with request to relieve the concerned officers for above said purpose.
2. The Admn. Officer (Hqrs.), CGST Commissionerate, Jaipur for making suitable arrangements for smooth conduction of verification of documents of the allocated candidates on the scheduled date i.e. 01.04.2025.
3. Superintendent (Computer), CGST Jaipur for uploading on departmental website.
4. Personal Copy.

  
Additional Commissioner