



OFFICE OF THE COMMISSIONER, CGST, CUSTOMS & CENTRAL EXCISE  
NEW GST BHAWAN, 35-C, ADMINISTRATIVE AREA, ARERA HILLS, BHOPAL

कार्यालय आयुक्त सीजीएसटी, सीमा शुल्क, केन्द्रीय उत्पाद शुल्क

न्यू जीएसटी भवन, 35-C प्रशासनिक क्षेत्र, अरेरा हिल्स, भोपाल

दूरभाष/Phone: 0755-2765834, ईमेल/E-mail: cenexet1@gmail.com

फा.सं. II(3)04/2017/ET-I/Gr. B&C/2024

भोपाल, दिनांक: 05.06.2018

**ESTABLISHMENT ORDER NO. 11 / 2018 DATED 05.06.2018**

**Subject:- Posting in the grade of Executive Assistant of CGST, CUSTOMS & CENTRAL EXCISE Bhopal – Reg.**

**विषय :- सीजीएसटी, सीमा शुल्क एवं केन्द्रीय उत्पाद शुल्क भोपाल में कार्यकारी सहायक श्रेणी में पदस्थपना - के बाबत।**

The following Posting in the grade of Executive Assistant, CGST & Central Excise, Bhopal is made with immediate effect:

Sr. No./क्र.सं.	Name of the Officer(s) Shri/Ms	From/ कहाँ से	To/ कहाँ पर
1.	Gyanendra Gupta	UOP to Bhopal Commissionerate	Hqrs., Bhopal
2.	Bharat Lal Yadav	Div-III, Bhopal	Division-Sagar
3	Jitendra Bohat	Div-Sagar	Division-I, Gwalior

2. All the officers should ensure proper take over and hand over of charge. List of all urgent and time bound matters, pertaining to the important and necessary work should be prepared and handed over to the controlling officer and a copy of the same should be handed over to the officer taking over the charge by the officer handing over the charge. The officer should also make a note for the successor on issues of current importance, urgency of actionable points, critical issues as envisaged in DOP&T OM No. 13024/01/2014-TRG(Trg-Ref) dated 26.09.2014.
3. All the officers mentioned above who are transferred/Rotated must be relieved latest by 08<sup>th</sup> June 2018. In case any charge is left unattended without any officer the Jurisdictional DC/AC may allocate the same to the existing officer for smooth work functioning of the office. No representation whatsoever shall be entertained before they join at their new place of posting.
4. All the representations for transfer in respect of Executive Assistant received till date has been disposed of accordingly.

वैशाली  
05/06/18


5. This issues with the approval of the Commissioner, CGST, Customs & Central Excise Bhopal.

To,  
The Individual.

Sd/-  
( वैशाली नाईक लांजेवार )  
अपर आयुक्त (का/स.)

**Copy to: -**

- (1) The Additional Commissioner (CCO), CGST, Customs & Central Excise Hqrs, Bhopal
- (2) The CAO/AO, CGST, Customs & Central Excise Hqrs, Bhopal
- (3) The Deputy/Assistant Commissioner, CGST & Central Excise P&V Bhopal/ Gwalior-I and Sagar Division.
- (4) The Webmaster, CGST & Central Excise, Bhopal for uploading the order in official website of Bhopal Commissionerate.
- (5) Guard File

  
(समरेन्द्र दाना) 05/06/2018  
अधीक्षक (स्थापना -I)