

Office of the Commissioner
State GST Department
Tax Tower, Karamana
Thiruvananthapuram,
Dated:23-06-2023

From

The Special Commissioner

To

All Joint Commissioners

All Joint Commissioner (Int)

All Joint Commissioner (Appeals)

The Joint Commissioner (law) , Ernakulam

The Secretary, KVAT, AIT&STAT, Ernakulam

The Deputy Commissioner (Training), Thiruvananthapuram.

Sir,

Sub:- Dept. of SGST – Departmental Test – January-2023 –Details of qualified Clerks//U.D Typists/ Sel. Grade Typists/Senior Grade Typists/C.As for promotion/Conversion to the cadre of Senior Tax Assistant and details of qualified Head Clerk/Senior Tax Assistant for by transfer appointment to the cadre of ASTO – called for – reg.

Ref:- NIL

It is requested to furnish the qualifying details of Clerks **(including those who are eligible for promotion under Rule 13A(1) a and 13B of KS&SSR)**, Upper Division Typists/Sel.Grade Typists/Senior Grade Typists and Confidential Assistants working under your administrative control who have passed the required departmental tests held on January-2023 and earlier, and eligible for promotion /conversion to the cadre of Senior Tax Assistant and the qualifying details of Head Clerks/ Senior Tax Assistant who are eligible for by transfer appointment to the cadre of Assistant State Tax Officer in the **Proforma I, II & III(in excel format)**. All Joint Commissioners are directed to consolidate the details received from sub offices and to furnish the same (Hard Copies) **on or before 10.07.2023.**

The List of eligible hands is being prepared mainly based on the details received from Joint Commissioners. Hence **negligent manner of computation of details and submission of wrong or incomplete details would call for taking strict action against the concerned Joint Commissioners**. All the Joint Commissioners are directed to ensure the following before furnishing the list.

I) The details received from sub offices need not be forwarded to this office as such. But the same should be consolidated and the name of the officers working under your administrative control should be **arranged based on their seniority in the present cadre**. Rank Number in the Seniority List should be furnished in the Column provided (Column No.3 in Proforma I and Column No.4 of Proforma II & III).

II) If the name of individual is not included in the respective Seniority List, the same should be mentioned in Column No.3 of Proforma I and Column No.4 of Proforma II & III and their name should be arranged based on the date of joining duty in this Department.

III) All the columns in the Proforma I, II & III should be filled up and no columns should be left blank.

IV) Willingness in respect of all Confidential Assistants/ Upper Division Typists/ Sel. Grade Typists/Senior Grade Typists included in the List should be obtained and **forwarded along with the list**.

V) The details should be clear and complete in all respect and avoid frequent revision.

Yours faithfully

S V SESIR
DEPUTY COMMISSIONER (PD)

For Special Commissioner

Encl: Proforma I, II, III (should be in excel format)

// Approved for issue//

Superintendent