

	कार्यालय प्रधान मुख्य आयुक्त, वस्तु एवं सेवाकर (दिल्ली क्षेत्र) OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF CENTRAL GOODS & SERVICES TAX (DELHI ZONE) केन्द्रीय राजस्व भवन, आई.पी. एस्टेट, नई दिल्ली - ११०००२ CENTRAL REVENUES BUILDING, I.P. ESTATE, NEW DELHI - 110002	
Telephone: 011-23370852; Fax: 011-23370360; e-mail: cca-delhizone@gov.in		
I/(12)/37/2024-CCA-O/O PR COMM- CGST-DELHI(N)/18448 - 18515 Dated: - 03.09.2026		

To,

1. The Principal Chief/Chief Commissioner of Central Taxes, Delhi Zone/Panchkula Zone/Customs /Customs (Preventive), Delhi
2. All the Principal Commissioners/Commissioners of CCO/CGST Delhi North/South /East/West/Audit-I/Audit-II, Delhi/Appeal-I/Appeals-II, Delhi/CGST Gurugram/ Faridabad/ Rohtak/Panchkula/Audit Gurugram/Audit Panchkula/Appeals Gurugram/ Appeals Panchkula.
3. All The Principal Commissioners/Commissioners of Customs, Airport & General/ACC (Import) /ACC(Export)/Customs (Preventive)/ICD TKD (Import)/ ICD TKD (Export)/ICD (PPG)/ Customs (Audit)/Customs (Appeals)/Customs (Adjudication)
4. The Principal Director General/The Director General of Vigilance/DGGST/DG Audit/DG Systems& Data Management/DG NACIN/DGHRD/DGRI/DGEP/DGGSTI/ DGPM/ DGTS/ DGARM/DG Anti-Profiteering/DGTR/CESTAT
5. All The Principal Commissioner/Commissioner - Dte of Logistics/DLA/DIC-WCO/ Settlement Commission/GST Council/GST Policy Wing/CBEC-Customs-V/CBIC-AD-II /Comm. Coordination/CBEC-PAC/CX-Wing/ST Division/Anti-Smuggling/CBIC-Legal/JS(RA)/ CBIC-JS (Drawback)/CBIC AD-V/Customs Policy Wing/Commr (Inv-Çus)/GST Investigation/CBIC Single Window/DGGI Adjudication.

Respected Sir/Madam,

Sub: Updation of personal and history of posting details (HOP) of officers of CCA Delhi Zone – reg.

Kindly refer to this office Circular dated 27.07.2026 and subsequent reminders issued dated 11.08.2026 and 19.08.2026 respectively on the above mentioned subject.

In this regard, it was observed that the HOP details (Personal and posting details) of the Group B & C officers are incomplete and incorrect. The HOP details are required to be updated regularly on the basis of disposition list/Joining report/Relieving Order.

Accordingly, all Group B & C officers under your jurisdiction may be directed to check/ verify their HOP details as available on the website <https://hop.gstdelhizone.gov.in>. and follow the procedure as below:-

- I. Wherever there is no discrepancy and details are found in order, a declaration as enclosed in Annexure - I may be forwarded.
- II. Discrepancies if any should be verified from the service book and communicated to this office duly verified by the AO / DDO and forwarded through an officer not below the rank of JC / ADC. (Annexure - II).

The requests for the HOP updation as above should reach this office via email cca-delhizone@gov.in on or before 11.09.2026, after the due date it would be assumed that the

HOP details of officers stands updated and in case of any discrepancy the officer considered would be held responsible and no request for updation shall be considered after the due date.

All jurisdictional heads are requested to ensure that all employees have obtained their employee IDs. It is further requested that the relieving order/establishment orders issued may be immediately forwarded to the HOP Cell via email on cca-delhizone@gov.in. All jurisdictional heads are requested for compliance with the above directions.

This issues with the approval of the competent authority.

Yours faithfully,

Encl: as above

Digitally signed by
Rajeev Kumar Gaur
Date: 03-09-2026
16:23:02

Assistant Commissioner
Cadre Control Authority (Delhi Zone)

PERSONAL AND POSTING DETAILS

Emp. ID: -

[illegible]

Signature of Employee

It is certified that all entries have been checked and verified by me from service book and found correct.

Verified by
(AO/DDO): -

Copy to: HOP Cell, Cadre Control Authority, Delhi Zone.

DECLARATION

Commissionerate: - _____

Branch/Division/Section: - _____

I hereby acknowledge that I have checked my HOP details on the website. <https://hop.gstdelhizone.gov.in/>.
 I hereby declare that all the formation shown in my HOP, i.e. personal and posting details, are true and correct so there is no need for any correction or amendment in my HOP till date. I understand that in the event of any detail being false or incorrectly detected, subsequently I will be solely responsible for it and liable for action under CCS conduct rules.

S. No.	Name	Emp ID	Designation	Mobile No.	Gov/NIC Email ID	Signature

Signature: -
 Name: -
 Designation: -

Date: -

Verified by the Competent Authority, ADC/JC (P&E)

Signature: -
 Name: -
 Office Seal: -