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**Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Tax & Customs  
Directorate General of Human Resource Development  
409/8, Deep Shikha, Rajendra Place,  
New Delhi – 110008**

**Date: .01.2026**

To,

The Principal Chief Commissioners/Chief Commissioners, GST/Customs (All);  
The Principal Directors General/ Directors General (All);  
The Chief Commissioner (AR), CESTAT, New Delhi;  
The Commissioners of DOL, DLA;  
The Commissioners, Settlement Commission, Chennai/Delhi/Kolkata/Mumbai;  
The Chief Controller of Factories, New Delhi;  
The Narcotics Commissioner, Gwalior;  
The Commissioner (Coordination), CBIC, Kartvya Bhawan-01, New Delhi.

Madam/Sir,

**Subject: Availability of Draft Civil List 2026-reg**

This is to bring to your kind notice that the draft Civil List-2026 (as on 01.01.2026) of IRS (C & IT) officers has been updated.

2. The draft Civil List-2026 is now available on DGHRD and CBIC websites via links (<https://civil.dghrdcbic.gov.in/civillist/login> and <https://www.cbic.gov.in/entities/cbic-content-mst/MTYzNDU0>).
3. The data in the draft Civil List is broadly based on HOP (History of Posting) profile of the officers and every attempt has been made to validate the data from the HoPs available in databank. However, in case any errors are noticed in any of the fields, it is requested that the same may be informed to this office for necessary correction.
4. The contents of the draft Civil List 2026 are for the purpose of information and guidance only and do not purport to declare seniority or confer any legal rights as to the information contained therein. Hence, it is requested not to raise any seniority issue on the basis of the draft Civil List.
5. Any request for correction in educational qualification, date of joining in the

grade/post may be brought to the notice of this office (along with supporting documents) by email to **[databank.dghrd@nic.in](mailto:databank.dghrd@nic.in)** by 23.01.2026 for incorporation of changes in the final Civil List-2026. The correction in name and date of birth will be processed as per the procedure laid down in the D.O letter dated 15/04/2025 (copy attached).

6. Further, for the officers whose photographs are missing and if they desire to incorporate the same in the Civil List 2026 or if any officer desires to upload a latest photograph, they may kindly do so by forwarding the same (with dimensions 3.5cm x 4.5cm & .JPG file below 256 KB) with employee id to [databank.dghrd@nic.in](mailto:databank.dghrd@nic.in)

Yours faithfully,

(Pankaj Haribhau Bodkhe)  
Additional Director General  
HRM-II (DGHRD)

Digitally signed by  
Pankaj Haribhau Bodkhe  
Date: 16-01-2026  
17:51:28



सत्यमेव जयते

भारत सरकार  
वित्त मंत्रालय, राजस्व विभाग  
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड  
मानव संसाधन विकास महानिदेशालय (एच.आर.एम.)  
भाई वीर सिंह साहित्य सदन, तृतीय तल  
गोल मार्केट, नई दिल्ली-110001

Government of India  
Ministry of Finance, Department of Revenue  
Central Board of Indirect Taxes & Customs  
Directorate General of Human  
Resource Development (HRM)  
BVSSS, 3rd Floor, Gole Market, New Delhi-110001

**AMAND SHAH IRS**  
Pr. DIRECTOR GENERAL

F. No. HRM-II/DB/1/OTH/2/2023  
Date: 15.04.2025

Dear *Colleagues,*

**Sub: Instructions for correction in Name and Date of Birth (DOB) of Gr. A IRS (C&IT) Officers in the History of Postings (HoPs) – reg**

This office receives a number of requests from Gr. A IRS (C&IT) Officers for correction in the name or date of birth (DoB) in their respective History of Postings (HoPs). Presently, the correction in both the fields is carried-out on the basis of the duly verified service records submitted by the officer and approval from the competent authority.

2. In order to streamline the process, the matter was taken up with the Board and after careful consideration, Board has directed to issue the following instructions:

(i) **For Direct Recruit Officers-** The concerned officer shall submit representation to his/her jurisdictional HoD along with relevant documents. The jurisdictional office shall verify the facts from the Service Book of the officer and other relevant documents available on record. Post verification, the representation along with the first page of the service book, duly attested by an officer not below the rank of ADC/JC, shall be forwarded to DGHRD (HRM-II), through the concerned CCO/DGO. After verification of the representation and documents received, DGHRD (HRM-II) shall make necessary corrections in the HoP of the Group A officer. If required, DGHRD (HRM-II) may write to Ad. II Section/NACIN to verify the particulars from the dossier of the officer.

(ii) **For Officers Promoted from Group 'B' -** The concerned officer shall submit representation to his/her jurisdictional HoD along with relevant documents. The jurisdictional office shall verify the facts from the service book of the officer and forward the representation along with verified data and relevant documents, through the concerned CCO/DGO, to the CCA for correction in Zonal Seniority list (ZSL). After corrections in the ZSL, the first page of the service book and concerned page of corrected ZSL, both duly attested by an officer not below the rank of ADC/JC, should be forwarded to DGHRD (HRM-I).

After verification of the representation and documents received from CCA, DGHRD (HRM-I) shall make necessary corrections in All India Seniority List (AISL) by issuing an Office Memorandum (OM). A copy of this OM would be marked to DGHRD (HRM-II) to make necessary correction in the HoP of the Group A officer.

3. It may be noted these instructions are applicable for carrying out corrections in the name and date of birth of Group A IRS (C&IT) Officers, only to the extent that there is a mismatch with service records. **However, for change in name and date of birth in the service records, such requests will continue to be examined by the Board in terms of the guidelines prescribed by the Department of Personnel & Training (DoPT).** A copy of the OM/Office Order issued by the Board shall be endorsed to jurisdictional CCO/DGHRD (HRM I)/ DGHRD (HRM II) to enable them to make corresponding changes in the HoPs of the officer and other records maintained by them.

4. These instructions supersede any other guidelines issued with regard to correction in Name or Date of Birth of Group A IRS (C&IT) officer in their respective History of Postings (HoPs).

5. It is requested that these instructions may be circulated to all formations under your jurisdiction for adherence and compliance

With *Warm regards,*

Yours *sincerely*  
*Amand Shah*  
*15.4.2025*  
(Amand Shah)

To,

1. All Pr. Chief Commissioners /Chief Commissioner of GST & CX
2. All Pr. Chief Commissioners /Chief Commissioner of Customs
3. All Pr. Director Generals/Director Generals
4. The Pr. Commissioner/Commissioner, DoI/DIC/DLA