



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE, CHENNAI ZONE
121, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034.

C.No.II/34/17/2015-Estt. (CCA)

Dated: 23/12/2015.

To

The Additional Commissioner / Joint Commissioner (P&V)
Chennai I / Chennai II / Chennai III / Chennai IV / Audit – I / Audit – II / LTU / Pondicherry /
Coimbatore / Madurai / Salem / Tirunelveli / Trichy Central Excise Commissionerate

The Additional Commissioner / Joint Commissioner (P&V)
Chennai Service Tax Zone, Chennai

The Additional Commissioner / Joint Commissioner (P&V)
Service Tax – I / II / III / Audit Commissionerate

The Additional Commissioner / Joint Commissioner (P&V)
Trichy / Tuticorin Customs Commissionerate.

Sir,

Sub: Estt.(CCA) – Draft Seniority list in the grade of Havaldar of the combined Central Excise Cadre Commissionerates in Chennai Central Excise / Coimbatore Central Excise & Service Tax and Trichy Customs (Prev.) Zones – Circulation- Reg.

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Draft Seniority list as on 01.12.2015 in the grade of Havaldar, prepared as per orders in force, is enclosed for circulation among all the Havaldar working under your jurisdiction.

2. The Seniority list consists of two parts, '**Annexure-A**' containing the names of the Havaldar presently available and '**Annexure-B**' containing the names of the Havaldar who were enlisted in the Seniority list issued during December, 2013, but since vacated the post on various events indicated against each.

3. The draft seniority list may please be circulated among all the Havaldars as appearing in Annexure-A of the Seniority List and dated acknowledgement from each individual obtained in the enclosed format forwarded to reach this office on or before 31-12-2015. If any of the individuals claims any correction with reference to the discrepancies noticed in the Seniority list, he/she may be asked to produce all the relevant

documents in support of his / her claim and the Havaldar at the Commissionerate Hqrs. / the Divisional Havaldar under your charge may be instructed to verify such discrepancies, as claimed by the individual concerned and forward the representations along with certificate in compliance of the enclosed format. The individuals may also be informed that once they accept the fixation of seniority and furnishes the acknowledgement, representations on any discrepancy in the fixation of seniority received after the above mentioned date will not be entertained. The particulars pertaining to the columns which are left blank may also be sent to this office for incorporating the same in the seniority list at the time of its finalization.

4. The particulars incorporated in the Seniority lists may please be verified with the Service Books of the officers concerned and the result of such verification duly recorded in the prescribed certificate (enclosed) and sent to this office, within one month from the date of issue of this letter. The present place of posting may also please be checked and if any discrepancy found, the correct place of posting as on 01.12.2015 may please be reported.

5. Further they may be informed that the seniority list now issued is subject to outcome of pending cases, if any, in various judicial fora.

Yours faithfully,

Encl: As above.


(R. JAGANNATHAN)
ADDITIONAL COMMISSIONER (P&V)

Copy to:

- The Chief Commissioner of Central Excise, COIMBATORE ZONE
 - The Chief Commissioner of Service Tax, Service Tax Zone, Chennai
 - The Chief Commissioner of Customs (Prev.), Trichy.
 - Confidential Section (Cadre Control Unit), Chennai.
 - Computer Section, Chennai –I for displaying on website of Chennai I.
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ACKNOWLEDGEMENT REGARDING PERUSAL OF SENIORITY *

Certified that I have carefully perused the Seniority list in the cadre of Havaldar as on 01.12.2015 and accept the fixation of my seniority as correct.

SIGNATURE WITH DATE

Name :

Designation :

Office in which working :

Certified that I have carefully perused the seniority list in the cadre of Havaldar as on 01.12.2015 and found certain discrepancies and have submitted a detailed representation to the concerned controlling officer, in respect of the discrepancies noticed.

SIGNATURE WITH DATE

Name :

Designation :

Office in which working :

CERTIFICATE TO BE FURNISHED BY THE ADMINISTRATIVE OFFICER,
COMMISSIONERATE HQRS. / DIVISION WHILE FORWARDING THE
REPRESENTATIONS FROM INDIVIDUALS REGARDING FIXATION OF THEIR
SENIORITY WITH REFERENCE TO THE DRAFT SENIORITY LIST AS ON 01.12.2015.

Certified that the individual has accepted the fixation of his / her seniority position in the list of Havaladar updated as on 01.12.2015 / the individual has not accepted the fixation of his seniority and has submitted a representation and the particulars have been verified with relevant records and the claim of the individual is found to be correct.

SIGNATURE OF THE A.O. WITH DATE

NAME OF THE A.O :

OFFICIAL SEAL :