



केन्द्रीय उत्पाद शुल्क के मुख्य आयुक्त का कार्यालय चेन्नै ,  
**OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE**  
26/1, महात्मा गांधी रोड, नुंगम्बाक्कम, चेन्नै -600 034  
26 / 1, Mahathma Gandhi Road, Nungambakkam, Chennai – 600 034

सी.सं ./C.No. II/3/193/2015 CF-CCA

दि / Dated: 03.11.2015

**MOST URGENT**

To

The Commissioner of Central Excise,  
Chennai I / II / III / III / IV / Audit I / Audit II  
Puducherry/Coimbatore / Coimbatore Audit / Salem / Madurai  
Tirunelveli /Trichy.

The Commissioner of Service Tax,  
Service Tax I / II / III / Audit, Chennai.

The Commissioner of Customs, Trichy / Tuticorin.

The Commissioner, LTU / LTU Audit, Chennai.

Sir,

Sub: Review DPC for ad-hoc promotions from Group B to Group A (JTS) level –  
Calling for proforma / Certificates – Reg.

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Please refer to this office letters of even no. dated 15.10.2015, 27.10.2015 and 30.10.2015 and DGHRD's letter F.No.8/B/112/HRD(HRM)/2015 dated 15.10.2015 (may be downloaded from DGHRD website viz. [www.dghrdcbec.gov.in](http://www.dghrdcbec.gov.in) under What's New Important topic in Home page) on the captioned subject.

2. In this regard, it is requested that the proforma along with vigilance certificates for the three dates viz. **as on (1) 01.04.2014, (2) 01.04.2015 and (3) 30.09.2015** may be furnished immediately in respect of 82 officers as mentioned in this office letter of even no. dated 30.10.2015 as required by DGHRD, New Delhi / Board vide email dated 02.11.2015 for compiling and submission to the officers visiting from DGHRD, New Delhi at the time of Chennai visit. Wherever No Report / Review Certificate required, the same may also be furnished. Copy of proforma alongwith required certificates may also be sent to the following email id: [cfccasection@gmail.com](mailto:cfccasection@gmail.com).

3. Matter may please be treated as most urgent.

Yours faithfully,

*A.V.T. Bharathi Dhasan.*  
*03/11/15.*

(A.V.T.BHARATHI DHASAN)  
DEPUTY COMMISSIONER (CCA)

Copy submitted to:

The Chief Commissioner of Service Tax, Chennai Zone.

The Chief Commissioner of Central Excise, Coimbatore Zone.

The Chief Commissioner of Customs (CCP), Trichy.