

**NATION  
TAX  
MARKET**



दूरभाष /Telephone : 044-28331011

फेक्स /Fax : 044-28331113

प्रधान मुख्य आयुक्त का कार्यालय माल और सेवा कर और केन्द्रीय उत्पाद शुल्क चेन्नई जोन /  
**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GOODS AND  
SERVICE TAX AND CENTRAL EXCISE, CHENNAI ZONE**

26/1, महात्मागांधीरोड, नुंगम्बाक्कम, चेन्नै-600 034

26/1, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034

सी.सं.C.No.II/34/12 /2017-सं/स्था-प्रा.नि.CCA.Esst.

दिनांक/Date: 4 .04.2018

सेवा में/To

The Principal Commissioner / Commissioner of GST and Central Excise,  
Chennai North/South/Outer/Audit-I/II/Appeals-I/II/ Puducherry/  
Coimbatore/Salem/Trichy/Madurai/Coimbatore Audit/Appeals

The Commissioner of Customs, Trichy/ Tuticorin Commissionerate.

महोदय / Sir,

विषय/Sub: Estt. (CCA) – Draft Seniority list in the grade of Head  
Havaldar as on 01.04.2017 of the GST and Central Excise  
Chennai zone- Circulation- Reg.

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Draft Seniority list as on 01.04.2017 in the grade of Head Havaldar  
prepared as per orders in force, is enclosed herewith for circulation among all the  
Head Havaldars under your Jurisdiction.

02. The Seniority list consists of three parts, Annexure-A consists the name of  
the officers in the grade of Head Havaldar available as on 01.04.2017, Annexure-B  
consists the name of the Head Havaldars who were enlisted in the seniority issued on  
01.12.2013, but vacated the post during the period from 01.12.2013 to 01.04.2017  
on various events indicated against each and Annexure-C consists the name of the  
officers who were promoted as Head Havaldar but vacated the post during the period  
from 01.12.2013 to 31.03.2017.

03. The draft seniority list may please be circulated among the entire Head  
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 06.06.2018. Representations requesting any correction  
with reference to the discrepancies noticed in the entries in the Seniority list, if any,  
shall be made within one month from the date of issue of this draft Seniority list and  
the same may please be forwarded along with relevant documents in respect of the  
individual's claim duly verified and attested by the Administrative officer concerned.  
The individual may also be informed that once they accept the fixation of Seniority and  
furnishes the acknowledgements, further representations will not be entertained. Also,  
if representations on any discrepancy in the fixation of seniority are received after the

above mentioned date it 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.

04. The particulars incorporated in the Seniority lists may please be verified with the Service book of the officers concerned and the result of such verification duly recorded in the prescribed certificate (enclosed) may be sent to this office, within one month from the date of issue of this letter.

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

Yours faithfully,

अनुलग्नक/Encl. : यथोपरि/ As above

*K. Manasa JK 4/5/18*

(MANASA GANGOTRI KATA)  
JOINT COMMISSIONER

**Copy to:**

The Deputy /Assistant Commissioner in charge of divisions of Chennai North /South /Outer/Puducherry/Coimbatore/Salem/Trichy/Madurai/Coimbatore, Trichy Central Excise/

- The Deputy/ Assistant Commissioner in charge of Divisions of Trichy Customs/Tuticorin Customs.
- The Assistant Commissioner, CF -CCA Section,
- The Chief Accounts Officer, Pr.CCO
- The Superintendent(Computer Section), Chennai North for displaying on website
- Hindi Cell for Translation.

ACKNOWLEDGEMENT REGARDING PERUSAL OF SENIORITY \*

Certified that I have carefully perused the seniority list in the cadre of Head Havaldar as on 01.04.2017 and accept the fixation of my seniority as correct.

SIGNATURE WITH DATE

Name:

Designation:

Office in which working:

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Certified that I have carefully perused the seniority list in the cadre of Head Havaldar as on 01.04.2017 and found certain discrepancies and have submitted a detailed representation to the concerned controlling officer, in respect of the discrepancies noticed.

SIGNATURE WITH DATE

Designation:

Office in which working:

\* Strike out whichever is not applicable.