

		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/03/ 28/2018 -सं.नि.प्रा.स्था.CCA.Estt

दिनांक/Date : 27 .09.2018

To,
 The Principal Commissioner / Commissioner, GST & Central Excise,
 Chennai North / South/Outer / Puducherry/ Chennai Audit-I/II/Appeals-I/II,
 Coimbatore/Madurai/Salem/Trichy/Coimbatore Audit/Appeals
 The Commissioner, Trichy /Tuticorin Customs

Sir/Madam

Sub- AGT 2018 in the grade of Head Havaldars/Havaldars- Publishing of list of Staff who have completed their prescribed tenure in Chennai City/ CC(P) Zone.

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In accordance with the Transfer Policy 2018, the list of Head Havaldars /Havaldars who have completed their prescribed tenure of posting in the respective Commissionerates/Zone are enclosed as **Annexure**.

As per the Transfer Policy 2018, the following criteria are adopted to reckon the postings in erstwhile Commissionerates

SI. No.	GST FORMATIONS	Formations reckoned for calculating the continuous tenure in Commissionerates/ Group/ Zone	Prescribed Tenure
1	Pr. CCO, Chennai GST & Central Excise	CCO, Central Excise, CCO, Service Tax & PCCO	6 years
2	Chennai North	CCO, Central Excise, CCO, Service Tax, Chennai — I, Service Tax —I & Chennai North	6 years
3	Chennai South	Chennai-II, Chennai IV , Service Tax-II & Chennai South	6 years
4	Chennai Outer	Chennai-III & Service Tax-III & Chennai Outer	6 years (in Chennai City)
5	Audit-I& II Chennai	Internal Audit Sections of Erstwhile Commissionerates, LTU Audit Circle & Audit-I/II CX Chennai, Service Tax Audit & Audit-I/II GST Chennai	6 years
6	Chennai Appeals-I& II	Appeals-I /II CX & Service Tax Appeals	6 years
7	CCP Zone	CCO, Trichy Customs & Tuticorin Customs of CCP Zone, Trichy.	8 years

02. The concerned Commissionerates are requested to circulate the list to the Head Havaldars/ Havaldars mentioned and may be directed to go through the list and discrepancy if any, may be brought to the notice of this office in the prescribed format enclosed as **Annexure-I** with proper authentication by the Administrative Officer concerned after verifying the same with service Book of the respective Head Havaldars/Havaldars.

03. It is also requested that Concerned Commissionerates may verify the correctness of the data of the remaining Head Havaldars/Havaldars with reference to the Transfer Policy 2018 and if any of the officer is left out in the above list the same may be brought to the notice of this office.

Contd..

04. Representations, if any, received from the Head Havaldars/Havaldars requesting change of postings/ place of choice, in the prescribed format **(Annexure-II)**, may also be forwarded to this office.

05. It is further informed that Head Havaldars/Havaldars working in GST formations and who are willing to work in CCP Zone, Trichy may send their willingness, in the prescribed format **(Annexure-II)** through proper channel to this office.

06. All the above details may be sent to this office on or before 05.10.2018.

07. This is issued with the approval of Competent Authority, Cadre Control, Tamil Nadu & Puducherry, Chennai Zone

Encl: As above.

K. Manasa 24/9/18

(MANASA GANGOTRI KATA)
JOINT COMMISSIONER

काँपी प्रस्तुत करने के लिए /Copy submitted to:

The Chief Commissioner, Customs Preventive Zone, Trichy

को काँपी/ Copy to:

1. The Chief Accounts Officer, Pr.CCO
2. Sr.PS to Pr. Chief Commissioner, GST & Central Excise Zone
- ✓ 3. The Superintendent(Computer), Chennai-North for display in website
4. The General Secretary, Group'C' Officer's Association, Chennai Zone
5. Hindi cell for translation
6. Master File

ANNEXURE-I

PROFORMA FOR CORRECTIONS TO BE MADE IN THE LIST :		
PARTICULARS	AS APPEARING IN THE LIST	MODIFICATION REQUIRED
Employee Code		
Name		
GST Commissionerate		
Date of joining in the Present Grade		
Date from Continuously working in the Present Commissionerate		
Date from Continuously working in the Present Group		

Signature :-----

Name :-----

Office :-----

Certified that the particulars furnished by the official have been verified with the Service book and found to be correct and require modification.

Signature :-----

Name :-----

Designation: Administrative officer

Office :-----

PROFORMA FOR TRANSFER/RETENTION

1.	Employee Code					
2.	Name of the Officer					
3.	Designation					
4.	Date of Birth					
5.	Place where working at present					
6.	Date from which working :					
	(i) Present station viz.,					
	(ii) Commissionerate					
	(iii) Present place of postings					
7.	History of Posting since entry into service :-					
S. No.	Designation	Place of Posting	From DD/MM/YYYY	To DD/MM/YYYY	Whether change was on request	Remarks
1						
2						
3						
4						
5						
8.	Whether request for transfer, if Yes, please give 3 different stations of choice in the order of preference. (Note : request for any station only will be considered and request for specific posting in any particular station will not be considered)				1. 2. 3.	
9.	Whether request for retention at present place					
10.	Reasons for seeking Transfer / Retention (attach separate sheet with supportive documents wherever necessary)					

Certified that the information furnished above is correct to the best of my knowledge and belief.

Place :

Date :

(SIGNATURE)
(NAME)

CERTIFICATE BY THE OFFICER MAINTAINING SERVICE BOOK

Certified that the particulars submitted by the officer have been verified with service book and corrections have been made in relevant columns wherever necessary.

Place :

Date :

SIGNATURE OF THE OFFICER
WITH NAME & DESIGNATION

COMMENTS / RECOMMENDATIONS OF THE FORWARDING OFFICER

1. DESERVING CATEGORY

2. NO MERIT AT PRESENT

Place:-

Date:-

SIGNATURE OF THE OFFICER
WITH NAME & DESIGNATION

ANNEXURE

List of Head Havaldars/Havaldars who have completed continuous tenure of **SIX years** or more in a Commissionerate in Chennai City

Emp Code	Name	Date of Birth	Date from which working in the present Group irrespective of Cadre
HEAD HAVALDARS			
CHENNAI NORTH			
1510	GOWTHAMAN D	04.07.1970	10.07.1991
3117	DILLIRAJ E	03.05.1976	09.08.1999
1573	SURESH BABU P	23.11.1969	04.07.1997
5797	M.LINGESWARAN	07.05.1965	02.12.2009
1587	MUTHIAH R	04.05.1962	27.01.1983
CHENNAI SOUTH			
4438	LILLY PUSHPAM C	05.11.1964	01.08.1997
4210	BALA T	12.02.1961	01.08.1997
6532	SUNITHA P	17.10.1979	20.02.2004
CHENNAI OUTER			
3075	SIVAKUMAR D	13.04.1975	21.02.1994
3064	RATHINAM V	10.06.1968	01.08.1997
1565	SENTHAMARAI G	04.04.1964	05.02.1999

HAVALDARS

CHENNAI NORTH			
2005	KRISHNAMMA K	15.08.1964	16.02.2001
CHENNAI SOUTH			
4510	PERINAIDU R	1.07.1965	26.11.1997
1539	NAGARAJAN A	13.5.1965	18.10.2014

ANNEXURE

List of Head Havaldars/Havaldars who have completed continuous tenure of **8 years** or more as on 31.05.2018 in CC(P) Zone are given below

Emp Code	Name S/Shri/Smt	Date of Birth	Date from which working in the present Zone irrespective of Cadre	Present GST Commissionerate
HEAD HAVALDARS				
8113	ANTONY JEBAMALAI S	31-10-1970	10-11-2003	Trichy Customs
8117	MURUGAN A	23-03-1968	10-11-2003	Trichy Customs
8077	THIRUNAVUKKARASU J	18-04-1962	14-11-1990	Trichy Customs
8120	PRAKASH S	07-05-1968	10-11-2003	Tuticorin Customs
8066	PANDIAN R	28-04-1966	30-03-1991	Trichy Customs
6626	BOJARAJAN M	12-01-1967	13-11-2003	Trichy Customs
9869	DURAI K	10-04-1966	19-04-1996	Trichy Customs
9103	BASKARAN K	27-04-1962	10-11-2003	Trichy Customs
8194	ALEXANDAR A	13-05-1968	14-11-2003	Trichy Customs
6752	GANESAMOORTHY P	07-05-1967	10-11-2003	Trichy Customs
8135	PRABAKARAN S	30-01-1970	14-11-2003	Trichy Customs
8090	MADHAVAN K	22-04-1964	24-04-1992	Trichy Customs
9978	ARUNACHALAM A	12-04-1964	06-05-1992	Trichy Customs
9973	NAGARAJAN P	03-10-1964	14-11-2003	Trichy Customs
9975	KASINATHAN V	13-03-1971	09-12-2003	Trichy Customs
9979	KAMARAJ S	07-12-1965	24-04-1996	Trichy Customs
8088	BALAKRISHNAN G	25-12-1962	24-04-1992	Tuticorin Customs
8192	ARUMUGAM S	16.04.1964	12-11-2003	Trichy Customs
8092	SUNDRAMOORTHY P	22-04-1962	28-04-1992	Trichy Customs
8133	VALLINAYAGAM C	07-04-1974	13-11-2003	Trichy Customs
HAVALDARS				
8102	LAKSHMANAN V	08-05-1963	14-06-1989	Trichy Customs
8149	RAJESH K	19-05-1978	28-03-2005	Tuticorin Customs