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भारतसरकार / GOVERNMENT OF INDIA

वित्तमंत्रालय / MINISTRY OF FINANCE

राजस्वविभाग / DEPARTMENT OF REVENUE

OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST AND CENTRAL EXCISE
TAMILNADU AND PUDUCHERRY ZONE

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

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

C.No. II/34/02/2020-CCA.Estt

Date: 18 / 11 / 2020

To,

The Chief Commissioner, CC(P) Zone, Trichy

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.

Sir/ Madam,

Subject: Draft Zonal Seniority List in the grade of Administrative Officer as on 01.11.2020 of the combined GST& Central Excise Cadre in Tamilnadu & Puducherry Zone – Reg.

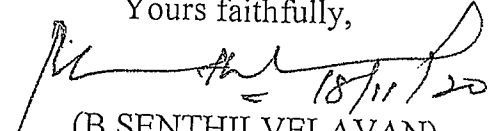
Please refer to this office letter C.No.II/34/11/2017-CCA.Estt dated 30.01.2018 circulating the Final Seniority List in the grade of Administrative Officer as on 01.12.2017.

2. Consequent to issue of promotion orders in the grade of Administrative Officer from the year 2018 to 2020, the draft Zonal Seniority list as on 01.11.2020 (copy enclosed) in the grade of Administrative Officer of this Zone is issued. The same may be brought to the notice of all Administrative Officers working under your jurisdiction (including those working on Deputation / Loan basis in other Directorates / Commissionerates).

3. The Draft Seniority list consists of two parts. Annexure-A contains the names of the Administrative Officer working as on 01.11.2020. However, the names of the officers who were promoted to the grade of Administrative Officer after 01.12.2017 and vacated the post subsequently were also included in Annexure-A for Administrative purpose. Annexure-B contains the names of the Administrative Officers who were enlisted in the Final Seniority list issued as on 01.12.2017 but vacated the post on the events indicated against their names. The draft Seniority List may please be circulated among all Administrative Officers as appearing in Annexure-A and the dated acknowledgement, obtained from each individual in the enclosed format may be forwarded to this office on or before 10.12.2020.

4. Representations requesting correction if any in the draft Seniority list, shall be sent to this office on or before 10.12.2020 in the prescribed format along with relevant documents. The claim of the individual shall be duly verified with the Service Books of the officers concerned and attested by the Administrative Officer concerned.
5. It is informed that in case no representation / Acknowledgment is received on or before 10.12.2020, the details contained in the draft Seniority List will be considered as correct and the Seniority will be finalised accordingly.
6. It is also informed that once the individual concerned accepted the fixation of seniority and furnishes acknowledgment, representations on any discrepancy in the fixation of seniority received after the above mentioned date will not be entertained.
7. The particulars incorporated in the Seniority List 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) may be sent to this office on or before 10.12.2020. If the same is not received within the stipulated date, the particulars given in the seniority list will be considered as correct.
8. This is issued with the approval of Chief Commissioner, GST & Central Excise, Tamilnadu & Puducherry Zone.

Yours faithfully,


(B SENTHILVELAVAN)
ADDITIONAL COMMISSIONER (CCA)

Encl: As Above.

Copy submitted to:

The Additional Director General, DGGI, Chennai/Coimbatore
The Additional Director General, DG Vigilance, Chennai
The Additional Director General, DG Audit, Chennai

Copy to:

The C.A.O / A.O (Estt/DDO/Service Book), PCCO, Chennai
The Superintendent, Computer Section, Chennai North for display in the official website.

CERTIFICATE TO BE FURNISHED BY THE ADMINISTRATIVE OFFICER OF COMMISSIONERATE HQRS / DIVISIONAL ADMINISTRATIVE OFFICER WHILE REGARDING CORRECTNESS OF THE ENTRIES IN THE DRAFT SENIORITY LIST OF ADMINISTRATIVE OFFICER AS ON 01.11.2020 WITH REFERENCE TO THOSE FOUND IN SERVICE BOOK

Certified that the particulars in the draft Zonal seniority list of Administrative Officer as on 01.11.2020 have been duly verified with relevant entries in the Service Book of the Administrative Officers concerned and the following discrepancies are reported. The details regarding the blank columns found in the draft seniority lists are also furnished below.

SIGNATURE OF THE A.O WITH DATE
Name of the A.O
with office seal

ACKNOWLEDGEMENT
REGARDING CORRECTNESS OF SENIORITY POSITION

Certified that I have carefully perused the Draft Zonal Seniority List in the grade of Administrative Officer as on 01.11.2020 and found correct.

Signature with date:

Name:

Designation:

Place of working:

Certified that I have carefully perused the Draft Zonal Seniority List in the grade of Administrative Officer as on 01.11.2020 and found certain discrepancies and have submitted a detailed representation to the concerned controlling officer, in respect of the discrepancies noted.

Signature with date

Name:

Designation:

Place of working:

Note: strike out whichever is not applicable.

CERTIFICATE TO BE FURNISHED BY THE ADMINISTRATIVE OFFICER OF COMMISSIONERATE HQRS / DIVISIONAL ADMINISTRATIVE OFFICER WHILE FORWARDING THE REPRESENTATIONS FROM INDIVIDUALS REGARDING FIXATION OF THEIR SENIORITY WITH REFERENCE TO THE DRAFT ZONAL SENIORITY LIST AS ON 01.11.2020 IN THE CADRE OF ADMINISTRATIVE OFFICER.

Certified that the individual has accepted the fixation of his/her seniority position in the draft Zonal seniority list of Administrative Officer as on 01.11.2020 / the individual has not accepted the fixation of his/her 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
with office seal

CERTIFICATE

(For use when modification is required)

Certified that, I have carefully perused the Draft Zonal Seniority List in the cadre of Administrative Officer as on 01.11.2020 and found that the following discrepancies are required to be rectified.

	As appearing in the Seniority List	Modification required
Employee Code		
Name		
Category		
Date of Birth		
Date of first Appointment		
Date of Confirmation		
Date of Appointment in the present grade		
Educational Qualification		
Remarks		

Signature :

Name:

Designation:

Office:

Certified that the above particulars furnished by the official have been verified with his/her Service Book and found to be correct and requires modification in the Seniority List.

Signature(with date):

Name:

Designation:

Office: