

## CIRCULAR

Dated, Shillong, the 24<sup>th</sup> October, 2017

**Sub: Calling for Options / Representations from all cadres up to Group 'B' Gazetted for forthcoming ICT-AGT 2017-18 -reg.**


The Inter Commissionerate Transfer / Annual General Transfer in different GST & Customs formations under this Zone in respect of all cadres up to Group 'B' Gazetted is scheduled to be completed by **December, 2017** so as to enable issuance of Transfer Orders by the concerned Commissionerate in time.

In view of the above, Options / Representations are hereby called from all the officers and staff up to Gr. 'B' Gazetted cadres which should be submitted to the respective Controlling Authorities latest by **15<sup>th</sup> November, 2017**. The Concerned controlling authorities should verify the genuineness of the details before forwarding the said options / representations.

The concerned authorities should send all the options as verified genuine so as to reach this office latest by **20<sup>th</sup> November, 2017** positively. Accordingly, all the officers and staff up to Group 'B' Gazetted are requested to submit duly filled-in Proforma *including option for retention*, through their respective controlling officers. Efforts will be made to consider options which are genuine in nature subject to availability of vacancies. However, in case of options not submitted / submitted after the stipulated date, the competent authority may decide transfer and posting as deemed necessary on administrative grounds.

This issues with the approval of the Chief Commissioner.

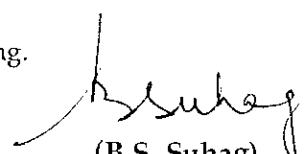
Encl: Proforma

  
(B.S. Suhag)  
Addl. Commissioner

C.No.II(3)28/ET/CCO/SH/2017/6177-6230  
Copy forwarded for information & necessary action to:

Date: 25 OCT 2017

1. The Commissioner, GST&CX, Shillong / Dibrugarh / Guwahati / Agartala / Aizawl / Dimapur / Imphal / Itanagar.
2. The Commissioner, Customs (Prev.) N.E.R., Shillong.
3. The Commissioner (Appeals) / (Audit), Guwahati.
4. The Addl. Commissioner, Customs(P) N.E.R., Shillong.
5. The Addl. Commissioner (P&V), GST&CX, Guwahati.
6. The Dy. Commissioner (P&V), Customs (Prev.) Hqrs., Shillong.
7. The Assistant Commissioner (P&V), Shillong / Dibrugarh.
8. The Assistant Commissioner (Admn.), Audit / Appeals, Guwahati.
9. The Assistant Commissioner (Admn.), GST&CX, Agartala / Aizawl / Dimapur / Imphal / Itanagar.
10. The Asstt. Commissioner, GST&CX / Customs (Prev.) Division / Audit Circle
- .....(all)
11. The Chief Accounts Officer, GST&CX / Customs (Prev.) Hqrs., Shillong / Dibrugarh.
12. The Administrative Officer (Estt.) / Assistant Chief Accounts Officer, GST&CX / Customs (Prev.) Shillong.
13. Systems Officer, CCO, Shillong for uploading in the Department's website.
14. The General Secretary, AIACEGEO, Shillong.
15. The General Secretary, AIACEIA, Shillong.
16. The General Secretary, Ministerial Association, Shillong.
17. The General Secretary, Non-Gazetted Group 'C' Officers' Association, Shillong.
18. Guard File.

  
(B.S. Suhag)  
Addl. Commissioner

## Transfer Proforma

1.

- (a) Name of the Officer :
- (b) Designation :
- (c) Date of Birth :
- (d) Date of Initial Appointment & Grade :
- (e) Name of Home Town & State :

2. History of Posting since entry in service :

Sl. No.	Name of Office with Station	Post Held	From (Date)	To (Date)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

3. Options / Preference for Station / Commissionerate:

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_
- (e) \_\_\_\_\_

4. If retention at the present station is requested, please give reasons for such request:

- (a)
- (b)
- (c)

5. Any other request / details which you would like to submit:

Signature:-

Name:-

### Verification

*Certified that the particulars furnished above have duly been verified from office records and found correct.*

Head of Office / Controlling Officer