



भारत सरकार

Government of India

वित्त मंत्रालय, राजस्व विभाग

Ministry of Finance, Department of Revenue

वस्तु एवं सेवाकर (केन्द्रीय) एवं सीमा शुल्क, मुख्य आयुक्त का कार्यालय, गुवाहाटी ज़ोन
Office of the Chief Commissioner, Goods and Services Tax & Customs, Guwahati Zone.

जीएसटी भवन 5th तल, केदार रोड़, गुवाहाटी-781001

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CIRCULAR

C.No. II(3)16/ET/CCO/GHY/2019

Dated, Guwahati the 03 November, 2020

Sub: Calling for Options for Transfer and Posting in the grade of Havaldar, Head Havaldar and MTS -reg.

The Inter Commissionerate Transfer/Annual General Transfer in different GST & Customs formation under this Zone in respect of officers in the grade of Havaldar, Head Havaldar and MTS is scheduled to be completed by December, 2020 so as to enable issuance of Transfer Orders by the concerned Commissionerate on time.

In view of the above, Options/Representations are hereby called from all the concerned officers in the grade of Havaldar, Head Havaldar and MTS, which should be submitted to the respective controlling authorities latest by 23rd November, 2020(Monday). The controlling officer should verify the genuineness of the details before forwarding the said option/representation.

The concerned authorities should send all the options, duly verified so as to reach this office not later than 02nd December 2020.

Accordingly, all concerned eligible/willing officers in the grade of Havaldar, Head Havaldar and MTS are requested to submit duly filled-in Options forms (Annex-I) including option for retention, through their respective controlling officers. Efforts will be made to consider representations which are genuine 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 is issued with the approval of the Chief Commissioner.

Enclosed: Annex-1

st

(B.S.Suhag)

Additional Commissioner

C.No. II(3)16/ET/CCO/GHY/2019 / 8080-91

Date 03/11/2020

Copy forwarded for information and necessary action to:-

1. The Chief Commissioner (In-situ), GST Guwahati, Guwahati
2. The Commissioner, CGST&CX, Shillong/ Dibrugarh/ Agartala/ Aizawl/ Dimapur/ Imphal/ Itanagar,
3. The Commissioner (Appeals/Audit) Guwahati,
4. The Commissioner, Customs (Prev.), Shillong,
5. The Superintendent (Systems), CCO, Guwahati for uploading the circular in the Departmental website.
6. Guard File.

B.Suhag
(B.S.Suhag)
Additional Commissioner

ANNEX-I

Name of the Officer	
Date of Birth (DD/MM/YYYY)	
Hometown & State as per Service Book	
Date of Joining the Department (DD/MM/YYYY)	
Designation	
Present Commissionerate where working with station	

HISTORY OF POSTING SINCE ENTRY IN SERVICE					
Sl. No	Commissionerate (GST/Customs)	Station (Place of Posting)	Working as (Post Held)	From (DD/MM/YYYY)	To (DD/MM/YYYY)
1					
2					

OPTION/PREFERENCE FOR STATION/COMMISSIONERATE	
Preference 1	
Preference 2	
Preference 3	

If retention is requested, please give reasons for such (attach enclosures if necessary)

- 1.
- 2.
- 3.

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

- 1.
- 2.

I, Shri/Smt. _____ (Havaldar/Head Havaldar/MTS) certify that the above particulars are correct and true to the best of my knowledge.

(Signature of the Officer)

VERIFICATION

Certified that the above particulars have been verified from official records and found to be true.

(Signature of the Head of the Office/Controlling Officer)