



**NATION
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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

GST Bhawan 5th floor, Kedar road, Guwahati - 781001

दूरभाष/Tel. Nos. 0361-2735999.

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CIRCULAR

C.No. II(3)1/ET/CCO/GHY/2021

Dated, Guwahati the 8th of October, 2021

Sub: Calling for Options for Annual General Transfer in the grade of Superintendent, Inspector, H-Hav/Hav & Ministerial staff-reg.

The Annual General Transfer in different GST & Customs formations under this Zone in respect of officers in all grades is scheduled to be completed by December, 2021 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 **Superintendent, Inspector, H-Hav/Hav & Ministerial staff** and the same should be submitted to the respective controlling authorities latest by **15.11. 2021**. 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 **30.11.2021**.

Accordingly, **all officers** in the grades mentioned above are requested to submit duly filled-in Option forms (Annex-I). In case retention is sought, options are to be invariably submitted and duly forwarded to this office through the respective controlling officers. Efforts will be made to consider representations which are genuine subject to availability of vacancies. All options/representations are to be sent to the following email-id **ONLY: etccoghy@gmail.com**.

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.

Enclosed: Annex-1

(थोमस बासुमतारी/ Thomas Basumatary)

संयुक्त आयुक्त/ Joint Commissioner

C.No. II(3) 1/ET/CCO/GHY/2021/ADM/201-14

Date: 08.10.2021

Copy forwarded for information and necessary action to:-

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

(थोमस बासुमतारी/ Thomas Basumatary)

संयुक्त आयुक्त/ Joint 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)	
Current 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. _____ (Superintendent/Inspector) 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)