



भारत सरकार, वित्त मंत्रालय, राजस्व विभाग

Govt. of India, Ministry of Finance, Dept. of Revenue

मुख्य आयुक्त का कार्यालय, केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर

**Office of the Chief Commissioner, Central Excise, Customs & Service Tax**

क्रेसेन्स बिल्डिंग, महात्मा गांधी रोड, शिलांग – 793 001

Crescens Building, M.G. Road, Shillong – 793 001

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**CIRCULAR**

*Dated: Shillong, the 22<sup>nd</sup> May, 2017*

Subject: Calling of Options from all cadres up to Group 'B' Gazetted for posting under GST formations – reg.

Allocation/posting of staffs for different GST formations under Shillong GST Zone in respect of all cares up to Group 'B' Gazetted is scheduled to be completed before 31.05.2017.

In view of the above, Options are hereby called from all the officers and staff up to Group 'B' Gazetted cadres which should reach this office latest by **25.05.2017** positively.

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.

Enl: Proforma

*Sell*

(C. Songate)

Additional Commissioner

C. No. II (3)10/ET/CCO/SH/2017 / 1501-1552  
Coy forwarded for information & necessary action to:

Date: 22 MAY 2017

- The Commissioner, Central Excise & Service Tax, Shillong / Dibrugarh / Guwahati.
- The Commissioner, Customs (P), N.E.R., Shillong.
- The Commissioner (Appeals) / (Audit), Guwahati.
- The Addl. Commissioner, Central Excise & Service Tax, Dibrugarh.
- The Addl. Commissioner (P&V), Central Excise & Service Tax, Guwahati.
- The Addl. Commissioner (P&V), Customs (P) N.E.R., Shillong.
- The Joint Commissioner (P&V), Customs & Central Excise, Shillong.
- The Asst. Commissioner (P&V), Central Excise & Service Tax, Dibrugarh.
- The Dy. Commissioner/Asst. Commissioner, Central Excise & Service Tax / Customs (P) Division / Audit Circle,.....(All).
- 1. The A.O (Estt.)/A.C.A.O., CE & ST / Customs (P) / Audit Hqrs, Shillong/ Dibrugarh/ Guwahati.
- 1. The Superintendent (Systems), CCO, Shillong for uploading in the Dept.'s website.
- 1. The General Secretary, AIACEGEO, Shillong.
- 1. The General Secretary, AICEIA, Shillong.
- 1. The General Secretary, Ministerial Association, Shillong
- 1. The General Secretary, Non-Gazetted Group 'C' Officers' Association, Shillong.
- 1. Guard File.

*22/5/17*

(C. Songate)

Additional 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 Postings since entry in service :

Sl.	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