



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

केसेन्स बिल्डिंग, महात्मा गांधी रोड, शिलांग – 793 001

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CIRCULAR

Dated: Shillong, the 17th October, 2016

Subject: Calling of Options/Representations from all cadres up to Group 'B' Gazetted for Annual General Transfer 2016-17 – reg.

The Annual General Transfer 2016-17 in respect of all cadres up to Group 'B' Gazetted is scheduled to be completed by **December 2016** 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 Group 'B' Gazetted cadres which should be submitted through the respective Controlling Authorities latest by **10th November, 2016**. 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 **15th November, 2016**. 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

Sd/-
(C. Songate)

Additional Commissioner

Date: **18 OCT 2016**

C. No. II (3) 23/ET/CCO/SH/2015/6739-6786
Copy forwarded for information & necessary action to:

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

A.M. Paul
(A.M. Paul)

Assistant Commissioner (Admn.)

(6)

TRANSFER PROFORMA

- 1. (a) Name of the Officer (in block letters) :
- (b) Designation :
- (c) Date of Birth :
- (d) Date of Initial Appt. in the Deptt. & Grade :
- (e) Date of Appt. in the Present Grade :

- 2. Name of Hometown and State :
- 3. History of postings 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.				
13.				
14.				

- 4. Options/ preference for Station / Commissionerate:
 - (a) _____
 - (b) _____
 - (c) _____
 - (d) _____
 - (e) _____

- 5. If retention at present station is requested, please give reasons for such request:
 - (a) _____
 - (b) _____
 - (c) _____

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

Signature of the officer:
Name:

VERIFICATION

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

Head Office / Controlling Officer