केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
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C.No. II/20/10/2014 Estt Date: 29 .12.2014

Sub: - Availing of Special Casual Leave by Association Members – reg.

It has come to the notice of the Commissioner of Central Excise, Customs & Service Tax, Cochin that all the officers are proceeding on special casual leave for attending association activities/meeting without getting prior sanction from the Competent Authority.

Hence the Commissioner has directed that officers should take prior sanction for special casual leave for the purpose of attending association activities/meetings. The officers should send their special casual leave applications to Hqrs. for Commissioners sanction well in advance. Applications received on later dates will not be entertained.

Further the office bearers of the recognized staff associations should send a copy of the attendance sheet of the meeting for which special casual leave has been granted on the same day to Hqrs. by fax/email.

These orders take effect from **01.01.2015** for strict compliance.

This issues with the approval of Commissioner of Central Excise, Customs & Service Tax, Cochin.

Rajan

[M RAJAN]
JOINT COMMISSIONER [P&V]

Copy submitted to:-

The Chief Commissioner of Central Excise, Customs & Service Tax, Cochin
The Commissioner (Appeals), Cochin

To

The Deputy/Assistant Commissioner, Ernakulam I/II/Service Tax/Muvattupuzha/Kottayam Divisions
All Section Heads in Hqrs. Office.
The Superintendent (EDP) – for uploading in website