केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
केन्द्रीय राजस्व भवन, आई.एस.प्रेस रोड, कोचिन -682018
C.R.BUILDING, I.S.PRESS ROAD, COCHIN-682018
E-mail: cexcochi@nic.in FAX-0484-2390608 Phone: 0484-2390404

C.No.II/7/2/2014 - Estt. (PF) Dated: 17.07.2015

ESTABLISHMENT CIRCULAR NO. 08/2015

The application for Casual Leave/Restricted Holiday has been uploaded in the website of Cochin commissionerate - www.cenexcisekochi.gov.in.

All the officers are directed to submit their CL/RH requests using this application in future.

17/07/15

[RANI C R]
ASSISTANT COMMISSIONER [P&V]

To

1. The Commissioner (Appeals), Headquarters Cochin.
2. The Additional Commissioner (CCO), Headquarters Cochin.
3. The JC/DC/AC in charge of divisions under Cochin commissionerate.
4. All Section Heads in Headquarters Cochin.
5. The Superintendent (EDP) for uploading in website.
6. Notice Board, Hqrs Cochin

आकस्मिक/वैकल्पिक छुट्टी का आवेदन/APPLICATION FOR CASUAL LEAVE/ RESTRICTED HOLIDAY

कर्मचारी कोड सं./EMPLOYEE CODE NO. :

आवेदक का नाम NAME OF THE APPLICANT

पद POST HELD :

प्रभाग/अनुभाग/एकक/DIVISION/SECTION/UNIT :

छुट्टी का स्वरूप / NATURE OF LEAVE :

दिनों की संख्या आकस्मिक/वैकल्पिक छुट्टी/
NO.OF DAYS C.L./R.H. :

अवधि /PERIOD :

उद्देश्य/PURPOSE :

क्या स्टेशन छोड़ने की अनुमति आवश्यक है/ WHETHER
STATION LEAVE PERMISSION IS REQUIRED :

छुट्टी के समय का पता/
ADDRESS DURING THE LEAVE PERIOD :

दिनांक / DATED

(हस्ताक्षर/ SIGNATURE)

नियंत्रण अधिकारी के हस्ताक्षर/Signature of the Controlling Officer

टिप्पणी, यदि कोई हो/ Remarks if any :