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/3/30/2013 Estt. Dated 11.11.2015

## ORDER NO. 167/2015

Sub: Temporary Posting of Newly Appointed Inspector of Central Excise through SSC CGLE 2013 - Reg.

The following temporary posting of newly appointed Inspector of Central Excise within the Cochin Central Excise Commissionerate is hereby ordered with immediate effect and until further orders:-

| Sl. No. | Name of Officer Shri/Kum. | Posted to |
|---|---|---|
| 1 | Vinay | ESTT-ADMN, Hqrs Kochi |

2. The above officer should report to the concerned Section Head immediately. Her posting is temporary till final allocation of specific Commissionerate.

3. The Section Head of the above section is directed to provide guidance to this officer during the temporary period of posting till the training schedule is being finalized. He should personally mentor her and apprise her of her positive traits and shortcomings during the period of posting. A review meeting will be conducted at the end of the temporary posting with the officer as well as the Section Head.

4. The officer must keep a journal on a day to day basis on the points that he has learnt on each day. This journal will be inspected by the senior officers and checked by the DC/AC in charge of the section on a daily basis, who will countersign and put their comments in the same. The individual journals should be put up to the Commissioner at the end of the temporary posting period.

5. Hindi version follows.

Reshma Lakhani

**[RESHMA LAKHANI]**
**COMMISSIONER**

To

The Individual (Through officer concerned)

Copy to:-

1. The Chief Commissioner of Central Excise, Customs & Service Tax, Cochin - for information
2. Supdt(Admn)/A.O.(H) - for necessary action
3. The Superintendent (PRO) - to ensure that proper seating arrangement are made for the new officers