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/3/31/2015 - Estt. Dated: /01/2016

Sub: Annual General Transfer 2016 -Reg.

Kind reference is invited to this office letter of C.No.II/3/30/2015-Estt dated 04.12.2015 wherein the instructions regarding Annual General Transfer, 2016 was furnished. As per the instructions laid down all the officers are directed to submit their AGT proforma in CEPS online well in advance so that the copy of the duly filled in proforma should reach this office on or before 01.02.2016. Ensure that none of the columns are left blank. It is reiterated that willingness for AP/UB once given will be final. The AGT proforma submitted by the Head Havaldars/Havaldars who have undergone Fire arms training should be certified by the Custodian of the service book without fail.

(K.R.SATISH)
ASSISTANT COMMISSIONER (P&V)

To

As per D.L. No.1.

06.01.2016

Copy submitted to:

1. The Chief Commissioner of Central Excise, Customs & Service Tax, Kerala Zone.
2. The Commissioner of Central Excise, Customs & Service Tax. Audit/Trivandrum, Calicut/Customs Preventive Commissionerates
3. The Commissioner (Appeals), Cochin

Copy to:

1. The Additional/Joint Commissioners of Audit/Calicut/Trivandrum/Customs Preventive Commissionerates and all Deputy /Assistant Commissioners in charge of Divisions of Audit/Calicut/Trivandrum/CCP Commissionerate.
2. All General Secretaries of Staff Associations of Central Excise Kerala Zone.
3. Notice Board, Hqrs. Office. Cochin.