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
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C.No. II/20/2/2012 Estt Date: 16.02.2016

ESTABLISHMENT CIRCULAR NO. 05/2016

Sub: - Annexure in the prescribed proforma along with the leave application - reg.

In Continuation to Circular No. 02/2016, it is further directed that the Officers proceeding on Earned leave/ Child Care leave should furnish the details of leave availed during the past six months along with the leave application. The Controlling Officer should ensure that the aforesaid proforma is countersigned by them after due verification at their end.

(AMARNATH KESARI)
JOINT COMMISSIONER (P&V)

Copy to:

The Chief Commissioner's Office
The Commissioner, Cochin/Appeal/I/II/III
All Deputy/Assistant Commissioners, Hqrs/Divisions
All section heads
The Notice Board

ANNEXURE

TO BE ACCOMPANIED WITH LEAVE APPLICATION

A) DETAILS OF CHILDREN [INCASE OF CHILD CARE LEAVE]

Sl. No.	Name	Date of Birth	Name of the School in which studying	Class
1				
2				

B) DETAILS OF CCL/EARNED LEAVE AVAILABLE AS ON DATE OF APPLICATION:

C) DETAILS OF CHILD CARE LEAVE / EARNED LEAVE ALREADY AVAILED

Sl.No.	From	To	No. of days availed

C) GROUNDS ON WHICH NOW CCL/EARNED LEAVE IS REQUESTED FOR:

Name of the applicant :

Designation :

Signature :

Name and Designation
of the Controlling Officer :