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
Email: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404

C.No. II/33/1/2014 Estt Date: 23 .02.2016

ESTABLISHMENT CIRCULAR NO. 06/2016

Sub: - Procedure for applying for Technical Resignation from the Department – reg.

It has come to notice that officers are submitting representation for technical resignation on selection to posts in other offices/departments without following proper procedure laid down in the DOPT instructions applicable from time to time.

Hence, in continuation of this office circular No. 01/2016 dated 14.01.2016, it is directed that the officers opting for technical resignation should attach the following documents along with their representation:-

(a) Copy of the Employment notification.
(b) Copy of the Application form.
(c) Permission letter submitted by the officer.
(d) Acknowledgement issued by the department.
(e) Permission letter submitted by the officer for interview if any.
(f) Permission granted by the department.

Newly appointed officers on joining the Department, should intimate the details of the exams applied by them, results awaited and selections, if any. In case the newly appointed officers are joining the Department by submitting technical resignation from previous government Departments they should produce copy of the NOC already received by them for the exams applied from their previous employer for records.

This is issued with the approval of the Commissioner of Central Excise, Customs & Service Tax, Cochin

[AMARNATH KESARI]
JOINT COMMISSIONER [P&V]

To

All Section Heads in Hqrs. Office, Cochin
The DC/AC in charge of Ernakulam I/II/Service Tax/Kottayam/Muvattupuzha Divisions
The Superintendent (EDP), Cochin – for uploading in website
Notice Board

Copy submitted to;-

The Chief Commissioner of Central Excise, Customs & Service Tax, Cochin
The Commissioner of Central Excise, Customs & Service Tax, Calicut/Trivandrum - with a request for circulating the above to all officers concerned
The Commissioner of Audit, Cochin
The Commissioner of Customs (Prev.), Cochin