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 07.04.2016

ORDER NO. 56 /2016

Sub: Temporary Posting of Newly Appointed Inspector of Central Excise through SSC CGLE 2014 - 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	Officer in charge Shri/Smt
1	Ravi Ranjan	Statistics Section, EDP Cochin	Mini V K, Supdt

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

3. The Section Head of the section is directed to provide guidance to the officer during the temporary period of posting till his training begins on 18.04.2016. He should personally mentor him and apprise him of his positive traits and shortcomings during the period of posting. Supervisory officer in charge will be responsible to supervise the working of the officer. 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. This is issued with the approval of the Competent Authority.

6. Hindi version follows.

[AMARNATH KESARI]
JOINT COMMISSIONER [P&V]

To

The Individual (Through officer concerned)

Copy to:

1. The Chief Commissioner of Central Excise, Customs & Service Tax, Cochin — for information
2. The Superintendent (EDP) — for necessary action
3. The Superintendent (PRO) — to ensure that proper seating arrangement are made for the new officer