भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
आयुक्त का कार्यालय OFFICE OF THE COMMISSIONER
केन्द्रीय कर और केन्द्रीय उत्पाद शुल्क, कोच्चि,
CENTRAL TAX & CENTRAL EXCISE, KOCHI
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई.एस.प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682 018
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C.No. II/7/2/2018 Estt. Dated: 31.07.2018

ORDER

In exercise of powers conferred upon me under Rule 3(c) read with Clause VI of Schedule 1 of CCS (Leave) Rules, 1972, I, the Commissioner of Central Tax & Central Excise, Kochi, hereby delegate the powers with regards to sanction of various leaves, as follows.

Sl. No.	Classification of Officers	Kinds of Leave	Authority Empowered to Grant Leave
i.	All Gr. B (Gazetted) Officers	Earned Leave, Half Pay Leave/ Commuted Leave/Maternity/ Paternity Leave	a) AC/DC in charge of Divn/ Hqrs (up to 8 days at a stretch) b) ADC/ JC (P&V) as the case may be (more than 8 and up to 30 days at a stretch)
ii.	All Gr. B (Non-Gazetted) Officers & All Gr. C Officers/ Staff	-do-	a) AC/ DC in charge of Divn/ Hqrs (up to 30 days at a stretch) b) ADC/JC(P&V) (exceeding 30 days at a stretch)

2. This order is issued with immediate effect in respect of leave applied including pending cases.

3. Personal staff of Commissioner/ ADC/ JC/ DC/ AC has to get sanction at (i.) & (ii.) above only from their respective controlling officers.

4. The staff and officers shall submit leave applications to their Controlling Officer who with his/her recommendations/ remarks shall forward the same to the sanctioning authority.

5. Except in the case of leave on medical grounds, the application for leave shall be submitted well in advance.

6. Before sanctioning the leave a certificate of eligibility shall be obtained from the concerned Administrative Officer and while doing so a temporary entry shall be made in the service book of the officer. After sanction of the leave by the competent authority necessary entries shall be made in service book.

7. After the leave is sanctioned the order of sanction would be issued by the Accounts/ Establishment section. They will also maintain proper records of all leave granted.

8. On joining after availing the leave, a Joining Report will be submitted by the officer/ staff to the controlling officer, who in turn will send it to the Accounts section.

9. Casual Leave/ RH/ Station leave shall be sanctioned by the respective Controlling Officers.

3.2.18

[K.R. UDAY BHASKAR]
COMMISSIONER

Copy submitted to:

1. **The Chief Commissioner of Central Tax & Central Excise, Thiruvananthapuram Zone.**

Copy to:

1. **All Additional/ Joint Commissioner of Central Tax & Central Excise, Kochi Commissionerate.**
2. **All Dy. /Asstt. Commissioner in charge of Divisions of Central Tax & Central Excise, Kochi Commissionerate.**
3. **The Superintendent (EDP) – for uploading in website.**
4. **Hindi Cell – for Hindi Version**