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
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय कर और केन्द्रीय उत्पाद शुल्क, कोच्चि,
CENTRAL TAX & CENTRAL EXCISE, KOCHI
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
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C.No. II/3/18/2019 Estt. Dated: 23.10.2019

CIRCULAR

Sub: Completion of prescribed Course having duration of 2-4 weeks for Inspectors' by Inspector of GST – reg.

All the Inspectors working in Central Tax & Central Excise, Thiruvananthapuram Zone are hereby directed to ensure that the entry regarding their completion of Induction Course Training having duration of 2-4 weeks is made in their Service Books. The officers are required to submit the copy of the Certificate to the respective Administrative Officers in case the entry is not made in their Service Books.

Rajeswari

[Rajeswari R. Nair]
Joint Commissioner (P&V)

Copy Submitted to:

1. **The Principal Chief Commissioner of Central Tax & Central Excise, Thiruvananthapuram Zone.**
2. **The Principal Commissioner of Central Tax & Central Excise, Kochi/ Thiruvananthapuram/ Audit (Kochi).**
3. **The Commissioner of Central Tax & Central Excise, Kozhikode.**
4. **The Commissioner of Customs (Preventive), Kochi.**
5. **The Commissioner of Appeals (Kochi).**

Copy to:

1. **The Joint Commissioner (P&V), Central Tax & Central Excise, Thiruvananthapuram/Kozhikode/Audit (Kochi)/ Customs (Preventive) – for circulation.**
2. **All the Assistant Commissioners in charge of Sections in Hqrs., Kochi.**
3. **All the Assistant/ Deputy Commissioners in charge of Divisions under Kochi Commissionerate.**
4. **The Administrative Officer (DDO), Hqrs. Kochi – for necessary action.**

5. **The Administrative Officer (DDO), Central Tax & Central Excise – for necessary action.**
6. **The Superintendent (EDP) – for uploading in website.**
7. **Hindi cell – for Hindi Version.**