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
आई.एस.प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682 018
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C.No. II/20/8/2018 Estt. Dated: 01.11.2019

ESTABLISHMENT CIRCULAR NO. 09/2019

Attention is invited to the following letter.

Sl. No.	File No. and Date	Subject
1.	C.No.II/39/45/2019/CC (TZ) I dated 22.10.2019	Special Casual Leave on 21.10.2019 due to By-elections to Kerala Legislative Assembly – reg.

Copy of the above mentioned letter may be downloaded from the website of Kochi Commissionerate – **www.cenexcisekochi.gov.in** for information and necessary action.

[Suresh Babu P.G.]
Assistant Commissioner (P&V)

Copy to:

1. **The Assistant/ Deputy Commissioner of all Divisions under Kochi Commissionerate.**
2. **All Section Heads in Headquarters Kochi.**
3. **The Superintendent (EDP) for uploading in the commissionerate website.**
4. **Notice Board, Hqrs. Kochi.**
5. **Notice Board, Central Excise Bhavan, Kathrikadavu.**

E-MAIL/SPEED POST

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
मुख्य आयुक्त का कार्यालय
OFFICE OF THE CHIEF COMMISSIONER
केन्द्रीय कर, केन्द्रीय उत्पाद शुल्क और सीमा शुल्क
CENTRAL TAX, CENTRAL EXCISE & CUSTOMS
तिरुवनंतपुरम क्षेत्र, THIRUVANANTHAPURAM ZONE
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682 018
E-mail: cccochin@nic.in Fax: 0484-2397614 Phone: 0484-2394100/0404

C.No.II/39/45/2019/ CC(TZ) I Date: 22.10.2019

To

1. **The Principal Commissioner of Central Tax & Central Excise, Kochi.**
2. **The Principal Commissioner of Central Tax & Central Excise, Thiruvananthapuram.**
3. **The Commissioner of Central Tax & Central Excise, Kozhikode.**
4. **The Commissioner of Central Tax & Central Excise, Audit, Kochi.**
5. **The Commissioner of Central Tax & Central Excise, Appeals, Kochi.**
6. **The Commissioner of Customs, Custom House, Kochi.**
7. **The Commissioner of Customs, Customs(Prev.), Kochi.**

Sir,

Sub: Special Casual Leave on 21.10.2019 due to By-Election to Kerala Legislative Assembly – Reg.

This is to inform the directions of the Principal Chief Commissioner that the Officers, who have applied for/have availed Special Casual Leave on 21.10.2019, on account of By-Election to the Kerala Legislative Assembly may be asked to submit an undertaking to the effect alongwith their leave application.

2. In this connection, Officers who had absented themselves, on 21.10.2019 on account of other reasons, should be asked to submit Casual Leave/Earned Leave, if admissible.

3. This is issued with the approval of Principal Chief Commissioner, Thiruvananthapuram Zone.

Yours faithfully,

24/10/19

(Dr.T.Tiju)
Additional Commissioner (CCO)