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भारत सरकार / GOVERNMENT OF INDIA  
वित्त मंत्रालय / MINISTRY OF FINANCE  
राजस्व विभाग / DEPARTMENT OF REVENUE

केन्द्रीय उत्पाद शुल्क के मुख्य आयुक्त का कार्यालय, चेन्नै अंचल  
OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE, CHENNAI ZONE  
26/1, महात्मा गांधी मार्ग, नुंगम्बाक्कम, चेन्नै-600 034  
26/1, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034

सी.सं./C.No.II/13/01/2016-सं.नि.प्रा.-स्था/CCA.Estt.

दिनांक/Date: 30.06.2016

**CIRCULAR**

विषयSub : Estt – Deputation/Loan to various organization-Forwarding of willingness – Reg.

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It is noticed of late that the willingness of officers (specifically that of Inspector & Ministerial Cadres) for Deputation to various organizations are being forwarded directly to the Organizations concerned by the officers themselves without routing through proper channel. The organization concerned, are also in turn requesting to forward their willingness and vigilance clearance/ACR gradings of the officers for considering their cases for deputation / on loan basis. This practice hampers the smooth functioning of the administration and field formations are also experiencing huge vacancies in the Inspector Cadre.

As such, Commissioners are requested to direct their staff not to forward any willingness/representations directly to organization concerned. All correspondences for deputation should be routed through the Commissionrates with the approval of Commissioner. Deviating from this procedure will henceforth be viewed very seriously.

In this connection, it is also informed that in view of the acute shortage of officers, at the level of Inspectors and Ministerial Cadres, no officers from Inspector and Ministerial cadres will be allowed to go on deputation for the time being, till the vacancy situation at the level of Zone is improved by recruitment/promotion.

Instruction contained in this office Circular dated 16.09.2003, issued in the file C.No.II/13/4/2003/Estt. (copy enclosed) may be strictly adhered to.

This Circular is issued with the approval of Cadre Control Authority, Tamilnadu & Puducherry.

(K.V.V.G. DIWAKAR)  
ADDITIONAL COMMISSIONER

संलग्नक Enclosure : यथोक्त As above

Copy submitted to:  
The Chief Commissioner,  
Service Tax, Chennai / Customs (Preventive), Trichy / Central Excise, Coimbatore.

The Principal Commissioner / Commissioner,  
Chennai-I / Chennai-II / Chennai-III / Chennai-IV / Audit-I / II /  
LTU / Puducherry.

प्रतिलिपि Copy to :  
The Supdt. of C.Ex., (Computer Section), Chennai-I. - For display on Internet and Intranet.



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE

OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE, CHENNAI  
121, Mahatma Gandhi Road, Nungambakam, Chennai 600 034.

C.No II/13/4/2003/Estt

Dated 16/09/2003

CIRCULAR

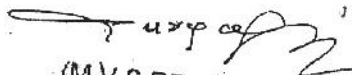
Subject: Estt. - Centralisation of Deputation of officers to various Organisations in the Combined Tamilnadu Central Excise cadres by Cadre Controlling Authority, viz., the Chief Commissioner of Central Excise, Chennai - Regarding.

It is observed that the applications received for deputation to various organizations are being forwarded by the Commissionerates directly to the deputation organisations concerned, without obtaining necessary clearance from the Cadre Control Authority i.e., the Chief Commissioner of Central Excise, Chennai. Similarly, Deputation Orders are being obtained/received directly from the deputation organisations concerned by the Commissionerates and the officers are relieved to join the deputation organisations, without informing the Cadre Control Authority. The above practice hampers the effective monitoring / functioning of the cadre control work and determination of accurate number of vacancies at any given point of time, timely convening of DPCs and issue of promotion orders and filling up of the vacancies, updating of disposition lists and ensuring of even distribution of staff to the Commissionerates.

The Cadre Controlling Authority has to follow the instructions of the Board issued vide their letters F.No.A-11013/04/2002-Ad IV dated 16/01/2003 and F.No A-35017/28/92-AD-III-B dated, 30/06/1994 which inter alia stipulate effective monitoring of the combined cadres, determination of tenure at 'sensitive' charges, requirement of 'cooling off period', power to relax the cooling off period, etc. As such, whenever any willingness for deputation is received, the same shall be forwarded after satisfying the eligibility criteria specified for the post, along with the vigilance clearance and CCR gradings wherever required, to the cadre control authority. A consolidated list of the willing officers will be sent to the concerned deputation organisation, after satisfying all the prescribed conditions and obtaining the Cadre clearance from the Chief Commissioner. The officers selected for deputation should not be relieved directly by the Commissionerate concerned without obtaining the clearance from the Cadre

Control Authority. Similarly, on repatriation from the organisation concerned, the officers should report to the Cadre Control Authority for the purpose of issue of nomination / posting to the Commissionerates where the vacancies exist. Wherever extension of deputation period is sought for by the borrowing organization, the concurrence for doing so will have to be issued by the Cadre Controlling Authority offly.

3. The above procedure should be strictly followed for the effective discharge of the cadre control functions.

  
(M.V.S. PRASAD)  
CHIEF COMMISSIONER

To  
The Commissioners of Central Excise, Chennai I / Chennai II / Chennai III /  
Chennai IV / Pondicherry / Coimbatore / Salem / Madurai / Tirunelveli / Trichy  
Central Excise.

The Commissioner of Customs (Preventive), Trichy / Tuticorin.

Copy to the Chief Commissioner of Central Excise, } With a request to issue  
Coimbatore Central Excise Zone, Coimbatore } suitable necessary direct-  
Copy to the Chief Commissioner of Customs, } ions for complying with  
Chennai Customs (Preventive), Chennai } this Circular by all the  
Commissionerates under  
their charge.

Copy to Member (P&V), Central Board of Excise & Custom, New Delhi  
- For information.

