

दूरभाष / Telephone: 044-28335061

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भारतसरकार / GOVERNMENT OF INDIA  
वित्तमंत्रालय / MINISTRY OF FINANCE  
राजस्वविभाग / DEPARTMENT OF REVENUE

केन्द्रीय उत्पाद शुल्क के प्रधानमुख्य आयुक्त कार्यालय, चेन्नै अंचल  
OFFICE OF THE PRINCIPAL 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/39/203/2017 सं.नि.प्रा.-स्था/CCA.Estt

दिनांक/Date : 19.04.2017

To,

The Principal Commissioner/ Commissioner, Central Excise, Chennai –I/II/III/IV/Audit-I/II/  
Puducherry/Coimbatore / Coimbatore Audit/Madurai/Salem / Trichy / Tirunelveli.

The Principal Commissioner / Commissioner, Service Tax-I/II/III/Audit.

The Principal Commissioner, LTU, Chennai.

The Commissioner of Customs, Trichy/Tuticorin.

The Additional Commissioner, LTU Audit, Chennai.

Sir/Madam,

Sub: History of Postings in the grade of Superintendent – reg.

It is requested that the History of Postings, from the date of first appointment, in respect of all the Superintendents working in your jurisdiction may be sent in the enclosed format to this office. While furnishing the details in the HOP, it may be ensured that in the case of postings in Head Quarters / Divisions, the Section / Range in which worked may also be furnished. Further, it is requested that all the HOPs may duly be verified and certified by the Administrative officer concerned in each page.

In case the Service Books of the officers, who are under orders of transfer, have not been forwarded, the HOPs of the said officers may also be sent to this office.

The HOPs of all Superintendents may be sent to this office on or before 28.04.2017.

Yours faithfully,

(K V V G DIWAKAR)

ADDITIONAL COMMISSIONER (CCA)

Encl: As above.

Copy Submitted to:

The Chief Commissioner of Service Tax, Chennai

The Chief Commissioner of Central Excise, Coimbatore Zone

The Chief Commissioner of Customs (Preventive), Trichy

Copy to:

The A.O (DDO/Estt), Pr.CCO, Central Excise, Chennai Zone for necessary action.

The Superintendent (Computer), Central Excise, Chennai-I for display in website.

**PART-A  
PERSONAL DETAILS**

Sl.No		
1	Name of the officer	
2	Employee Code	
3	Designation	
4	Sex	
5	Date of Birth	
6	Educational Qualification at the time of First Appointment	
7	Educational Qualification subsequently acquired	
8	Marital Status	
9	Home Town / State / Distt	
10	Category(GEN/OBC/SC/ST)	
11	Appointment under DR/Sports Quota/Ex.SM/PH/Compassionate	
12	Cadre at the time of joining the Department	
13	Date of joining the Department	
14	Confirmation Date	
15	Date of Retirement	
16	Previous Qualifying Service if any	

**PART-B  
HISTORY OF POSTING FROM DATE OF JOINING IN THE DEPARTMENT**

Sl.No	Designation	Station	Place of working	Date of working		Remarks
				FROM	TO	

Certified that the above data furnished in Part-A & B above are true and correct.

Signature of the officer:

Name:

Designation:

Date:

Certified that the details furnished by the officer in Part-A and B are verified with Service records of the officer and found correct.

Signature

Name:

Designation:

Date: