



**OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
CENTRAL REVENUE BUILDING: I. S. PRESS ROAD: COCHIN-682 018**

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C.No. II/39/10/2010-Estt.

Dated:01.02.2010

Sub: Annual General Transfer, 2010 in Central Excise & Customs Commissionerates in Kerala Zone – Representations called for – regarding.

Applications are invited from Group 'B', 'C' and 'D' officers in the [proforma](#) enclosed for considering cases for Annual General Transfer. All Divisional Deputy/ Assistant Commissioners/ Range Superintendents/ Section Heads in Divisions and Headquarters Office/ Superintendents in Custom Houses/ Additional/ Joint Commissioners of Calicut/ Trivandrum/ Customs Preventive Commissionerates are requested to circulate this letter among the staff working under their charge and forward the applications for transfer through proper channel, in the prescribed [proforma](#) along with their specific comments, if any. All officers are requested to file fresh proforma since all representations received till date have been disposed of. Applications which do not give full details regarding history of postings will be ignored. Those who are not due for transfer and would like to be retained in the present place of posting should also fill in the application form and say so in column 13 of the [proforma](#). In case the officers do not submit their options, it will be presumed that they are willing to be posted anywhere in Cochin/ Calicut/ Trivandrum/ Customs Preventive Commissionerate.

The Additional/ Joint Commissioners of Calicut/ Trivandrum/ Customs Preventive Commissionerates and all Deputy/ Assistant Commissioners in charge of Divisions of Cochin Commissionerate may forward, separately, the list of officers (Group 'B', 'C' & 'D') who have completed four years of service in the present station. While sending the list, separate list may be sent for each cadre.

The Additional/ Joint Commissioners of Calicut / Trivandrum/ Customs Preventive Commissionerates and all Deputy/Assistant Commissioners in charge of Divisions of Cochin Commissionerate are also requested to send the recommendations for transfer/ retention of officers under their charge, if felt necessary. The recommendations/ suggestions should be in detail and self-explanatory. The suggestion/ recommendations will be treated as confidential if sent to the undersigned by name in a confidential cover.

The Deputy/ Assistant Commissioners of Cochin should also send the list of Executive Officers of Group 'B' and 'D' who will be completing two years in their present posting to consider local rotation.

The willingness for Airport/ UB postings called for in a separate [proforma](#) (specimen enclosed), should also be duly filled in and submitted by willing officers, countersigned by concerned controlling AC/DC and submitted to this office along with Transfer Proforma. Officers who are not willing for posting to Airport/UB need not sent this [proforma](#).

Duly filled in [proforma](#) along with [Airport/UB willingness](#) should reach this office **latest by 22-02-2010**. If an officer has not submitted proforma for exercising option for Airport/UB within the stipulated time it will be presumed that he is not willing for Airport/UB postings for this year and will not be considered for Airport/UB postings for the year 2010-2011. All officers are further informed that option for AP/UB/ AIU etc. once exercised will be final and will not be allowed to be withdrawn at a later date.

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It is requested to ensure the following points while forwarding representations:

1. The Additional/ Joint Commissioners of Calicut/ Trivandrum/ Customs Preventive Commissionerates and all Deputy / Assistant Commissioners in charge of Divisions of Cochin Commissionerate should ensure that the 2 Proformae (1. [Proforma for Annual General Transfer – 2010](#) & 2. [Proforma for exercising option for Airport/ UB posting](#)) are submitted by all the officers under their charge in the prescribed proformae (irrespective of the fact whether they are due for transfer or not) and forward the same to the undersigned separately (cadre-wise), so as to reach this office **latest by 22nd February, 2010 positively.**
2. The list & history of postings of all the officers who have not submitted AGT Proforma in time should also be forwarded.
3. Forwarding of representations in piece meal should be avoided by the Divisional Deputy/ Assistant Commissioners.
4. Representations received after the stipulated date will not be considered.

[RANJIT J. KOSHY]
ADDL. COMMISSIONER [P & V]

To

As per D.L. 1.

Copy submitted to:

1. The Chief Commissioner of Central Excise, Customs & Service Tax, Kerala Zone, Cochin -18.
2. The Commissioner of Central Excise, Customs & Service Tax, Trivandrum/ Calicut/ Customs Preventive Commissionerates.

Copy to:

1. The Additional/ Joint Commissioners of Calicut/ Trivandrum/ Customs Preventive Commissionerates and all Deputy/ Assistant Commissioners in charge of Divisions of Cochin Commissionerate.
2. All General Secretaries of Staff Associations of Central Excise Kerala Zone.
3. Notice Board, Hqrs. Office, Cochin.

PROFORMA FOR AGT 2010

PROFORMA FOR AP/UB WILLINGNESS

HOME