ESTABLISHMENT CIRCULAR NO. 09/2019

Attention is invited to the following letter.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>File No. and Date</th>
<th>Subject</th>
</tr>
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</table>

Copy of the above mentioned letter may be downloaded from the website of Kochi Commissionerate – [www.cenexcisekochi.gov.in](http://www.cenexcisekochi.gov.in) for information and necessary action.

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.
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 along with 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,

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