



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

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### CIRCULAR

**Sub: Completion of prescribed Course having duration of 2-4 weeks for Inspectors' by Inspector of GST – reg.**

All the Inspectors working in Central Tax & Central Excise, Thiruvananthapuram Zone are hereby directed to ensure that the entry regarding their completion of Induction Course Training having duration of 2-4 weeks is made in their Service Books. The officers are required to submit the copy of the Certificate to the respective Administrative Officers in case the entry is not made in their Service Books.

  
[Rajeswari R. Nair]  
Joint Commissioner (P&V)

#### Copy Submitted to:

1. The Principal Chief Commissioner of Central Tax & Central Excise, Thiruvananthapuram Zone.
2. The Principal Commissioner of Central Tax & Central Excise, Kochi/ Thiruvananthapuram/ Audit (Kochi).
3. The Commissioner of Central Tax & Central Excise, Kozhikode.
4. The Commissioner of Customs (Preventive), Kochi.
5. The Commissioner of Appeals (Kochi).

#### Copy to:

1. The Joint Commissioner (P&V), Central Tax & Central Excise, Thiruvananthapuram/Kozhikode/Audit (Kochi)/ Customs (Preventive) – for circulation.
2. All the Assistant Commissioners in charge of Sections in Hqrs., Kochi.
3. All the Assistant/ Deputy Commissioners in charge of Divisions under Kochi Commissionerate.
4. The Administrative Officer (DDO), Hqrs. Kochi – for necessary action.

5. The Administrative Officer (DDO), Central Tax & Central Excise - for necessary action.
6. The Superintendent (EDP) - for uploading in website.
7. Hindi cell - for Hindi Version.