



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
आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क
CENTRAL TAX & CENTRAL EXCISE
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
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पत्र सं./ GEXCOM/II/(13)/1/2022 ADMN

तारीख/Dated :18.07.2022

ORDER

In exercise of power conferred upon me under Rule 3(c) read with Clause VI of schedule 1 of CCS (Leave) Rules, 1972, I, the Commissioner of Central Tax & Central Excise, Kochi, hereby delegate the powers with regards to sanction of various leave, as follows.

Sl. No	Classification of Officers	Kinds of Leave	Authority empowered to grant leave
1	Group 'A' AC/DC	Earned leave/Half pay leave/Commutated leave/ Maternity/Paternity leave	ADC/JC (concerned sections.) Hqrs. Up to 5 days at a stretch
2	All Group 'B' Gazetted Officers	-do-	a) AC/DC in charge of Division/ Hqrs (Up to 5 days at a stretch) b) ADC/JC (concerned sections.) As case may be (more than 5 and up to 30 days at a stretch)
3	All Group 'B' Non Gazetted Officers and all Group 'C' officers/ Staffs	-do-	a) AC/DC in charge of Division/ Hqrs. (Up to 30 days at a stretch) b) ADC/JC (concerned sections.) (Exceeding 30 days at a stretch)

2. This order is issued with immediate effect in respect of leave applied including pending cases.

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- 3.** Personal staff of Commissioner/ ADC/ JC/ DC/ AC has to get sanction at (i.) & (ii.) above only from their respective controlling officers.
- 4.** The staff and officers shall submit leave applications to their Controlling Officer who with his/her recommendations/ remarks shall forward the same to the sanctioning authority.
- 5.** Except in the case of leave on medical grounds, the application for leave shall be submitted well in advance.
- 6.** Before sanctioning the leave a certificate of eligibility shall be obtained from the concerned Administrative Officer and while doing so a temporary entry shall be made in the service book of the officer. After sanction of the leave by the competent authority necessary entries shall be made in service book.
- 7.** After the leave is sanctioned the order of sanction would be issued by the Accounts/ Establishment section. They will also maintain proper records of all leave granted.
- 8.** On joining after availing the leave, a Joining Report will be submitted by the officer/ staff to the controlling officer, who in turn will send it to the Accounts section.
- 9.** Casual Leave/ RH/ Station leave shall be sanctioned by the respective Controlling Officers.

(MANEESH KUMAR)
COMMISSIONER

Copy submitted to:

- 1. The Chief Commissioner of Central Tax, Central Excise & Customs, Thiruvananthapuram Zone.**

Copy to:

- 1. The Addl./Jt. Commissioner of Central Tax and Central Excise, Kochi Commissionerate.**
- 2. The Dy./Asst. Commissioner Hqrs. and in charge of Divisions of Central Tax and Central Excise, Kochi Commissionerate.**
- 3. The Administrative Officer (DDO), Hqrs., Kochi and in charge of all Divisions**
- 4. The Superintendent (Systems), Central Tax and Central Excise, Hqrs., Kochi for uploading in website.**
- 5. Hindi Version follows.**