



**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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GEXCOM/II/(39)/155/2021-Estt

Date: 30.05.2023

## ORDER NO. 57/2023

**Sub: Regularisation of Part-Time Casual Laboures - Appointment to the grade of Havaldar - Reg.**

As per Board's letter F.No.C.18013/25/2009-Ad.IIIB dated 05.12.2022 and on the basis of the recommendation of the Committee held on 30.05.2023 which considered regularization of Part-Time Casual Labourers under the Part-Time Casual Labourers (Regularisation) Scheme of CBIC 2020, the following Part-Time Casual Labourers are hereby appointed to officiate as Havaldar (Group 'C' Non-Gazetted, Non-Ministerial) in Central Tax and Central Excise, Thiruvananthapuram Zone, subject to verification of character and antecedents, in Level - 1 in the pay matrix (Rs. 18,000-56,900) plus such allowances as may be sanctioned by the Government of India with effect from the date of joining the post.

Sl No:	Name (S/Shri./Smt.)	Date of birth	Category
1.	Ajitha V.P.	06.05.1969	SC
2.	Murali K.	05.05.1966	SC
3.	Vasanth Karuvalam	24.04.1966	SC
4.	Shyamalatha K.V.	15.03.1970	SC

2. If they accept the offer of appointment on the conditions mentioned in this offer, they should appear before the Deputy Commissioner (P&V), Central Tax and Central Excise, C R Building, I S Press Road, Kochi on or before **09.06.2023**. If they fail to report for duty within the specified time limit, this order of appointment will be treated as cancelled.

3. You are required to bring the following documents (in original) along with 3 (three) sets of photocopies at the time of reporting for duty:

- (a) Matriculation/High School Certificate showing Date of Birth.
- (b) All other Academic Certificates showing Educational Qualifications and also subjects studied at various levels.
- (c) Certificates in support of your claim regarding experience and Certificates

I/1214060/2023

about Extra-Curricular Activities.

- (d) Certificates in support of your claim as SC/ST/OBC/EWS/EX-Service/PWD, if applicable.
- (e) Aadhaar Card.

4. You are also required to bring the following documents. [Format of the documents are available on Kochi Commissionerate website - <http://www.cenexcisekochi.gov.in/ssc-recruitment/>].

- (a) Completely filled 3 (three) copies of attestation form with Identity certificate and Character certificate (Annexure-II). Identity Certificates and Character Certificates have to be obtained from three different Gazetted Officers.
- (b) You should accept the conditions of service given in 'Annexure-I'.
- (c) You are required to undergo the prescribed Medical examination and to produce the Medical Certificate from a Medical Officer not below the rank of Civil Surgeon (Annexure-III - Candidates statement and declaration & medical certificate). Certificate should be produced in triplicate.

5. They are informed that their appointment to the grade of Havaldar is purely on a temporary and provisional basis and they are liable to be discharged from service at any time without assigning any reasons.

6. They are further informed that they will be on probation for a period of two years. The Appointing Authority may, if he thinks fit, extend the period of probation.

7. The department will not pay any travelling or other expenses to the candidate at the time of joining.

[Anwar Ali T.P.]  
Additional Commissioner [P&V]

To

1. Smt. Ajitha V.P., Part-Time Casual Labourer, Customs (Preventive) Commissionerate, Cochin.
2. Shri. Murali K., Part-Time Casual Labourer, Central Tax and Central Excise, Kozhikode.
3. Smt. Vasantha Karuvalam, Part-Time Casual Labourer, Customs (Preventive) Commissionerate, Cochin.
4. Smt. Shyamalatha K.V., Part-Time Casual Labourer, Customs (Preventive) Commissionerate, Cochin.

(Through the supervisory officer concerned)

Copy submitted to:

1. The Chief Commissioner of Central Tax, Central Excise and Customs, Thiruvananthapuram Zone.

I/1214060/2023

2. **The Commissioner of Central Tax and Central Excise, Kochi/Thiruvananthapuram/Kozhikode/Audit/Appeals/CCP.**

Copy to:

1. **The Additional/Joint Commissioner (P&V), Central Tax and Central Excise, Kozhikode/ CCP.**
2. **The Assistant/Deputy Commissioner in charge of all divisions under Kochi/Thiruvananthapuram/Kozhikode/Audit/Appeals/CCP.**
3. **The Superintendent (Vig/Systems), Central Tax and Central Excise Hqrs, Kochi/Thiruvananthapuram/Kozhikode/Audit/Appeals/CCP.**
4. **The CAO/PAO/AO (DDO), Central Tax and Central Excise Hqrs, Kochi/Thiruvananthapuram/Kozhikode/Audit/Appeals/CCP.**
5. **The Senior Translation Officer, Central Tax and Central Excise Hqrs, Kochi.**