

2. Supervisory officers shall ensure that the officers are relieved from their previous post only after proper relieving/handing over notes are mutually exchanged so as to ensure smooth transition. The officers are to join their new place of posting latest by **08.12.2023**. Supervisory officers will be held responsible if the officers are not getting relieved within the stipulated time.
3. No representation shall be entertained from any officer before his/ her joining the new place of posting.
4. This is issued with the approval of the Chief Commissioner of Central Tax & Central Excise, Thiruvananthapuram Zone.
5. Report compliance by **11.12.2023**.

[MANEESH KUMAR]
COMMISSIONER

To:

The Individual (Through the Supervisory Officer concerned)

Copy submitted to:

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

Copy to:

1. **The Chief Accounts Officer/Pay & Accounts Officer, Central Tax & Central Excise Hqrs. Kochi.**
2. **The Administrative Officer (DDO), Superintendent (Confl/Vig.), Kochi.**
3. **The Superintendent (Systems) – for uploading in website.**
4. **Hindi Cell – for Hindi Version.**
5. **The Commissioner of Customs (Preventive), Kochi.**
6. **The Commissioner of Central Tax & Central Excise, Thiruvananthapuram.**