

केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय  
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX  
केन्द्रीय राजस्व भवन, आई.एस.प्रेस रोड, कोचिन -682018  
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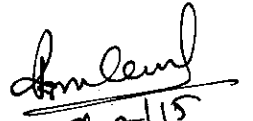
C.No.II/7/2/2014 - Estt. (PF)

Dated: 17.07.2015

**ESTABLISHMENT CIRCULAR NO. 08/2015**

The application for Casual Leave/Restricted Holiday has been uploaded in the website of Cochin commissionerate - [www.cenexcisekochi.gov.in](http://www.cenexcisekochi.gov.in).

All the officers are directed to submit their CL/RH requests using this application in future.

  
17/07/15  
[RANI C R]

**ASSISTANT COMMISSIONER [P&V]**

To

1. The Commissioner (Appeals), Headquarters Cochin.
2. The Additional Commissioner (CCO), Headquarters Cochin.
3. The JC/DC/AC in charge of divisions under Cochin commissionerate.
4. All Section Heads in Headquarters Cochin.
- ✓ 5. The Superintendent (EDP) for uploading in website.
6. Notice Board, Hqrs Cochin

आकस्मिक/वैकल्पिक छुट्टी का आवेदन/ APPLICATION FOR CASUAL LEAVE/ RESTRICTED HOLIDAY

कर्मचारी कोड सं./EMPLOYEE CODE NO. :

आवेदक का नाम NAME OF THE APPLICANT :

पद POST HELD :

प्रभाग/अनुभाग/एकक/DIVISION/SECTION/UNIT :

छुट्टी का स्वरूप / NATURE OF LEAVE :

दिनों की संख्या आकस्मिक/वैकल्पिक छुट्टी/  
NO.OF DAYS C.L./R.H. :

अवधि /PERIOD :

उद्देश्य/PURPOSE :

क्या स्टेशन छोड़ने की अनुमति आवश्यक है/ WHETHER  
STATION LEAVE PERMISSION IS REQUIRED :

छुट्टी के समय का पता/  
ADDRESS DURING THE LEAVE PERIOD :

दिनांक / DATED

(हस्ताक्षर/ SIGNATURE)

नियंत्रण अधिकारी के हस्ताक्षर/Signature of the Controlling Officer

टिप्पणी, यदि कोई हो/ Remarks if any :