



भारत सरकार
Government of India
वित्त मंत्रालय, राजस्व विभाग

Ministry of Finance, Department of Revenue

वस्तु एवं सेवाकर (केन्द्रीय) एवं सीमा शुल्क, मुख्य आयुक्त का कार्यालय, गुवाहाटी ज़ोन
Office of the Chief Commissioner, Goods and Services Tax & Customs, Guwahati Zone.

जीएसटी भवन 5th तल, केदार रोड, गुवाहाटी-781001

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CIRCULAR

C.No. II(3)16/ET/CCO/GHY/2019

Dated, Guwahati the 13th November, 2019

***Sub: Calling for Options for Transfer and Posting in the grade of
Havaldars/Head Havaldars-reg.***

The Inter Commissionerate Transfer/Annual General Transfer in different GST & Customs formation under this Zone in respect of Havaldars and Head Havaldars is scheduled to be completed by December, 2019 so as to enable issuance of Transfer Orders by the concerned Commissionerate on time.

In view of the above, Options/Representations are hereby called from all the concerned officers and staff in the grade of Havaldars & Head Havaldars, which should be submitted to the respective Controlling Authorities latest by 25th November, 2019(Monday). The Controlling officer should verify the genuineness of the details before forwarding the said option/representation.

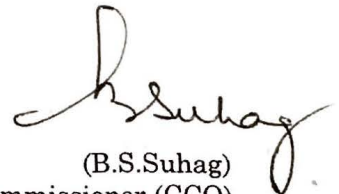
The concerned authorities should send all the options, duly verified so as to reach this office not later than 02nd December 2019.

Accordingly, all concerned eligible/willing officers in the grade of Havaldars & Head Havaldars are requested to submit duly filled-in Options forms (Annex-1) including option for retention, through their respective controlling officers. Efforts will be made to consider representations which are genuine subject to availability of vacancies.

Incomplete or option forms received after expiry of the cut-off date will not be accepted.

This is issued with the approval of the Chief Commissioner.

Enclo: Annex-1


(B.S.Suhag)

Additional Commissioner (CCO)

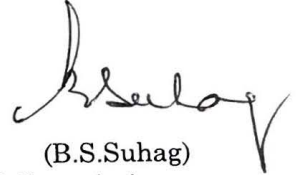
C.No. II(3)16/ET/CCO/GHY/2019

3773-85

Date 13/11/19

Copy forwarded for information and necessary action to:-

1. The Pr.Commissioner/Commissioner, CGST&CX, Shillong/ Guwahati/ Dibrugarh/ Agartala/ Aizawl/ Dimapur/ Imphal/ Itanagar.
2. The Commissioner (Appeals/Audit) Guwahati.
3. The Commissioner, Customs (Prev.), Shillong.
4. The Superintendent (Systems), CCO, Guwahati for *uploading in the Departmental website*.
5. Guard File.



(B.S.Suhag)
Additional Commissioner

ANNEX-1

| | |
|---------------------------------------------|--|
| Name of the Officer | |
| Date of Birth (DD/MM/YYYY) | |
| Hometown & State as per Service Book | |
| Date of Joining the Department (DD/MM/YYYY) | |
| Current Designation | |
| Present Commissionerate | |

| HISTORY OF POSTING SINCE ENTRY IN SERVICE | | | | | |
|-------------------------------------------|-----------------|---------|---------------------------|----------------------|--------------------|
| Sl. No | Commissionerate | Station | Working as (Post Held) | From (DD/MM/YYYY) | To (DD/MM/YYYY) |
| 1 | | | | | |
| 2 | | | | | |

| OPTION/PREFERENCE FOR STATION/COMMISSIONERATE | |
|-----------------------------------------------|--|
| Preference 1 | |
| Preference 2 | |
| Preference 3 | |

If retention is requested, please give reasons for such (attach enclosures if necessary)

- 1.
- 2.
- 3.

Any other request/details which you would like to submit:

- 1.
- 2.

I, Shri/Smt. _____ (Havaladar/Head Havaladar) certify that the above particulars are correct and true to the best of my knowledge.

(Signature of the Officer)

VERIFICATION

Certified that the above particulars have been verified from official records and found to be true.

(Signature of the Head of the Office/Controlling Officer)