

OFFICE OF THE COMMISSIONER OF CUSTOMS

NO.1, WILLIAMS ROAD, CANTONMENT, TIRUCHIRAPPALLI – 620 001.

C.NO.II/3/07/2014-PERS

Dated : 11.01.2014

CIRCULAR FOR ANNUAL GENERAL TRANSFER 2014

Sub : Pers. – Annual General Transfer in the grade of Group B & C (Supdt. & A.O / Inspectors / Ministerial Staff / Telecomn Staff / Motor Drivers / Head Havaldars / Havaldars / Marine Crew & other staff) for the year 2014 – Reg.

Annual General Transfer in the grade of Group B & C officers (Supdts. & AOs) / Inspectors / Ministerial Staff of all grades / Telecomn. Staff / Motor Drivers / Head Havaldar / Havaldar / Marine Crew and other staff) of this Commissionerate will be carried out during March / April 2014 for the Officers / Staff in the above cadres, who have been working in the same station for more than the prescribed tenure period as on **30.06.2014** as per Chief Commissioner's Administrative Order No.01/2011 dated 31.01.2011 (station tenure period attached) and officers who have not completed minimum prescribed tenure at their present stations, but seeking posting to any other station on Compassionate / Family reasons.

2. All the Divisional heads are therefore, requested to obtain the options from the officers working in their establishment, who have completed the station tenure as prescribed in the **Administrative Order cited above** in the enclosed Proforma, in the order of preferences for next posting. Representations received from those officers, who have not completed minimum prescribed tenure at their present stations, but seeking posting to any other station on Compassionate / Family reasons may also be sent along with comments / recommendations. The officers should also renew their earlier request representations / options and submit fresh applications for the year 2014, if they wish .

3. While forwarding the transfer proforma, the Deputy / Assistant Commissioners may ensure correctness of the same, duly verified and certified. Options in respect of each cadre may be segregated and forwarded along with separate covering letters in a consolidated manner.

4. Representations / Options in the prescribed proforma should reach this office **latest by 07/03/2014 positively.**

5. This is issued with the approval of the Commissioner of Customs, Trichy.

Encl : A/a



(S. THIRUNAVUKKARASU)
ADDITIONAL COMMISSIONER

To

All Deputy / Assistant Commissioners, In-charge of Divisions
The Joint Director (Comns), Hqrs. Trichy.
All the Sections Heads in Hqrs. Office Trichy.

Copy to :

All Customs Formations, Trichy Customs Commissionerate.
Posting & Transfer Files (5 copies) / Hindi Cell
All Staff Welfare Associations, Customs, Trichy.

PROFORMA FOR OPTIONS

(To be submitted only by officers who are completing the tenure)

1. Name of the Officer in full with Employee Code :
2. Designation :
3. Office in which working at present :
4. Date from which working in the present station :
5. Date from which working in the present Division :
6. Date of Birth :
7. Home Town :
8. History of posting (since entry into service with exact dates) along with leave particulars (EL / HPL / Leave without Pay / Medical Leave / EOL)

S. No.	Division	Formation	Post Held	From	To	Leave Particulars		
						Nature of Leave	From	To
1	2	3	4	5	6	7	8	9

9. Whether you want retention at present station (if so, specify reasons)
10. Name 3 Stations (Places) in the order of preference for consideration and give reasons. (even if retention is requested, 03 OPTIONS SHOULD BE GIVEN BELOW)

OPTION	STATION	REASON
1		
2		
3		

Station:

Date :

Signature of the Officer with Designation.

NOTE : 1. If your spouse is employed and you seek posting to a particular station or retention at the same place, please give complete details of such employment such as name of the employer, designation of spouse, whether the job is transferable or not.

SL NO	NAME OF THE FORMATION	Division under which falls
A.01	Commissionerate Hqrs.office,Trichy	
A.02	Customs Divisional Office,Cuddalore	Cus.Dvn,Cuddalore
A.03	Customs Divisional Office,Nagapattinam	Cus.Dvn,Nagapattinam
A.04	Customs Divisional Office,Ramnad	Cus.Dvn,Ramnad
A.05	Customs Divisional Office,Tuticorin	Cus.Dvn.Tuticorin
A.06	Customs Divisional Office,Trichy	Cus.Dvn.Trichy
A.07	CPU, Pattukottai	Cus.Dvn.Nagapattinam
A.08	CPU, Karaikal	Cus.Dvn.Nagapattinam
A.09	CPU, Kulasekarapattinam	Cus.Dvn.Tuticorin
A.10	CPU, Nagarkoil	Cus.Dvn.Tuticorin
A.11	CPU, Madurai	Cus.Dvn.Tuticorin
A.12	CPU, Karur	Cus.Dvn.Trichy
A.13	CPU, Coimbatore	Cus.Dvn.Trichy
A.14	CPU, Aranthangi	Cus.Dvn.Trichy

Officers working in commissionerate Hqrs. Office, Customs Divisional Offices, or houses Situated in the same stations, can be rotated every TWO Years between formations as per the Commissionerate standing Order No:5/2003 dated 03.11.2003.

"TABLE B"

FORMATIONS WITH MINIMUM PERIOD OF SERVICE OF THREE YEARS:

SL NO	NAME OF THE FORMATION	Division under which falls
B.01	CPU,Thirumullaivasal	Cus.Dvn.Cuddalore
B.02	CPU,Portonova	Cus.Dvn.Cuddalore
B.03	CPU, Mahabalipuram	Cus.Dvn.Cuddalore
B.04	Custom House, Pondicherry(Incl various satellite formations like Sattwa ICD/Concor ICD/Continental CFS)(refer para 2.04 below)	Cus.Dvn.Cuddalore
B.05	CPU, Thopputhurai	Cus.Dvn.Nagapattinam
B.06	CPU, Muthupet	Cus.Dvn.Nagapattinam
B.07	CPU,Mandapam	Cus.Dvn.Ramnad
B.08	CPU, Rameswaram	Cus.Dvn.Ramnad
B.09	CPU, Thondi	Cus.Dvn.Ramnad
B.10	CPU, Keelakarai	Cus.Dvn.Ramnad
B.11	CPU, Thiruchendur	Cus.Dvn.Tuticorin
B.12	CPU,kanyakumari	Cus.Dvn.Tuticorin
B.13	CPU,Manamelgudi	Cus.Dvn.Trichy

"TABLE C"

FORMATIONS WITH MINIMUM PERIOD OF SERVICE OF TWO YEARS:

SL NO	NAME OF THE FORMATION	Division under which falls
C.01	CSBU,Port Calimere	Cus.Dvn.Nagapattinam
C.02	ICD at Arakkonam	Cus.Dvn.Cuddalore