

OFFICE OF THE COMMISSIONER OF CUSTOMS  
NO.1, WILLIAMS ROAD, CANTONMENT, TIRUCHIRAPPALLI - 620 001.

C.NO.II/3/12/2014-PERS

DATED : .04.2014

C I R C U L A R

Sub : Drawal of Panel in respect of Head Havaldar / Havaldar for  
posting to Customs Airport, Trichy for the year 2014-15 - Reg.  
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It is proposed to draw a panel of officers from the category of Head Havaldar and Havaldar working in Trichy Customs Commissionerate, Trichy Central Excise Commissionerate and office of the Chief Commissioner of Customs (Prev.), Trichy for posting to Customs Airport Trichy for the year 2014-15.

2. The Conditions to be satisfied for the posting to Airport Trichy by a Head Havaldar/ Havaldar are as under :

- (A) The Officer should have served and completed at least two years in Trichy Central Excise Commissionerate or Trichy Customs Commissionerate or CC(P)'s office by 30/06/2014.
- (B) The officers should have a clean service record.
- (C1) The Head Havaldar /Havaldar, who had already worked in Custom House, Tuticorin/ Karaikal Port / ICDs, shall be eligible for Airport, Trichy only after completion of 02 years of cooling-off period from such postings.
- (C2) The Head Havaldar / Havaldar on repatriation from DRI deputation shall be eligible for Airport Trichy only after completion of 01 year of cooling-off period from such postings as a one-time measure.
- (D) The empanelment of officers is made cadre-wise. However, for the purpose of empanelment, the previous posting at Airport Trichy in any of the erstwhile Group D cadres will be taken as the number of earlier postings at Airport Trichy.
  - a) Officers who have not worked in Airport / ICDs / CH Tuticorin / Karaikal Port will be empanelled first according to cadre and seniority
  - b) Officers who have already worked in Customs formations like ICDs, Custom House Tuticorin, Karaikal Port and not worked in Airport Trichy will be empanelled next and posted according to seniority
  - c ) Reposting of officers to Trichy Airport will be considered and empanelled as under:
    - i) Officers worked in Trichy Airport alone will be considered as first out basis.

ii) Officers already worked in Trichy Airport /CH Tuticorin / Karaikal Port or any of ICDs will be considered if there is no officer available as per conditions 2 (D) a, b and c (i) above and according to seniority in the respective cadre.

E) After completion of one year posting at Customs Airport, Trichy, the officers are liable to serve in any formation of these Commissionerate as found necessary by the administration.

3. An officer selected for posting to Airport, Trichy will be paid Transfer Allowances only if he had completed the station tenure from where he is posted to Airport. Each officer is required to give a list of three stations of their choice for posting, one month before completion of his tenure at Airport. On completion of tenure at Airport, if the officer is posted to any station of his choice, Transfer Allowances will not be paid. Transfer Allowances will be paid only if he is transferred to any other place as per the requirement of the administration.

4. Head Havaladar / Havaladar who are eligible and willing to apply for posting to Trichy Airport as per the above conditions, may furnish their written request / willingness in the enclosed proforma with their history of postings through their DC / AC concerned so as to reach this office **on or before 28/04/2014.**

  
(S. THIRUNAVUKKARASU)  
ADDITIONAL COMMISSIONER

To  
The Deputy / Assistant Commissioner of Customs, Customs Divisions,  
Trichy / Cuddalore / Nagai / Ramnad / Tuticorin  
The Deputy / Assistant Commissioner of Central Excise,  
Divisions under Trichy Central Excise Commissionerate.

**Copy to :**

All Section Heads in Customs Hqrs. Office, Trichy.  
All Customs Formations in Customs Commissionerate, Trichy.  
The General Secretary, Group 'C' non-gazetted Executive officer's Association, Trichy  
Computer cell  
Copy submitted to :  
The Commissioner of Central Excise, Trichy.  
The Chief Commissioner of Customs (Prev.), Chennai.

**PROFORMA FOR WRITTEN REQUEST / WILLINGNESS FOR POSTING TO CUSTOMS AIRPORT  
TRICHY**

1. Name of the Officer :
2. Designation :
3. Date of, Regular Appointment :  
in the present grade :
4. Seniority number (Latest) :
5. Place of working :
6. Date from which working in the  
Trichy Customs / Trichy Central Excise :  
Commissionerate / CC(P)'s office
7. Date from which working in the  
present station :
8. Whether previously worked in  
Customs Airport /ICDs / :  
CH Tuticorin, if so

**FROM**

**TO**

CH Tuticorin

Airport Trichy

ICD

Karaikal Port

DRI

**DECLARATION**

I hereby submit my willingness for posting to Customs Airport, Trichy for a period of one year. I undertake that I will join duty at Customs Airport, Trichy , as and when I am posted and that I will not ask for any cancellation / Modification.

**SIGNATURE**

**CERTIFICATE**

Certified that the above particulars have been verified with the Service records and they have been found correct.

**ADMINISTRATIVE OFFICER  
(HQRS. / DIVISION)**