

C.NO.II/3/10/2012-PERS

Dated : /04/2014

**CIRCULAR**

Sub : Drawal of Panel in respect of Head Havaladar / Havaladar for posting to Karaikal Port for the year 2014-15 - Reg.

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It is proposed to draw a panel of officers from the category of Head Havaladar / Havaladar working in Trichy Customs Commissionerate, Trichy Central Excise Commissionerate and office of the Chief Commissioner of Customs (Prev.) Trichy for posting to Karaikal Port for the year 2014-15.

2. The Conditions to be satisfied for the posting of Head Havaladar/ Havaladar to Karaikal Port 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.
- c) The Head Havaladar /Havaladar who had already worked in Custom House, Tuticorin/ Airport, Trichy / ICDs / DRI or any other deputation posts, shall be eligible for Karaikal Port, only after completion of 02 years of cooling-off period from such postings.
- d) The empanelling of the officers will be made as follows:
  - i) Officers who have not worked in Airport / ICDs / CH Tuticorin / Karaikal Port will be empanelled first according to cadre and seniority
  - ii) Officers who have already worked in postings like Airport / CH Tuticorin / ICDs and not worked in Karaikal Port will be empanelled next and posted according to seniority
- e) After completion of two years tenure at Karaikal Port, the officers are liable to serve in any formation of these Commissionerates as found necessary by the administration.
- f) Options once exercised by officers for Karaikal port, will not be allowed to withdraw their willingness at a later date and if so, the officer will be debarred from applying for any of the panel posting for another 3 years.

3. An officer selected for posting to Karaikal Port will be paid Transfer Allowances only if he had completed the station tenure from where he is posted. Each officer is required to give a list of three stations of their choice for posting, one month before completion of his tenure at Karaikal Port.

4. Head Havaldar / Havaldar who are eligible and willing to apply for posting to Karaikal Port 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.**

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

  
[S. THIRUNAVUKKARASU]  
ADDITIONAL COMMISSIONER

To  
The Dy. / Asst. Commissioner, Customs Divisions, Trichy/Cuddalore/Nagai/ Ramnad / Tuticorin  
The Dy. / Asst. Commissioner, C. Ex. Divisions under Trichy C.Ex. Commissionerate..

Copy to :

All Section Heads in Customs / Central Excise, Hqrs., 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.), Trichy

**PROFORMA FOR WRITTEN REQUEST / WILLINGNESS FOR POSTING TO  
KARAIKAL PORT**

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

**DECLARATION**

I hereby submit my willingness for posting to Karaikal Port for a period of Two years. I undertake that I will join duty at Karaikal Port, 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)**