



सीमा शुल्क आयुक्त का कार्यालय (निवारक)
OFFICE OF THE COMMISSIONER OF CUSTOMS (PREVENTIVE)
नं 1, विलियम्स रोड, कन्टोनमेंट, तिरुचिरापल्ली-620 001
NO.1 WILLIAMS ROAD, CANTONMENT, TIRUCHIRAPPALLI- 620 001

C.NO.II/3/07/2018-PERS

Date: 11.04.2018

CIRCULAR FOR ANNUAL GENERAL TRANSFER 2018

Sub : Pers. – Annual General Transfer in the grade of Group B & C officers of Marine Crew for the year 2018 – Reg.

Annual General Transfer in the grade of Group B & C officers of Marine Crew of this Commissionerate will be carried out during April / May 2018 for the Officers / Staff, who have been working in the same station for more than the prescribed tenure period as on **30.06.2018** as per Chief Commissioner's Administrative Order No.01/2011 dated 31.01.2011 (station tenure period attached) and for 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, required 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 (**with full particulars of History of postings duly verified and certified by the respective Admn. Officer**), in the order of their preferences for next posting.

3. 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 of the jurisdictional Assistant Commissioner concerned along with **full particulars of History of postings duly verified and certified by the respective Admn. Officer.**

4. The officers who have already submitted the transfer requests should renew their earlier request / options along with relevant supporting documents and submit fresh applications for AGT 2018.

5. Representations / Options in the prescribed proforma should reach this office **latest by 18/04/2018 positively.**

6. This is issued with the approval of the Commissioner of Customs(P), Trichy.

(जे मुहम्मद सवफल/ J. MD. NAVFAL)
संयुक्त आयुक्त (पी एवम पी) / JOINT COMMISSIONER (P&V)

संलग्न Encl : यथोपरि As above.

To
The Assistant Commissioners, Cus. Hqrs. Trichy/ i/c of Divisions

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

PROFORMA FOR OPTIONS

(To be submitted only by officers who are completing the tenure / requesting pre-mature transfer)

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) taken for **more than 15 days**

| 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) with supporting documents, if any,

10. Name 3 Stations (Places) in the order of preference for consideration and give reasons with supporting documents, if any,. (even if retention is requested, 03 OPTIONS SHOULD BE GIVEN BELOW)

| OPTION | STATION | REASON |
|--------|---------|--------|
| 1 | | |
| 2 | | |
| 3 | | |

Station:

Date :

Designation.

Signature of the Officer with

Forwarding Officer's Comments:

1. The particulars given above are verified and found to be correct.
2. Any other relevant remarks.

Station :

Date :

Signature of the Divisional Dy. / Asst. Commissioner.

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.
2. If your child (Children) are studying in school final (X or XII) and you seek posting to a particular station or retention at the same place, please give complete details of such Study such as name of the child, School Identify card, Fee receipts in proof of the study .
3. Options in respect of Stations only will be entertained and requests for specified postings in a particular station will not be considered.
3. Options for THREE DIFFERENT STATIONS should be indicated.
4. RETENTION should not be mentioned as an option. If you are desirous of requesting retention in the same station, indicate the same in Col. 9 above with reasons and supporting documents.