



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

C.NO.II/03/03 /2019-PERS

Date: 3.05.2019

**CIRCULAR FOR ANNUAL GENERAL TRANSFER 2019**

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 2019 – Reg.

Ref: Chief Commissioner's Admn. Order 1/2018 & 2/2018 both dated 27.6.2018 issued by CC(P), Trichy & Administrative Order No.01/2019 dated 7.2.2019 issued by Principal Commissioner of Customs (P), Trichy.

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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 May / June 2019, who have been working in the same station for more than the prescribed tenure period as on **30.06.2019** and officers who have not completed minimum prescribed tenure at their present stations, but seeking posting to any other station on Compassionate / Family/ any other 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 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. The representations received from those officers, may be sent along with comments / recommendations along with **full particulars of History of postings duly verified and certified by the respective Admn. Officer**.

4. The officers who have submitted their transfer requests prior to this Circular shall also submit a fresh representation with additional supporting documents, if any.

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

6. Representations / Options in the prescribed proforma should reach this office **latest by 17/05/2019 positively. Any representation received after the due date will not be entertained.**

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

संलग्न Encl : यथोपरि As above.

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

To

The Assistant Commissioners, Cus. Hqrs. Trichy/ i/c of Divisions /Airport / AIU/ ACC/ICDs.  
All the Sections Heads in Customs Hqrs. Office Trichy.

Copy to :

All Customs Formations, Trichy Customs (P) 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 / 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/  
Formation/ Section :
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,

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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 :

Signature of the Officer with Designation.

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) is/ 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 such as name of the child, School Identify card, Fee receipts in proof of the same .
3. Options in respect of only the Stations 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.