

C.NO.II/3/15/2004-PERS

DATED : 02.02.2012

CIRCULAR FOR ANNUAL GENERAL TRANSFER 2012

SUB : PERS. – ANNUAL GENERAL TRANSFER IN THE GRADE OF GROUP B & C
(SUPDTS. & A.O.s / INSPECTORS / MINISTERIAL STAFF / TELECOMN STAFF /
MOTOR DRIVERS / HEAD HAVALDARS / HAVALDARS / SEPOYS AND OTHER
STAFF / MARINE CREW) FOR THE YEAR 2012 – 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 Havaladar / Havaladar / Sepoy and other staff / Marine Crew) of this Commissionerate are to be made during March / April 2012 for the Officers / Staff in the above cadres, who have been working in the same station for more than the prescribed period as on **30.06.2012** as per Chief Commissioner's Administrative Order No.01/2011 dated 31.01.2011 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 2012.

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 29/02/2012 positively**.

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

Encl : A/a

-sd-
(GAUTAM P CHANDOLIA)
ADDITIONAL COMMISSIONER

To

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

Copy to :

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

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.

2. 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.

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.

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

C.NO.II/ 3 /08 /2010-PERS

DATED : 02/02/2012

CIRCULAR

Sub : Drawal of panel for " List of eligible Superintendents " for posting on SP 01 RB to Customs Airport Trichy (including Air-Cargo) – Reg.

Ref: Trichy Customs Note Order dated 30/03/2005 issued in file C.No.II/3/1/2005-PERS issued to all formations

1 It is proposed to draw a panel for posting of Superintendents on SP 01 RB to Customs Airport Trichy (including Air-Cargo) for the period February 2012 to January 2013.

2 The minimum eligibility condition for an officer to express willingness for a posting to Trichy Airport (including Air-Cargo) have been fixed, strictly as a one time measure as follows :

- i) Officers with a minimum of 03 years service in the respective cadre and in the cluster Commissionerates of Trichy Customs, Trichy Central Excise and CC(P)'s office at Chennai.
- ii) The cooling off period after any deputation post like DRI, NCB, etc., and CH Tuticorin posting is fixed as 02 years
- iii) The reposting of officers would be considered only after completion of 03 years from Trichy Airport posting or any other International Airport in India, based on their date of relief from such postings and also when no officer is available for first posting to Airport Trichy.

2.1 Any of the officers shifted out of Airport Trichy / other International Airport / CH TTN on Administrative Ground, will not be considered for a posting to Airport Trichy.

3 The maximum tenure of service at Airport Trichy is 01 year and the officers completing Airport Tenure are liable for coastal posting under Trichy Customs Commissionerate and will be required to serve for a minimum period as laid down Chief Commissioner's Administrative Order No.01/2011 dated 31.01.2011.

4 The officers, who have completed their station tenure at their present place of posting only, will be entitled for transfer benefits for their posting to Airport Trichy. However the officers on completion of tenure at Airport Trichy will be entitled for Transfer benefits for their posting out of Airport.

5 The eligibility date for drawal of the panel is fixed as 29/02/2012 and the officers fulfilling the above eligibility conditions and who furnish their willingness will be listed based on their Seniority cum Vigilance clearance cum suitability adjudged by the competent authority.

6 Written request / willingness as per the enclosed proforma may be forwarded in a consolidated manner to reach this office on or before 29/02/2012 positively. The Commissioner of Central Excise and CC(P)'s office are requested to forward such applications along with vigilance clearance as on date. Willingness once exercised is final and officers are not allowed to withdraw their applications at a later date. The panel drawn as per this circular will remain in force up to 31/01/2013.

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

-sd-
(GAUTAM P CHANDOLIA)
ADDITIONAL COMMISSIONER

To
The Deputy / Asst. Commissioner of Customs, Trichy / Cuddalore / Nagai / Ramnad /
Tuticorin

Copy to :
All Section heads in Customs Hqrs. Trichy / All Customs Formations
All Central Excise formations, under Trichy C.Ex. Commissionerate
The General Secretary, Cus. & C.Ex. Executive officers' Association.

Copy submitted to :
The Chief Commissioner of Customs (Prev.), Chennai
The Commissioner of Central Excise, Trichy

(Both the offices are requested that options / willingness from eligible officers as per the proforma may be forwarded to this office along with the required "Vigilance clearance for Sensitive posting as on date " on or before 29/02/2012).

PROFORMA FOR WRITTEN REQUEST / WILLINGNESS FOR POSTING
ON SP 01 RB AT CUSTOMS AIRPORT TRICHY

1. Name of the Superintendent :
2. Date of Regular Appointment in the present grade :
3. Seniority number (Latest) :
4. Present Place of working :
5. Date from which working in the present station :
6. Whether previously worked in
(if so, the details of period of service with exact dates):

- | | FORMATION | FROM | TO |
|------|--|-------------|-----------|
| (i) | TUTICORIN : Customs circle of Customs Prev.
Division, Tuticorin
(presently Cus. Commissionerate Tuticorin) | | |
| (ii) | AIRPORT (Name of the Airport) | | |

7. If came on Inter-Commissionerate transfer from
Other Commissionerates :
(please indicate the name of the Commissionerate /
Date of joining in this Commissionerate)
8. History of postings (Right from joining as Inspector)

S.No.	Name of the Formation	Name of the Division	Period of service in the station	
			From	To

DECLARATION

I hereby submit my willingness for posting to Customs Airport Trichy on **SP 01 RB** basis subject to S. O. No.02/2003 dated 28.07.2003. 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)**