



सीमा शुल्क आयुक्त का कार्यालय,
नं.1- विलियम्स रोड, तिरुचिराप्पल्ली -620001
OFFICE OF THE COMMISSIONER OF CUSTOMS
NO.1, WILLIAMS ROAD, TIRUCHIRAPPALLI - PIN 620 001

C.NO.II/2/03/2017-PERS

Date: 01.03.2017

CIRCULAR FOR ANNUAL GENERAL TRANSFER 2017

Sub : Pers. – Annual General Transfer in the grade of Group B & C (Supdt. & A.O / Inspectors / Ministerial Staff / Telecomm Staff / Motor Drivers / Head Havaldars / Havaldars / Marine Crew & other staff) for the year 2017 – Reg.

Annual General Transfer in the grade of Group B & C officers (Supdts. & AOs) / Inspectors / Ministerial Staff of all grades / Telecomm. Staff / Motor Drivers / Head Havaldar / Havaldar / Marine Crew and other staff) of this Commissionerate will be carried out during March / April 2017 for the Officers / Staff in the above cadres, who have been working in the same station for more than the prescribed tenure period as on **30.06.2017** as per Chief Commissioner's Administrative Order No.01/2011 dated 31.01.2011 (station tenure period attached) 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 **(with full particulars of History of postings duly verified and certified by the respective Admn. Officer)**, 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 along with **full particulars of History of postings duly verified and certified by the respective Admn. Officer**. The officers submitting transfer requests should also renew their earlier request representations / options along with relevant supporting documents and submit fresh applications for AGT 2017, if they **so** desire.

-2-

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 20/03/2017 positively.**
5. This is issued with the approval of the Commissioner of Customs, Trichy.

Encl : A/a


01/03/2017
(V. SIVAKUMAR)
JOINT COMMISSIONER (P&V)

To

The Assistant Commissioners, Cus. Hqrs. Trichy/ I/C of Divisions /Airport
The Deputy Director (Comns), Hqrs. Trichy.
All the Sections Heads in Customs Hqrs. Office Trichy.

Copy to :

All Customs Formations, Trichy Customs 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)

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) 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 : _____

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. 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.

S. No.	NAME OF THE FORMATION	DIVISION UNDER WHICH FALLS
TABLE - A		
FORMATIONS WITH MINIMUM PERIOD OF SERVICE OF FOUR YEARS		
A 01	Commissionerate, Hqrs, office, Trichy.	
A 02	Customs Divisional Office, Cuddalore	Cus. Dvn. Cuddalore.
A 03	Customs Divisional Office, Nagapattinam	Cus.Dn. Nagapattinam.
A 04	Customs Divisional Office, Ramnad	Cus.Dn. Ramnad
A 05	Customs Divisional Office, Tuticorin	Cus.Dn. Tuticorin
A 06	Customs Divisional Office, Trichy	Cus.Dn. Trichy.
A 07	CPU, Pattukkottai	Cus.Dn. Nagapattinam.
A 08	CPU, Karaikkal	Cus.Dn. Nagapattinam.
A 09	CPU, Kulasekarapattinam	Cus.Dn. Tuticorin
A 10	CPU, Nagarkoil	Cus.Dn. Tuticorin
A 11	CPU, Madurai	Cus.Dn. Tuticorin
A 04	CPU, Karur	Cus.Dn. Trichy.
A 01	CPU, Coimbatore	Cus.Dn. Trichy.
A 02	CPU, Aranthangi	Cus.Dn. Trichy.
TABLE - B		
FORMATIONS WITH MINIMUM PERIOD OF SERVICE OF THREE YEARS		
B 01	CPU, Thirumullaivasal	Cus. Dvn. Cuddalore.
B 02	CPU, Portnova	Cus. Dvn. Cuddalore.
B 03	CPU, Mahabalipuram	Cus. Dvn. Cuddalore.
B 04	Custom House, Pondicherry (Including various satellite formations like Sattwa ICD/Concor ICD/Contirental CFS)	Cus. Dvn. Cuddalore.
B 05	CPU, Thopputhurai	Cus.Dvn. Nagapattinam
B 06	CPU, Muthupet	Cus.Dvn. Nagapattinam
B 07	CPU, Mandapam	Cus.Dvn. Ramnad
B 08	CPU, Rameswaram	Cus.Dvn. Ramnad
B 09	CPU, Thondi	Cus.Dvn. Ramnad
B 10	CPU, Keelakarai	Cus.Dvn. Ramnad
B 12	CPU, Thiruchendur	Cus.Dvn. Tuticorin
B 13	CPU, Kanyakumari	Cus.Dvn. Tuticorin
B 14	CPU, Mananelkudi	Cus.Dvn. Trichy
TABLE - C		
FORMATIONS WITH MINIMUM PERIOD OF SERVICE OF TWO YEARS		
C 01	CSBU, Point Calimere	Cus.Dvn. Nagapattinam
C 02	ICD at Arakkonam	Cus.Dvn. Cuddalore.
C 03	ICD at Karur	Cus.Dvn. Trichy.
C 04	CFS Ambur	Cus.Dvn. Cuddalore.