



भारत सरकार
GOVERNMENT OF INDIA
वित्त मंत्रालय, राजस्व विभाग,
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE,
निष्पादन प्रबंधन महानिदेशालय
DIRECTORATE GENERAL OF PERFORMANCE MANAGEMENT,
सीमा और केंद्रीय उत्पाद शुल्क एवं माल और सेवा कर,
CUSTOMS, CENTRAL EXCISE & GST,
६१७, भरत कुमार भवन, तीसरी मंजिल,
अन्ना सालाई, चेन्नई - ६०० ००६
617, BHARAT KUMAR BHAWAN,
ANNA SALAI, CHENNAI- 600 006

Telephone No.28290663

Fax No.044-28294309

F.No. II/13/1/2014-SRU

Dated: 14/02/2019

To

All the Chief Commissioners of Customs, GST & Central Excise

All the Commissioners of Customs GST & Central Excise

All the Directors General under CBIC

Sir,

Sub: Preparation of Panel for appointment of Administrative Officer in the Directorate General of performance Management, Customs, GST and Central Excise, South Regional Unit, Chennai-reg.

It is proposed to fill up the vacancy in the grade Administrative Officer on deputation basis in the office of the Additional Director General of Inspection, Customs, GST & Central Excise South Regional Unit, Chennai. The period of deputation will be for three years and may be extended to maximum of 5 years based on merit.

Sl.No.	Name of the Post	Pay Level in Pay Matrix	No. of vacancies
1	Administrative Officer	Pay Level-7	1

It is requested to forward the names of suitable and willing officers of your Commissionerate(s) along with their willingness, bio-data in the prescribed proforma (Annexure) Vigilance Clearance Certificate and CCR Dossiers for the last 5 years to the office of the Additional Director General of Performance Management, Customs, GST and Central Excise, South Regional Unit, Bharat Kumar Bhawan, IIIrd Floor, No 617, Anna Salai, Chennai-600006 latest by **31.03.2019**.

It may please be ensured that once such option is made and order is issued, no change is permissible and the incumbent should be relieved to enable him/her to join for the duty in this office without delay.

It is requested that wide publicity may be given to the field formations in this regard.

Yours faithfully,



(G. SREE HARSHA)

ADDITIONAL DIRECTOR GENERAL

ANNEXURE

BIO-DATA

1. Post applied for :
2. Name of the applicant :
3. Date of Birth :
4. Date of entry in Govt.Service :
5. Present post held :
6. Date of appointment in the grade :
7. Present pay and grade pay :
8. Experience :
9. Educational qualification :
10. Date of return from ex-cadre
Post (if any) :
11. Brief service particulars :
12. Whether SC/ST :

Signature of the applicant

Certificate by parent office

1. The information furnished by the candidate has been verified from records and is found to be correct.
2. The applicant is not in the promotion zone in the next three years.
3. No vigilance or disciplinary case or any other dispute is pending against the candidate
4. Original /photocopies of the ACRs of the candidate for last 5 years are enclosed /being sent separately.
5. The officer will be relieved within 15 days of the receipt of the letter of his appointment on deputation.

Signature
(Name in block letters)
Administrative Authority
Designation

Date: