



Directorate General of Performance Management  
Customs, GST & Central Excise South Regional Unit,  
Bharat Kumar Bhawan, IIIrd Floor, No.617, Anna Salai, Chennai-600006.

Telephone No.28290663

Fax No.044-28294309

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

Dated: /11/2018

To  
All Chief Commissioners of Customs, GST& Central Excise  
All Commissioners of Customs GST& Central Excise  
All 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 **31.12.2018**.

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 :

Certificate by parent office

Signature of the applicant

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: