



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE

आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER
केंद्रीय वस्तु एवं सेवा कर तथा केंद्रीय उत्पादशुल्क
CENTRAL GST AND CENTRAL EXCISE

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Sub: Forwarding of Joining/ Relief Reports.

It has been brought to notice in several cases that the copies of Joining/ Relief Reports are not received in the Establishment Section/ Computer Cell in the HQRS Office. Non-receipt of Joining/ Relief Reports is creating difficulties in proper updation of Disposition Register (maintained by the Head Quarters Establishment Section) which forms the basic record of data in respect of the officers in the Commissionerate. Further, it has been brought to notice by the Computer Cell (HQ) also that due to non-receipt of Joining/ Relief Reports of officers in time, mapping of officers in AEBAS also could not be done properly.

All Divisional Heads/ Section officers may therefore instruct the officers under their charge to forward copies of Joining/ Relief Reports in respect of incoming/ outgoing officers to the Establishment/ Computer Section in the Head Quarters Office without fail.

Nikita
(NIKITA S CHANDRAN)
DEPUTY COMMISSIONER

To,

1. The Asst./ Dy. Commissioner,
CGST & Central Excise Division,
Trivandrum South/ Trivandrum North/
Kollam/ Pathanamthitta/ Kottayam/
Alappuzha.
2. All the Asst./ Dy. Commissioners / Section Officers,
CGST & Central Exise HQRS Office,
Trivandrum.