


भारत सरकार / GOVERNMENT OF INDIA वित्त मंत्रालय / MINISTRY OF FINANCE राजस्व विभाग / DEPARTMENT OF REVENUE		दूरभाष/ Telephone: 044-28331011 फैक्स / Fax : 044-28331015 email: <a href="mailto:cca.estt.section@gmail.com">cca.estt.section@gmail.com</a> <a href="mailto:ccaestt-prcco@gov.in">ccaestt-prcco@gov.in</a>
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST & CENTRAL EXCISE, TAMILNADU AND PUDUCHERRY ZONE, 26/1, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI - 600 034.		

सेवा में To,

- The Principal Commissioner/ Commissioner of GST & Central Excise, Chennai North/ South/ Outer/ Audit-I/ Audit-II/ Appeals-I/ Appeals-II/ Madurai/ Salem/ Trichy/ Puducherry/ Coimbatore/ Cbe Audit/ Cbe Appeals Commissionerates
- The Chief Accounts Officer, Pr.CCO, Chennai

महोदय/महोदया Sir/Madam,

Sub : Estt – Instructions in respect of Applications for Deputation – Reg.

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This office is in receipt of applications for Deputation to various offices. In this regard, it is informed that any future correspondences regarding Deputation Applications may kindly be only sent by e-office and not by physical mail/ dispatch/ tapanal as all work is being done online in this section.

02. It is also informed that some applications are sent with incomplete Bio-Data and History of Postings details. In this regard, the following format for Bio-Data and HOP may kindly be used by the applicants, and sent to this office complete in all respects, duly signed and thoroughly verified by the Administrative Officer, Service Book section. **Incomplete applications will not be processed.**

03. Maximum number of 4 applications in a financial year per Officer will be considered.

04. All other guidelines for posting of Officers on deputation as per this office Policy vide C.No.II/39/275/2018-CCA.Esth. dated 20.05.2020 shall continue to be followed.

05. Officers expressing willingness to work in Enforcement Directorate, often do not join the Directorate they are selected to, stating various reasons. Board has taken a very serious on this, since ED posts officers (after obtaining willingness for Deputation from Officers) with the intention of strengthening investigation & intelligence related to Anti-money laundering and Anti-terror financing matters. Hence, it is directed that those desirous of getting deputed to ED, must also certify in their willingness that they are willing to join any of the ED offices that they get posted to.

Yours faithfully,

**(B. SENTHILVELAVAN)**  
**ADDITIONAL COMMISSIONER**

Copy to:

The Supdt. (Computer Section), Chennai North. - For display on official website