



**GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE**

OFFICE OF THE CHIEF COMMISSIONER OF CENTRAL EXCISE, CHENNAI ZONE  
121, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034.

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C.No.II/34/9/2011-Estt. (CCA)

Dated: 27.12.2011.

To

The Additional Commissioner / Joint Commissioner (P&V)

Chennai I/Chennai II/Chennai III/Chennai IV/Pondicherry/Coimbatore/Madurai/

Salem/Tirunelveli/Trichy Central Excise Commissionerate/

Chennai Service Tax Commissionerate, Chennai

The Additional Commissioner /Joint Commissioner (P&V)

Trichy/Tuticorin Customs Commissionerate.

Sir,

Sub: Estt.(CCA) – Draft Seniority list in the grade of Lower Division Clerk of the combined Central Excise Cadre Commissionerates in Chennai Central Excise/Coimbatore Central Excise & Chennai Customs (Prev.) Zones– Circulation- Reg.

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Draft Seniority list as on 01.12.2011 in the grade of Lower Division Clerk prepared as per orders in force, are enclosed for circulation among all the Lower Division Clerk working under your jurisdiction.

2. The Seniority list consists of two parts, '**Annexure-A**' containing the names of the Lower Division Clerk presently available and '**Annexure-B**' containing the names of the Lower Division Clerk who were enlisted in the Seniority list issued during September, 2009, but since vacated the post on various events indicated against each.

3. The **draft** seniority list may please be circulated among all the Lower Division Clerks as appearing in **Annexure-A** of the Seniority List and dated acknowledgement from each individual obtained in the enclosed format forwarded to reach this office on or before **6.1.2012**. If any of the individuals claims any correction with reference to the discrepancies noticed in the Seniority list, he/she may be asked to produce all the relevant documents in support of his/her claim, the Commissionerate Hqrs. / Division under your charge may be instructed to verify such discrepancies, as claimed by the individual concerned and forward

the representations along with certificate in compliance of the enclosed format. The individuals may also be informed that once they accept the fixation of seniority and furnishes the acknowledgement, representations on any discrepancy in the fixation of seniority received after the above mentioned date will not be entertained. The particulars pertaining to the columns which are left blank may also be sent to this office for incorporating the same in the seniority list at the time of its finalization.

4. The particulars incorporated in the Seniority lists may please be verified with the Service Books of the officers concerned and the result of such verification duly recorded in the prescribed certificate (enclosed) and be sent to this office, within one month from the date of issue of this letter. The present place of posting may also please be checked and if any discrepancy found, the correct place of posting as on 01.12.2011 may please be reported.

5. Further they may be informed that the seniority list now issued is subject to outcome of pending cases, if any, in various judicial forums.

Yours faithfully,

Sd/- 27.12.2011

**(PERI UMASANKAR)**

**ADDITIONAL COMMISSIONER (P&V)**

**Encl: As above.**

**Copy to:**

- The Chief Commissioner of Central Excise, CHENNAI/COIMBATORE
  - The Chief Commissioner of Customs (Prev.), Custom House, Chennai
  - The Deputy /Assistant Commissioner in charge of Divisions of Chennai I/Chennai II/ Chennai III/ Chennai IV/ Pondicherry /Coimbatore/ Salem/ Madurai/ Tirunelveli/ Trichy Central Excise/ Trichy Customs/Tuticorin Customs / Service Tax Comm'te, Ch.
  - Confidential Section (Cadre Control Unit), Chennai.
  - Computer Section, Chennai –I for displaying on website of Chennai I
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ACKNOWLEDGEMENT REGARDING PERUSAL OF SENIORITY \*

Certified that I have carefully perused the seniority list in the cadre of Lower Division Clerk as on 01.12.2011 and accept the fixation of my seniority as correct.

SIGNATURE WITH DATE

Name:

Designation:

Office in which working:

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Certified that I have carefully perused the seniority list in the cadre of Lower Division Clerk as on 01.12.2011 and found certain discrepancies and have submitted a detailed representation to the concerned controlling officer, in respect of the discrepancies noticed.

SIGNATURE WITH DATE

Designation:

Office in which working:

\* Strike out whichever is not applicable.

CERTIFICATE TO BE FURNISHED BY THE LOWER DIVISION CLERK  
COMMISSIONERATE HQRS. / DIVISIONAL LOWER DIVISION CLERK WHILE  
FORWARDING THE REPRESENTATIONS FROM INDIVIDUALS REGARDING FIXATION  
OF THEIR SENIORITY WITH REFERENCE TO THE DRAFT SENIORITY LIST AS ON  
01.12.2011 IN THE CADRE OF LOWER DIVISION CLERK.

Certified that the individual has accepted the fixation of his/her seniority position in the list of Lower Division Clerk updated as on 01.12.2011 / the individual has not accepted the fixation of his seniority and has submitted a representation and the particulars have been verified with relevant records and the claim of the individual is found to be correct.

SIGNATURE OF THE A.O. WITH DATE

Name of the A.O.  
with Office seal