NATION  
TAX  
MARKET



Phone No. 28335015/28335054  
Fax No. 044-28331050/1015  
email : [ccu-cexchn@nic.in](mailto:ccu-cexchn@nic.in)

GOVERNMENT OF INDIA / MINISTRY OF FINANCE / DEPARTMENT OF REVENUE  
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF CGST & CENTRAL EXCISE  
CENTRAL GST & CENTRAL EXCISE ZONE  
No.26/1, MAHATHMA GANDHI ROAD, CHENNAI - 600 034

C.NO. II/20/02/2017-CCO

Date : 29 / 09 / 2017

To  
The Additional Director  
DGGSTI Chennai Zone, Chennai / CBE ZU, Coimbatore  
DG DRI , Chennai  
DG NACIN, Chennai  
DG SYSTEMS & DM, Chennai  
DG TPS, Chennai  
DG VIGILANCE, Chennai  
DG PM, Chennai  
DG AUDIT, Chennai  
DG GST, Chennai  
DG VALUATION, Chennai

Sir/ Madam,

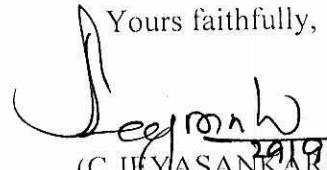
Sub : Forwarding of leave applications of officers - Reg.

§§§§§§

The Earned leave, Half Pay leave, Child care leave etc. applications received from the officers working on loan basis under the control of your office may please be forwarded to this office well in advance. At present the applications are being received without any recommendation and forwarding letter. The above mentioned applications should be brought to the notice of Head of office concerned before forwarding the same to this office. All the officers may be informed accordingly.

This is issued with the approval of Principal Chief Commissioner.

Yours faithfully,

  
(C. JEYASANKAR) 29/9/2017  
CHIEF ACCOUNTS OFFICER  
CCO, CHENNAI

Copy to

All the sections of Principal Chief Commissioner's office, Nungambakkam, Chennai with a request to forward the leave applications after getting concurrence from the Head of office.