



भारत सरकार
GOVERNMENT OF INDIA
वित्त मंत्रालय, राजस्व विभाग
Ministry of Finance, Department of Revenue
सीमा शुल्क आयुक्त (निवारक) का कार्यालय
Office of the Commissioner of Customs (Preventive)
पूर्वांतर क्षेत्र, North Eastern Region
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CIRCULAR/INSTRUCTION

Dated, Shillong the 05th January, 2023

It is hereby instructed to all the Divisional Heads of Customs (P), N.E.R., Shillong that any officers and staff under your control who are keen on availing any type of leave i.e. Earned Leave, Casual Leave and Restricted Holiday etc must necessarily submit proper leave application duly recommended by the Controlling Officer.

Further, the Divisional Heads must ensure that the officers and staff don't leave Hqrs/ Divisional Office without informing the Head of Office/Department.

Moreover, no officer is authorised to commence his/her leave before the leave is sanctioned by the Sanctioning Authority except in case of emergency which must be communicated to the office via electronic/telephonic mode of communication.

Strict disciplinary action as per relevant provisions of the rule will be taken upon any officer found to be in contravention/infringement of the above mentioned directions.

This issues with the approval of the Commissioner.

Sd/-

(समीर सेरेल/ Samir Serel)

सहायक आयुक्त/Assistant Commissioner (Adm.)

Copy forwarded for information and necessary action to:-

1. The Deputy/Asstt. Commissioner, Customs Division, Shillong/Guwahati/ Dhubri / Karimganj/Imphal/Aizawl/Dimapur/ Agartala.
2. The Superintendent (Comp. & Trg.), Customs Hqrs., Shillong for uploading in the departmental website.

Signed by Samir Serel

Date: 06-01-2023 15:07:16

(समीर सेरेल/ Samir Serel)

सहायक आयुक्त/Assistant Commissioner (Adm.)