



**OFFICE OF THE CHIEF COMMISSIONER,  
CUSTOMS, CENTRAL EXCISE & SERVICE TAX,  
48, Administrative Area, Arera Hills, Hoshangabad Road, Bhopal**

**ESTABLISHMENT ORDER NO.12/2016  
DATED 03.02.2016**

In partial modification to Establishment Order no.09/2016 dated 03.02.2016, Ms.Sangeeta Saxena, Inspector promoted as Superintendent and is under order of posting to Bhopal Commissioner is now posted to Jabalpur Commissionerate with immediate effect.

02. The specific postings within the jurisdiction of Jabalpur Commissionerate will be made by the respective Commissioner. While doing the postings, it shall be ensured that the existing policy of rotation to sensitive and non sensitive places shall strictly adhered to.

03. The officer should ensure proper take over and hand over of charge. List of all urgent and time bound matters, pertaining to the important and necessary work should be prepared and handed over to the controlling officer and a copy of the same should be handed over to the officer taking over the charge by the officer handing over the charge. The officer should also make a note for the successor on issues of current importance, urgency of actionable points, critical issues as envisaged in DOP&T OM No. 13024/01/2014-TRG(Trg-Ref) dated 26.09.2014

04. The officer mentioned above must be relieved immediately and she must join at her new place of posting on or before 15.02.2016 under intimation to this office. No representations whatsoever shall be entertained before she join at her new place of posting. The respective Commissioner is requested to submit joining/relieving report of the above officer to this office by 17.02.2016.

05. The said E.O. has been issued inadvertently (without due process) at the level of Additional Commissioner.

06. Hindi version follows.

*sdl*

**( HEMANT A. BHAT )  
CHIEF COMMISSIONER**

C. No. II(03)14/CCU/BZ/2015 *1648*

Bhopal, 03.02.2016

Copy to: -

1. The Principal Commissioner, Customs & Central Excise, Bhopal
2. The Commissioner, Customs & Central Excise, Jabalpur
3. The Pay & Accounts Officer, Central Excise, Bhopal/Jabalpur
4. Ms. Sangeeta Saxena, Inspector, Central Excise & Customs, Bhopal.
5. The Secretary, Central Excise Group 'B' & 'C' Executive Gazetted/Non-Gazetted Officers Association, Indore/Raipur/Bhopal/Nagpur.
6. The Superintendent (Confidential), OL, with request to translate the order in Hindi.
7. Guard File.

*हेमंत अ. ब. 03.02.2016.*  
**CHIEF COMMISSIONER**