

Commissionerate of Excise
Thiruvananthapuram,
Date: 11/06/2020
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CIRCULAR No-EXC14/2020/EXCISE

Sub: Excise – Special duty at EHQ and other Units –Instructions– reg

The Excise Department is facing a shortage of manpower due to the expansion of the scope of activities of the Department with regard to enforcement and other areas. The Department has already submitted various representations to the Government for the creation of posts to tide over these difficulties. It is seen that a number of officers of various units are being taken on special duties citing various reasons in Excise Headquarters and other offices also at times. Such arrangements tend to continue beyond reasonable limits for the convenience of individuals concerned. This is not permissible in view of the staff position of the Department. Therefore the following are ordered for future guidance in this matter.

1. Such Special duty postings should be done only under written orders of the Excise Commissioner.
2. All Personnel who are presently on special duty without such specific orders should be relieved to the parent units immediately.
3. Whenever Special occasions warrant the deputation of officers on special duty the Excise Commissionerate shall issue orders with specific time limit fixed for such duties.
4. It would be the duty of all Heads of offices including officers of EHQ to ensure that such special duty arrangements are not permitted other than on written orders and that they are terminated on the stipulated date without waiting for further orders.

Violation of these arrangements will be viewed seriously and action will be taken against the officers responsible.

S. AANANTHAKRISHNAN IPS

Signature valid

Digitally signed by AANANTHAKRISHNAN S
Date: 2020.06.11 10:51:35 IST
Reason: Approved

Excise Commissioner

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- 1.Additional Excise Commissioner (Administration,Enforcement)
- 2.Vigilance Officer, Excise
- 3.Joint Excise Commissioner (All)
- 4.Principal(SEARC,Thrissur)
- 5.Deputy Excise Commissioner (All)
- 6.Administrative Officer
- 7.Circular File/Order File