

CT/10671/2017-G2

Office of the Commissioner of

Commercial Taxes,

Thiruvananthapuram

Date:12.06.2017

From

The Joint Commissioner I,

To

All Deputy Commissioners

All Deputy Commissioners (Int)

All Deputy Commissioners (Appeals)

All Secretary, STAT, Ernakulam

The Assistant Commissioner(Training), Thiruvananthapuram.

Sir,

Sub :- PS- Department of Commercial Taxes – Preparation of Seniority List of Confidential Assistant Grade-II for the period from 01.01.2014 to 31.03.2017 - Details called for-Reg-

Ref :- U O Note No.A10-10248/2017/CT dtd 08.06.2017 of Superintendent of A Section.

It is proposed to prepare the Provisional Seniority List of Confidential Assistant Grade-II appointed in this department during the period from 01.01.2014 to 31.03.2017. Therefore you are requested to furnish the details of Confidential Assistant Grade-II appointed during the above period and working under your administrative control through proper channel in the proforma appended. Copies to PSC advice memo, orders in the case of physically handicapped persons and dying in harness appointees, sports quota etc may also be furnished. The details of individuals who are on leave without allowance, relieved from the department etc also be furnished. All the columns should be clearly and completely filled up. The details may be forwarded in this office on or before 26.06.2017.

Yours Faithfully

Sd/-

Assistant Commissioner-1

Encl: Proforma

PROFORMA

SL. NO.	NAME	DATE OF BIRTH	DISTRICT OF RECRUITMENT	GENERAL & TECHNICAL QUALIFICATION	ORDER NO. & DATE OF ADVICE BY PSC/ ORDER NO. & DATE IN THE CASE OF IDT / DIH AND PH PERSONS	DATE OF JOINING	REMARKS
1	2	3	4	5	6	7	8