

A1.36655/2010/CT

Office of the Commissioner
Commercial Taxes
Thiruvananthapuram
Dated 15.11.2010

CIRCULAR NO.21/2010

Sub :- Commercial Taxes Department – Establishment - Officials
proceeding on tour – prior permission – reg.

It has come to notice that senior officials who are posted in this office are frequently out of station on tour. This makes the process of co-ordination and transacting business difficult in the Commissionerate.

It is therefore made clear that senior officers can only proceed on tour after obtaining prior permission from the Commissioner. The schedule of travel along with the purpose of undertaking the tour will be put up in writing for approval in case of all officials.

The circular should be acknowledged.

Commissioner

To

- 1) CA to JC I/JC(G)/JC(Law)/ JC(A&I)
- 2) All Officers in CCT