

Dated: 28.06.2022



CIRCULAR

The staffs posted at Central Excise & GST Commissionerate, Jalandhar are hereby advised to send/update the following particular in the service Book:-

- 1. DETAILS OF FAMILY.**
- 2. NOMINATION FOR GENERAL PROVIDENT FUND.**
- 3. NOMINATION FOR BENEFITS UNDER THE CENTRAL GOVT. EMPLOYEES GROUP INSURANCE SCHEME-1980.**
- 4. NOMINATION FOR FAMILY PENSION.**
- 5. NOMINATION FOR DEATH - CUM- RETIREMENT GRATUITY.**

Further, any other related forms/documents, as applicable, may be submitted to avoid any kind of inconvenience to this section at any stage of service.

Paramjit Kaur
Assistant Commissioner (P&C)

Copy for information and further necessary action please:-

1. PS to the Commissioner, Central Excise & GST Commissionerate, Jalandhar.
2. PA to the Additional/Joint Commissioner, Central Excise & GST Commissionerate, Jalandhar.
3. All Officials through their controlling officer.
4. All Divisional/Branch Heads with request to sent/ inform about the said circular to all the officials working under their charge.
5. Superintendent (Systems) with request to upload on the website of the Commissionerate.
6. Notice Board.

Paramjit Kaur
Assistant Commissioner (P&C)