OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX

CENTRAL REVENUE BUILDING: I.S.PRESS ROAD: COCHIN-682 018

E-mail: cexcochi@excise.nic.in FAX-0484-2390608 Phone : 0484-2390404

C.No.II/39/41/2009 Estt. III Dated .10.2013

Sub:- Grant of Presidential Award of Appreciation Certificates on the occasion of Republic Day, 2014 – Reg.

Please find enclosed a copy of Directorate General of Central Excise Intelligence, New Delhi letter DGCEI F.No.587/CE/96/2013-POL dated 24.09.2013 regarding grant of Presidential Award of Appreciation Certificates on the occasion of Republic Day, 2014.

As per letter cited above, the proposal for grant of Presidential award of appreciation Certificates for the Officers on account of their (a) Distinguished Record of Service or (b) Exceptionally Meritorious Service Rendered at the Risk of Life on occasion of Republic Day 2014 are being considered. The proposal (s) if any, may kindly be forwarded in the prescribed proforma (in duplicate) immediately to this office for onward submission to the Chief Commissioner's Office.

[K.C.JOHNY]

Encl: As above. **ADDITIONAL COMMISSIONER**

To

The Deputy/ Assistant Commissioner EKM I/II/S.Tax/Muv./KTM Division.

All section Heads in Hqrs., Cochin.

Notice Board

TIME BOUND

DIRECTORATE GENERAL OF CENTRAL EXCISE INTELLIGENCE WEST BLOCK-VIII, WING-VI, IST FLOOR, SECTOR-I, R.K.PURAM, NEW DELHI

DGCEI.F.No.587/CE/96 /2013-POL /6684 Dated 24-09-2013



To

The Chairperson & Special Secretary, CBEC, New Delhi.
The Chairman, Settlement Commission, New Delhi,
The Chairman, Authority for Advance Ruling, C&CE, New Delhi,
The Chairman, Office of the Competent Authority and Administrator, SAFEMA,
The Director General, Directorate of Revenue Intelligence, New Delhi
The Special Secretary, cum DG, CEIB., New Delhi
The Director General, NCB, New Delhi,
The Director, Enforcement Directorate, New Delhi,
The Director (AS), CBEC, HUDCO Vishala Building, New Delhi.
The Director General/ Inspection/ Vigilance/ Service Tax/ Audit/ NACEN/ Safeguard/Valuation/ Export Promotion/ System and Data Management/ HRD, New Delhi,
The ~~Chief~~ Commissioner of Customs (All),
The Chief Commissioner of Central Excise (All), Cochin. Zone
The Chief Commissioner of Customs & Central Excise (All),
The Commissioner, LTU (All),
The Commissioner Logistics/ O&PM/Legal Affairs/Publicity & PR, New Delhi,
The Chief Commissioner, CESTAT, New Delhi,
The Narcotics Commissioner, Gwalior,
The Chief Controller of Government Opium & Alkaloid Factories, Gwalior.

Subject: Grant of Presidential Award of Appreciation Certificates on the occasion of Republic Day, 2014 – reg.

Sir / Madam,

The proposal for grant of Presidential Award of Appreciation Certificates for the officers of Central Excise on account of their (a) Exceptionally Meritorious Service at the risk of life and (b) Specially Distinguished Records of Service on occasion of Republic Day 2014 are being considered.

2. Accordingly, it is requested that proposals for these Award in respect of the Central Excise Officers under your charge may kindly be sent to this Directorate General in the prescribed proforma [enclosed] **latest by 15.10.2013. (in duplicate)**

3. The name and designation of the officers sponsored for the awards may please be given both in English and Hindi with correct spellings.

4. It is further requested that the proposals should clearly indicate the details of Central Excise cases and Service Tax cases **on the information collected by concerned officers, supported with the copies of the relevant AE-1s/ DRI-1s**. The details of cases where the officer has played a prominent role in the investigations may also please be given separately along with the copies **of AE-2/ DRI-2s in support of exact role played by the officer**. The brief details of seizure of currency, excisable goods etc. may also please be sent. It will not be possible for this office to consider the proposals received **without the copies of AE-1/ DRI-1 and AE-2/ DRI-2.** The year wise **details of rewards, commendation certificates/ appreciation letters** earned by the officer may also be sent along with the proposals.

5. The abstract showing the **ACR grading of the concerned officer for the last ten years duly certified by the Commissioner along with Vigilance Clearance Certificate for the last ten years** may also please be enclosed with the proposals. It is requested to send proposals of only such officers whose record of service/integrity is absolutely beyond doubt. At the time of sponsoring the names, the sponsoring authority may like to satisfy itself that the officer is deserving candidate for the award and also enjoys excellent general reputation.

6. Attention of field formations are also brought to following:-

(a.) All sponsoring authorities should obtain a declaration/undertaking from the officer concerned that no civil/criminal case/FIR is pending against him/her at the time of consideration of the Award proposal and if so the details of the same should be furnished alongwith the proposal. The officer should undertake to furnish details forthwith if any such civil/criminal case/FIR is instituted against him/her before investiture ceremony. The sponsoring authorities are requested to make sure that all matters relating to vigilance including any complaint / FIR / enquiry of past and present relating to the officers for whom proposal for grant of Presidential Award of Appreciation Certificate is being recommended/not-recommended are invariably brought to the notice of the Ministry while forwarding the proposal. The recommending/sponsoring Authority/Head of the Department should keep in mind Para 2 the guidelines issued vide F.No.31/2/67/ADM III B, dated 8th May, 1969 (Copy enclosed) for scrutinizing and recommending cases of persons of Awards.

(b.) Considering the present nature and diversity of work in the Department, the emphasis on preventive work for the grant of Presidential Award has been changed. Accordingly, the proforma has been revised so as to include details of exceptional services performed in column (12) revised proforma.

7. It is requested to adhere to all the instructions on the subject relating to grant of Presidential Award of Appreciation Certificates while forwarding the names. In this context, Ministry's instructions issued vide F.No. 31/2/67-Admn. IIIB dated 08.05.69 may please be gone through which stipulates, inter alia, that only cases of those officers, who have consistently shown excellent performance during their day-to-day work and who have displayed exemplary devotion to duty, should be recommended.

8. It is also to bring to your kind notice the observations made by the then Hon'ble Minister of State for Finance (Revenue) in F.No.394/224/2001-Cus(AS) relating to Presidential Award, 2001 as below:

(4/12)

"It may be desirable to circulate the criteria and ask officers to apply for the award. Presently the selection is by nomination. It is possible that some Commissioners may not take interest in sending nomination. This should not deny a deserving candidate for the award. What I have in mind is greater transparency in the selection."

So you are requested to forward all the proposals received from individual officers / supervisory officers with their comments / recommendations.

9. It is requested that wide publicity may kindly be given to encourage officers to apply for Presidential Awards. The officials posted in your charge, who consider themselves deserving for grant of Presidential Award on the occasion of the Republic Day, 2014, may apply to the respective Commissioners/ Controlling officers. All such applications may please be examined and scrutinized and the proposals in the prescribed format may please be sent in deserving cases to this Directorate General.

10. It is requested that all proposals may be routed through the jurisdictional Chief Commissioners/ Director General. It will not be possible for this Directorate General to entertain any proposal sent directly without the recommendation of concerned Chief Commissioner/ Director General.

11. A Nil report may also be sent if no officer is being sponsored.

12. The receipt of this letter may please be acknowledged.

Yours faithfully,

Encl: As above.

(Mahender Singh)
ADDITIONAL DIRECTOR GENERAL

(5/12)

Proforma

Proposal for Nomination for the Presidential Award On the occasion of Republic Day-2014

1	Name of the Officer (Full name, both in Hindi and English)
2	Designation
3	Father's/ Spouse Name
4	Date of Birth
5	Educational Qualification
6	Date of Joining the Department (with post)
7	Present Post and place of posting
8	Date of promotion in the present grade
9	Present Pay Scale & Basic Pay
10	Details of posting with designation and period **(in the enclosed Annexure-I)**
11	ACR grading for the last ten years **(in the enclosed Annexure-II),** Certified by an officer not below the rank of Commissioner
12	Details of exceptional service performed (This should include details of all such work as would make the officer deserving of the award. The contributions could be in any area of work such as enforcement, trade facilitation, creation or management of systems, automation, infrastructure development, human resource development, personnel management, secretarial work,

	legislation, policy making, judicial, legal and quasi-judicial work, international relations or any other area of functioning. In the description of the exceptional service rendered, the role of the individual must be clearly brought out, as distinct from that of the organization or team that the officer was a part of. The contributions reflected may, wherever possible, be backed up by evidentiary documents, reports, testimonials, newspaper reports, etc. The narration of contributions may be kept precise, brief and factual. Rhetoric may be avoided)
13	Exceptionally meritorious Service rendered by the official at the risk of life **(Details should be mentioned separately and annexed, supported by relevant document / reports)**
14	Commendation / Appreciation Certificates received by the official with a brief indication of the underlying reason **(Authenticated photocopies should also be enclosed)**
15	Any other distinction / achievement
16	Details of enquiry, if any, pending or contemplated against the official (Vigilance Certification issue by the Sponsoring Authority should be annexed hereto)
17	Whether proposed for **'Distinguished Record of Service' or 'Exceptionally Meritorious Service Rendered at the Risk of Life'**
18	Total value of seizure cases booked on the basis of information / intelligence collected / supplied by the officer (Brief details of the cases should be mentioned separately and annexed hereto, supported by relevant **DRI/AE-I/DRI/AE-II)**
19	Total value of seizure cases in which the official played prominent role (Brief details of the cases should be mentioned separately and annexed hereto, supported by relevant **DRI/AE-I/DRI/AE-II)**
20	Total quality of narcotic drugs seized on the basis of information / intelligence collected / supplied by the officer. (Brief details of the cases should be mentioned separately and annexed hereto, supported by relevant **DRI-I/DRI-II)**
21	Total quality of narcotic drugs seized in cases in which the

	official played prominent role (Brief details of the cases should be mentioned separately and annexed hereto, supported by relevant **DRI-I/DRI-II)**
22	Total amount of reward received by the official **(To be certified by the sponsoring authority)**
23	Declaration / undertaking as per para 4 of Ministry's letter F. No. 394/157/2013-Cus (AS)regarding Civil/Criminal cases / FIR pending against the officer.
24	Remarks of the sponsoring authority justifying the proposal : **Signature of Sponsoring Authority** **Name** **Designation** **Date** **(Official seal of be affixed)**
25	Remarks of the jurisdiction Chief Commissioner / Director General Recommending the proposal : **Signature of Recommending Authority** **Name** **Designation** **Date** **(Official seal of be affixed)**

(8/12)

ANNEXURE-I

History of posting

Name of the officer

Designation

Commissionerate / Directorate

Sl. No	Place of Posting	Post Held	Period	
			From	To

Signature of Sponsoring Authority

Name

Designation

Date

(Official seal of be affixed)

(9/12)

ANNEXURE-II

ACR grading for the last ten years

Name of the officer

Designation

Commissionerate / Directorate

Year	Grading by Reporting Officer	Grading by Reviewing Officer
2003-2004		
2004-2005		
2005-2006		
2006-2007		
2007-2008		
2008-2009		
2009-2010		
2010-2011		
2011-2012		
2012-2013		

Signature of Sponsoring Authority

Name

Designation

Date

(Official seal of be affixed)

should be left to the Head of Department who may consult the Assistant Collector under him in finalising the list of officers who should be recommended for the Presidential Awards. The Head of the Department should make the recommendations to this Ministry and also send a copy thereof to the Director of Revenue Intelligence, New Delhi. The latter will scrutinise the list of persons recommended for awards and if he feels that any other officer (who may have come to notice of the Director of Revenue Intelligence in important seizure cases, etc.) should also be recommended for the award, he will get in touch with the concerned Head of Department and has suitable recommendations sent to this Ministry by the Head of Department in respect of such officer also.

(iii) Normally, no officer who has got adverse entries should be recommended for the Presidential Awards, but in any case in which the Head of Department feels that in spite of the adverse remarks given to the officer, he still deserves the Presidential Award for exceptionally meritorious service, he should make suitable recommendations giving full reasons why in spite of the adverse remarks, his case is being recommended for the Presidential Awards.

Spacific guidelines for recommending awards for exceptionally meritorious service at risk of life.

(a) Only those cases should be recommended for such awards where the risk of life was grave and where the officer knowing the risk involved in a particular act, still performed the meritorious act in question;

(b) The time at which and the circumstances in which an act at grave risk to life was performed should be indicated and it should be clearly explained whether such an act was done single handed or with the assistance of other officers. Cases in which the risk was merely a possibility should not be made much of. In all cases including those in which seizures are made on the high seas at great risk to life and the officer(s) are considered to be deserving of the Award, all the attendant circumstances should be clearly explained and the gravity of the situation faced by the officers should be clearly brought out;

(c) deserving cases of all officers (irrespective of their ranks) should be considered.

Contd. 3/-

F.NO. 31/2/67.Adm .IIIB.

MINISTRY OF FINANCE
(DEPARTMENT OF REVENUE & INSURANCE)
NEW DELHI, THE 8TH MAY,1969

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From:

Shri P.N. Rau, Deputy Secretary to
the Government of India.

To

All Collectors of Customs,
All Collectors of Central Excise,
All Collectors of Customs & Central Excise,
Narcotics Commissioner, Gwalior.
Director of Revenue Intelligence, New Delhi.
Director of Inspection (C&CE), New Delhi.

Awards- Presidential awards of Appreciation Certificates - Certain guidelines for scrutinising and recommending cases of persons for awards. -

*****

Sir,

I am directed to say that as per the scheme of the awards notified in this Ministry's Notification No. 12/9/62.AD. IIIB dated 5.11.1962, as amended from time to time, officers and staff are eligible for the grant of Presidential Awards of Appreciation Certificates for exceptionally meritorious service/distinguished record of service on the occasion of Republic/Independence Day, subject to the conditions mentioned in the Notification/orders ibid. A question has cropped up whether it is necessary to lay down any guidelines for processing the cases of persons recommended to this Ministry for sanction a awards. While no hard and fast rules can be laid down in this behalf, after careful consideration of the matter, the Government of India have decided that the cases for grant of awards should be processed and recommended keeping in view the following factors :-

(i) Awards for exceptionally meritorious service rendered at the risk of life will be considered by this Ministry on two occasions viz. Republic Day and Independence Day, whereas awards for specially distinguished record of service will be considered only once every year - i.e. on the occasion of the Republic Day. The recommendations for the grant of specially distinguished record of service need not, therefore, be forwarded to this Ministry for consideration on the occasion of Independence Day.

The Orders contained in para 1 of the Central Board of Excise & Customs letter F.No. 31/8/68-Adm.IIIB dated 23.8.1968 should be deemed to have to have been modified to the extent indicated above.

(ii) Selection of officers for Presidential Awards

Specific guidelines for recommending awards for specially distinguished record of service.

(1) Only cases of officers who have consistently shown excellent performance during their day-to-day work and who have displayed exemplay devotion to duty should be recommended for these awards;

(2) no officer who possesses a consistently outstanding record of service should be left out merely for the reason that during his service career he did not have the occasion to perform any spectacular or sensational seizure. Cases of officers who have made a number of seizures over a period of several years should not be ignored just because the value of the seizures made by them is small or because each seizure, taken by itself, did not disclose any extraordinary talent;

(a) normally, only those officers who have put in a minimum of 15 years service in the Department should be considered for such Awards ; but in exceptional circumstances, cases of officers who have put in 10 years service, may also be recommended.

2. I am to add that the above guidelines are only illustrative and not exhaustive. These are highly coveted awards and the purpose is to sanction them only in really deserving and genuine cases.

Please acknowledge receipt of this letter.

Yours faithfully,

Sd/- 8.5.69
(B.N. Rau)
Deputy Secretary