केन्द्रीय उत्पाद शुल्क, सीमा शुल्क एवं सेवा कर आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
केन्द्रीय राजस्व भवन, आई.एस.प्रेस रोड, कोचिन -682018
C.R.BUILDING, I.S.PRESS ROAD, COCHIN-682018
Email: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404

C.No. II/7/2/2014-Estt Date: .08.2014

## ESTABLISHMENT CIRCULAR NO. 05 /2014

Attention is invited to the following letters/Circulars received from Ministry of Finance:-

| Sl. No. | Ministry's letter No. and date | Subject |
|---|---|---|
| 1. | F.No.50050/25/2014-Ad.IA dated 30.06.2014 | Independence Day Reception by the President of India on 15 Aug 2014 at Rashtrapati Bhavan, New Delhi |
| 2. | F.No. 296/08/2014-CX-9(pt) dated 16.07.2014 | Authors Conference and Book Review |
| 3. | F.No. A-26017/57/2014-Ad.IIA dated 24.06.2014 | Correspondence to be made with the Board – instructions |
| 4. | F.No. 296/08/2014-CX-9(pt) dated 24.06.2014 | Downgrading of classified records – supply of half yearly returns as required under Public Records Act, 1993 and public Record Rules, 1997 |
| 5. | F.No. A.35017/22/2014-Ad.II(Pt) dated 26.06.2014 | Filling up the posts of Special Director of Enforcement in the Directorate of Enforcement on deputation basis |
| 6. | F.No. C.50/54/2014-Ad.II dated 20.06.2014 | Bringing of non-official or other outside influence in respect of service matters |

Copies of the above mentioned letters may be downloaded from the website of Cochin Commissionerate www.cenexcisekochi.gov.in for further necessary action and record.

19/08/14

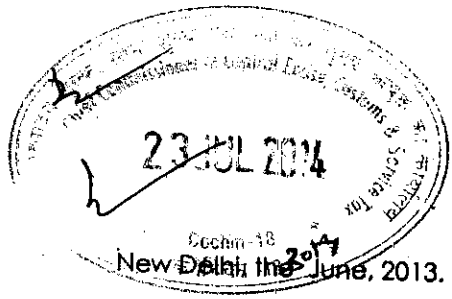
**[RANI C R]**
**ASSISTANT COMMISSIONER [P&V]**

To

The Deputy Commissioner (CCO), Cochin

1095/14

F.No.50050/25/2014-Ad.IA
Government of India
Ministry of Finance
Department of Revenue
*****



New Delhi, the 20th June, 2013.

OFFICE MEMORANDUM

Subject:- Independence Day Reception by the President of India on 15 August 2014 at Rashtrapati Bhavan, New Delhi. – regarding.

.....

The undersigned is directed to forward herewith a copy of President's Secretariat's letter F.No.Z-18029/1/INV-2013/53 dated 03.6.2013 on the above subject and to request that an updated list of Officers of the rank of Additional Secretary to the Government of India and equivalents and above in the attached/subordinate offices(Delhi based only) under the Department may please be forwarded in English and Hindi (in quadruplicate as per the attached Performa) through nodal officer as early as possible and in any case not later than 5th July,2014. The names of officers retiring prior to 15.08.2014 may be excluded.

2. Shri Brij Mohan, U.S.(Ad.VI), CBDT, Shri Joseph Antony, U.S.(Ad.II), CBEC, Shri Rajinder Kumar, U.S.(Ad.I) and Shri V. Sreekumar, U.S.(Ad.IA) have been nominated as Nodal Officers for the attached and subordinate offices of CBDT, CBEC, Revenue Headquarters and attached/subordinate offices under the control of the Department of Revenue respectively.

Encl: As above.

( V. Sreekumar )
Under Secretary to the Government of India
Tele: 2309 5368.

1. All attached & subordinate offices of CBDT located at Delhi/New Delhi.
2. All attached & subordinate offices of CBEC located at Delhi/New Delhi.
3. D.S.(Ad.VI)/U.S.(Ad.I)/U.S.(Ad.II)/U.S.(Admn.), CEIB.
4. Office of the Competent Authority & Administrator, SAFEMA & NDPS, 'B' Wing, 9th Floor, Lok Nayak Bhawan, New Delhi-110003.
5. Registrar, Appellate Tribunal for Forfeited Property, Lok Nayak Bhawan, A Wing, 4th Floor, new Delhi-110003.
6. D.D.(Admn), Enforcement Directorate, 6th Floor, Lok Nayak Bhawan, Khan Market New Delhi.
7. Administrative Officer, Customs & Central Excise Settlement Commission (Principal Bench), Room No.345-363, 3rd Floor, Hotel Samrat, Kautilya Marg, Chankyapuri, New Delhi-110021.
8. Registrar, CESTAT, West Block No.2, R.K. Puram, New Delhi.
9. Jt. Director, Central Revenues Control Laboratories, Hill Side Road, PUSA, IARI, New Delhi-110012.
10. Secretary, Authority for Advance Ruling (IT), 5th Floor, NDMC Building, Yashwant Place, Satya Marg, Chankyapuri, New Delhi-110021.
11. Administrative Officer, Settlement Commission (IT/WT), 4th Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
12. Commissioner, Authority for Advance Rulings (C&CE), Hotel Samrat, Chankyapuri, New Delhi-110021.
13. Director,IFU-IND,Financial Intelligence Unit, 6th Floor, Hotel Samrat, Chankyapuri, New Delhi-110 021.
14 Adjudication Authority Prevention of Money Laundering 4th Floor,Jeevan Deep Building, Parliament Street, New Delhi-110 001.

FTS-99520

12/6/14

**URGENT**

**PRESIDENT'S SECRETARIAT**
[INVITATION SECTION]

RASHTRAPATI BHAVAN
NEW DELHI-110 004

**F. No. Z-18029/1/INV-2014 - [ 53 ]**

**03 June 2014**

***SUBJECT:*** - INDEPENDENCE DAY RECEPTION BY THE PRESIDENT OF INDIA AT RASHTRAPATI BHAVAN, NEW DELHI ON 15 AUGUST 2014

1. The President would be pleased to host a Reception at Rashtrapati Bhavan on the occasion of the Independence Day - 2014. Accordingly, it is requested that the updated list of Officers upto the rank of Additional Secretary to the Government of India, and equivalent at the Ministry, and subordinate organizations *(Delhi based only)*, may kindly be forwarded by *25 June 2014* in *Hindi and English as per the attached proforma.*

2. The following information in respect of the officers may kindly be included in the list: -

a) Pay-scale and article number of Table of Precedence.

b) Confirmation regarding availability of spouse in Delhi.

c) Officers of the above-mentioned category belonging to attached and subordinate offices may also be included in the list.

d) In case an Officer is holding more than one appointment, the same may please be indicated in the list so as to avoid duplication.

e) The full address, alongwith e-mail address and telephone number, of the sponsoring authority may please be indicated in order to facilitate timely contact, as necessary.

**4. The names of Officers retiring prior to 15 August 2014 may kindly be excluded.**

5. *A NIL report would be assumed if the information is not received by 25 June 2014. Subsequently, amendments and changes, if any, must be communicated latest by 30 June 2014.*

**(Sharad S Sharma)**
**Group Captain**
**Dy MS to the President**

**THE SECRETARY**
D/O REVENUE,M/O FINANCE
NORTH BLOCK,ND

**ALL CONCERNED**

PROFORMA

| I<br>SERIAL NO | II<br>NAME & DESIGNATION<br>SHRI/SMT/MS/DR/JUS | III<br>PAY SCALE<br>Rs.37400-67000<br>[PB-4]<br>GP [Rs.12000]<br>& ABOVE | IV<br>ARTICLE NO | V<br>RANK | VI<br>EMAIL IDs | VII<br>OFFICE ADDRESS<br>WITH TELE Nos | VIII<br>RESIDENTIAL ADDRESS<br>WITH TELE NO | XI<br>NAME OF SPOUSE<br>[IF IN DELHI] | X<br>ADDL POST IN OTHER DEPTT., IF ANY |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

[NAME, DESIGNATION]
[ADDRESS, TELE No.OFFICE & RES.]
[OF SPONSORING AUTHORITY]

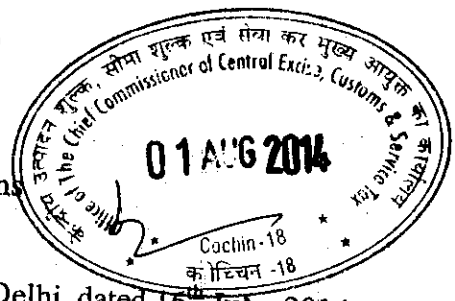
NOTE :- NAMES OF OFFICERS RETIRING PRIOR TO 15 AUGUST 2014 MAY KINDLY BE EXCLUDED.

THE SPONSORING AUTHORITY MAY PLEASE INDICATE ITS E-MAIL ADDRESS AND COMPLETE OFFICE ADDRESS WITH TELEPHONE NUMBERS IN ORDER TO FACILITATE TIMELY DELIVERY OF INVITATION CARDS.

615/14

4

**File No. 296/08/2014-CX9 (pt)**
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
*****




New Delhi, dated 16th July, 2014

To,

All Chief Commissioners of Central Excise & Customs
All Director General

**Subject:- Authors Conference and Book Review-reg.**

Sir,

I am directed to enclose a copy of an O.M. F. No.O-21030/01/2014-(Coord) (Vol.III) dated 10th July, 2014 received from Coordination Section, Department of Revenue, alongwith an O.M. No.K-11022/26/2014-ARC, dated 01.07.2014, from Ministry of Personal, Public Grievances and Pensions on the above subject for information and necessary action.

**Encl: As above**

Yours faithfully

(Surendra Singh)
Under Secretary to the Govt. of India (CX-9)

**F.No. O-21030/01/2014-(Coord)** (Vol.III)
**Government of India**
**Ministry of Finance**
**Department of Revenue**

North Block New Delhi,
Dated 10 July, 2014

## OFFICE MEMORANDUM

**Subject:-** Authors Conference and Book Review-reg.

A copy of O.M. F.No. K-11022/26/2014-ARC dated 1.7.2014 (along with its enclosures) received from Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances on the subject mentioned above is forwarded herewith for information and necessary action.

Encl: as above.

(Niranjan Choudhary)
Under Secretary to the Government of India

1. All Officers and Section in the Department of Revenue.
2. Commissioner (Coordination), CBEC(in respect of CBEC)
3. CIT (Coordination), CBDT(in respect of CBDT)
4. Directorate of Income Tax(RSP&PR) 2nd floor, Hans Bhawan, Bahadur Shah Zafar Marg, New Delhi.
5. Directorate of Publicity & Public Relations, Customs & Central Excise, C.R. Building New Delhi.
6. Guard File.

Dy. No. 1696 CX-8
Date 16/7/2014

**Immediate**

No.K-11022/26/2014-ARC
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Administrative Reforms and Public Grievances

5th Floor, Sardar Patel Bhavan,
New Delhi-110001

Dated 1st July,2014

**Office Memorandum**

Subject: Authors Conference and Book Review

The mandate of this Department, *interalia*, includes acknowledging the good work done by the Government officers in various fields of Public Administration and Governance. Many officers have written number of books / articles / papers on various topics from time to time. It is proposed to hold a workshop in New Delhi inviting colleagues who have authored books / articles / papers to provide them a platform for sharing the ideas emerging out of their publications.

2. The venue of the workshop and the detailed schedule will be intimated in due course.

3. It will be highly appreciated if the names of officers in the Ministry / Department who have authored books / publications pertaining to Public Administration and Governance are shared with us. This may be sent by 10th July,2014.

....2/-

576/14

No.A- 26017/57/2014-Ad.II A
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs

North Block
New Delhi the 24th June, 2014.



To

All Chief Commissioners of Central Excise,
All Chief Commissioners of Customs & Service Tax,
The Director General in CBEC.

Subject: Correspondence to be made with the Board – Instructions regarding.

Sir,

The Board has been receiving a large number of references from individual officers working in different Commissionerate/Directorates regarding miscellaneous issues related to their service matters/grievances. Individual representations/ grievances are also being received through PMO's/President's Secretariat. Usually, such representations/references received in the Board are being forwarded to the concerned Chief Commissioner/Director General for their examination and sending factual report to the Board.

2. In this context, the Board has already issued instructions vide letter No.A-26017/164/2011-Ad.IIA dated 24th August, 2012 (copy enclosed) wherein it was pointed out that before sending the communications to the Board, the same may first be thoroughly examined in the Commissionerate and if found that the issue requires clarification from the Board then only pointed reference be made to the Board alongwith their comments/suggestions/recommendations, supported by facts and rules. All the officers working under your charge may be advised to route all communications to the Board only under the signature of CCs/DGs concerned.

3. It is reiterated that the above instructions may be brought to the notice of all officials for strict compliance.

Yours faithfully,

A. K. Qasim

(A. K. Qasim)
Deputy Secretary to the Government of India
Tel. No. 011-23093102

Copy to: All officers in the Board's office for compliance of the above instruction.

(A. K. Qasim)
Deputy Secretary to the Government of India

**Most Immediate**

F.No. A-26017/164/2011-Ad.II.A
Government of India
Ministry of Finance
Department of Revenue
C.B.E.C.

New Delhi, the 24th August, 2012

To

All Chief Commissioners of Central Excise,
All Chief Commissioners of Customs & Service Tax,
All Directors General in CBEC.

Subject : All correspondence to the Board – Instructions regarding -

********

Sir,

Attention is invited to the Board's letters of F.No.A-12034/40/2009-Ad.IIIB dated 29.10.2009 and C.No.C-50/98/2009-Ad.II dated 03.12.2009 on the above subject. Earlier instructions were issued vide aforesaid letters that before sending the communications to the Board, it should be forwarded to the Board under the signature of CCs/DGs.

2. The Board has been receiving a large number of references from the individual officers working in different Commissionerates / Directorates regarding miscellaneous issues related to their service matters/ grievances. Individual representations/grievances are also being received through PMO's / President's Secretariat. Usually, such representations / references received in the Board are being forwarded to the concerned Chief Commissioner / Director General for their examination and sending factual report to the Board.

3. It has been observed that the reports / references in these cases are being received by the Board, directly, from the Assistant Commissioners/ Joint Commissioners / Addl. Commissioners / Commissioners etc for clarification and not with the approval and the signature of the concerned Chief Commissioners/Director Generals.

4. You will appreciate that such a practice cause avoidable constraint on the time schedule of senior officers and a need for back reference to field offices with the request to refer back the matter under the signature of the concerned CCs/DGs.

5. It is, therefore, requested that before sending the communications, the same may first be thoroughly examined in the Commissionerate. After such examination, if it is still observed that the issue is not within the competence of the Chief Commissioner/Director General to decide, then only pointed reference be made to the Board for decision alongwith their comments/suggestions/recommendations supported by facts and rules or need for clarification, relaxation etc. All the officers working under your charge may be advised to route all communications to the Board only **under the signature of CCs/DGs concerned.**

6. The above instructions may kindly be brought to the notice of all officials for strict compliance.

Yours faithfully,

( Sarvjit Singh )
Under Secretary to the Govt. of India
Tel. No.23095528
e.mail : ad2a-cbec@nic.in

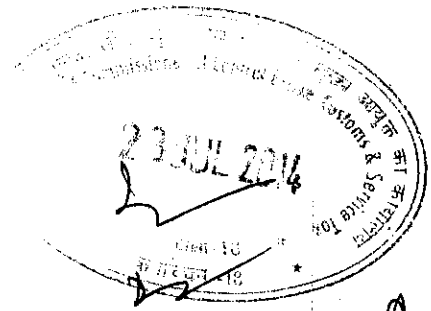
Copy to: All officers/staff in the Board's office for compliance of the above instruction.

( Sarvjit Singh )
Under Secretary to the Govt. of India

# Use e-mail, save paper, save environment.

578/14

**File No. 296/08/2014-CX9 (pt)**
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
*****



New Delhi, dated 24th June, 2014

To,

All Chief Commissioners of Central Excise,
All Director General

**Subject:- Downgrading of classified records - supply of half yearly returns as required under Public Records Act, 1993 and Public Record Rules, 1997-reg.**

Sir,

I am directed to enclose a copy of an O. M. No.0-21030/01/2014-(Coord) (Vol.III) dated 18.06.2014 from Department of Revenue, alongwith a copy of O.M. No16-3/2014-R.M dated 25.05.2014, of Ministry of Culture, National Archives of India, Janpath, New Delhi on the above mentioned subject for information and necessary action.

**Encl: As above**

Yours faithfully

(Surendra Singh)
Under Secretary to the Govt. of India (CX-9)

Circular No. 20/2014

F.No. O-21030/01/2014-(Coord) (Vol.III)
Government of India
Ministry of Finance
Department of Revenue

North Block New Delhi,
Dated 18 June, 2014

## OFFICE MEMORANDUM

**Subject:-** Downgrading of classified records – supply of half yearly returns as required under Public Records Act, 1993 and Public Record Rules, 1997- reg.

A copy of O.M. F.No. 16-3/2014-R.M. dated 25.5.2014 received from Ministry of Culture, National Archives of India, Janpath, New Delhi on the subject mentioned above is forwarded herewith for information and necessary action.

Encl: as above.

(Niranjan Choudhary)
Under Secretary to the Government of India

1. All Officers and Section in the Department of Revenue.
2. Commissioner (Coordination), CBEC(in respect of CBEC)
3. CIT (Coordination), CBDT(in respect of CBDT)
4. Director, Enforcement Directorate
5. Directorate of Income Tax(RSP&PR) 2nd floor, Hans Bhawan, Bahadur Shah Zafar Marg, New Delhi.
6. Directorate of Publicity & Public Relations, Customs & Central Excise, C.R. Building New Delhi.
7. Guard File.

Dy. No. 1588 CX-8
Date 23/6/2014

8

478

FTS - 93167
3/6/14

No.F.16-3/2014-R.M.
Government of India
Ministry of Culture
**National Archives of India**
Janpath, New Delhi – 110 001
e-mail: archives@nic.in
Website: www.nationalarchives.nic.in

26 MAY 2014

To,

Dated:

As per list
(President's Secretariat/Vice President's Secretariat/Prime Minister's Office/Cabinet Secretariat/All Ministries/All Departments of the Government of India/PSUs)

**Sub: Downgrading of classified records – supply of half yearly Returns as required under Public Records Act, 1993 and Public Record Rules, 1997.**

Sir/Madam,

I am directed to draw your kind attention to clause (f) of Sub Section (1) of Section 6 of the Public Records Act, 1993 read with Rule 7 of Public Records Rules, 1997 wherein it has been stipulated that all classified files should be reviewed once in five years with a view to down-grading classified files and amalgamating them in regular series. Subsequently, after their appraisal, those files which are found fit for permanent retention will be transferred to National Archives of India for permanent custody and scientific preservation.

You are, therefore, requested to kindly initiate adequate steps for downgrading the classified files (Top Secret, Secret, Confidential, Restricted) and submit relevant information in respect of half yearly progress reports for the period ending January – June, 2014 to this Department latest by 31 July, 2014 in the form enclosed. It is also requested that you may kindly ask your Attached/ Subordinate Offices/Commissions and Public Sector Undertakings etc. to also send their said half yearly progress reports for the period ending January – June, 2014 to this Department by 31 July, 2014 in the enclosed prescribed form.

Kindly acknowledge the receipt of this letter.

Yours faithfully,

(Jayaprabha Ravindran)
Assistant Director of Archives
Government of India
Tel No. 011-23073007
Fax No. 011-2338 4127

Encl.: As above

Pl. Circulate

6/6

## PUBLIC RECORDS ACT 1993

S.6 (1) The records officer shall be responsible for:

(f) periodical review for downgrading of classified public records in such manner as may be prescribed;

## PUBLIC RECORDS RULES 1997

Rule 7 **Down-grading of classified records:-**

(1) The records creating agency shall by an office order authorise an officer not below the rank of the Under Secretary to the Government of India to evaluate and downgrade the classified records being maintained by it. A copy of such office order shall be forwarded to the Director General or head of the Archives, as the case may be.

(2) The officer so authorised under sub-rule (1) shall evaluate the classified records every fifth year for the purpose of downgrading.

(3) After down-grading if the officer declares any record as of permanent nature, the same shall be deposited, and preserved with the Director General or head of the Archives, as the case may be, after its appraisal.

(4) The records deposited under this rule can be requisitioned for any official purpose and returned to the Director General or head of the Archives, as the case may be, in the manner provided under rule 6.

(5) Every year in the last week of June and December, a half-yearly statement in Form-4 shall be furnished by the officer authorised under sub-rule (1) to the Director General or head of the Archives, as the case may be, on the action taken for evaluation and downgrading the classified records.

**Form – 4**

**[See sub-rule (5) of rule 7]**

**(Half Yearly Statement on periodical review of classified records)**

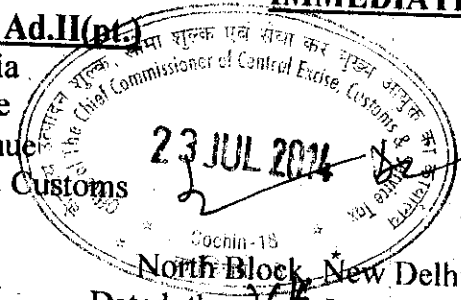
| Total No. of classified records lying at present in the organization | No. of classified records due for reviewing | No. of Files reviewed and downgrades during the period under report | Remarks |
|---|---|---|---|
| | | | |

579/14

**IMMEDIATE**

**F.No.- A. 35017/ 22 /2014 - Ad.II(pt.)**

Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs
*****




North Block, New Delhi
Dated, the 22nd June, 2014

To

All Chief Commissioners/ Directors General under Central Board of Excise & Customs.

**Subject:** **Filling up the posts of Special Director of Enforcement in the Directorate of Enforcement on deputation basis - reg.**

Sir / Madam,

The Department of Revenue, Directorate of Enforcement vide their letter No. A/35011/5/2014-Ad.ED dated 28.05.2014 have invited the nomination of officers for appointment on deputation basis to the post of Special Director in the Directorate of Enforcement (copy enclosed).

2. It is requested that the above post may kindly be circulated among the eligible officers under your charge and dully filled in applications of willing officers may be sent to the Board by **18.07.2014**.

Yours faithfully,

(Joseph Antony)
Under Secretary to the Govt of India
Tele : 2309 5529

Encls.As above.

Copy To : The Website Manager, Directorate of Systems, New Delhi. It is requested that the above circular may be uploaded on the Department's Website.

F.No.A-35011/5/2014-Ad.ED
Government of India
Ministry of Finance
Department of Revenue

New Delhi, the 28th May , 2014.

**OFFICE MEMORANDUM**

Subject :- Filling up of the post of **Special Director of Enforcement** in the Directorate of Enforcement, on deputation basis– regarding.

The undersigned is directed to say that it has been decided to fill up 1 post of **Special Director of Enforcement** in PB-4 of Rs.37400-67000 with Grade Pay of Rs.10000, on deputation basis in the Directorate of Enforcement at Delhi. The following officers are eligible:-

II. Officers of All India Services/Central Services/Central Bureau of Investigation:

(a) (i) holding analogous post on regular basis in the parent cadre/department; or
(ii) holding Selection Grade in PB-4 of Rs.37400-67000 with Grade Pay of 8700 of the Junior Administrative grade with three years' regular service in the grade or above; **and**
(b) Possessing experience of at least fifteen years in the field of intelligence, investigation and adjudication/prosecution work relating to Fiscal/Criminal Laws.

II. The departmental Additional Directors of Enforcement in PB-4 of Rs.37400-67000 with Grade Pay of Rs.8700 with three years regular service in the grade on the last date of calling for application for deputation shall also be considered along with the outsiders and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.

The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed five years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications).

2. Consequent to recommendations of Sixth Pay Commission, some of the pre-revised pay scales were merged into a single pay scale in the revised pay structure. Therefore, for the purpose of interpretation relating to analogous posts, pre-revised pay scales of such posts shall be reckoned.

3. Special Director of Enforcement is expected to be able to coordinate and oversee the intelligence and investigation matters relating to FERA, FEMA and PMLA. However, he/she may be assigned any other function by the Director of Enforcement like review, special investigation and technical work. Therefore, the officer is expected to have an in-depth knowledge of FERA, 1973(since repealed), FEMA, 1999, PMLA, 2002 and other allied Acts and an aptitude for this type of work.

4. The pay & allowances and other terms will be regulated in accordance with the Department of Personnel & Training's O.M/No.6/8/2009-Estt(Pay-II) dated 17th June, 2010 as amended from time to time.

5. The Cadre Controlling Authorities are requested that applications of eligible and willing officers may be forwarded in the proforma annexed so as to reach the **Under Secretary (Ad.ED), Ministry of Finance, Deptt. of Revenue, Room No. 55, North Block, New Delhi** within **60 days** **from the publication of this advertisement in Employment News/Rozgar Samachar and the advertisement can also be seen at the Department's website http://dor.gov.in** and also on the website of Directorate of Enforcement http://enforcementdirectorte.gov.in/ .

6 While forwarding the applications, **the Cadre Controlling Authorities shall verify and ensure that the particulars furnished by the applicants are correct** and no disciplinary case is either pending or contemplated against the officer concerned. The following documents should also be sent along with the applications:-

( ) Bio-data.

( ) Complete and up-to-date C.R. dossier for the last five years upto 2013-2014 or attested photocopy thereof

( i) Vigilance Certificate/Clearance

( v) Integrity Certificate/Clearance

( ) Cadre Clearance

( i) A statement of major/minor penalties, if any, imposed upon the officer during the last 10 years.

Incomplete applications or applications not received through proper channel or applications received after due date will not be considered. The candidates will not be allowed to withdraw their candidature subsequently on any ground.

A check list of documents to be attached with the application may also be sent (proforma enclosed).

30/5/14

(Rajinder Kumar)
Under Secretary to the Govt. of India

To

. All Ministries & Departments of Government of India with request that this circular may be circulated in their Ministries/Departments and also among their attached/subordinate offices.
. DGPs of all State Governments/UT Administration.
. The Department of Personnel & Training(AIS Branch), North Block, New Delhi.
. All Chief Commissioners/Director General of Income Tax
. All Chief Commissioners/Director General of Customs & Central Excise.
. Joint Secretary (Admn.), CBDT/Joint Secretary (Admn.), CBEC with the request that arrangements may be made to post this vacancy circular on the official website of CBDT/CBEC.
. The Director, Directorate of Enforcement, Lok Nayak Bhawan, Khan Market, New Delhi.
. Director CBI, CGO Complex, New Delhi.

Part -A

PROFORMA OF BIO-DATA

1. Name and Address (in Block Letters) :

2. Date of Birth (in Christian era) :

3. Date of retirement under Central Government Rules :

4. Service and batch to which candidate belongs :

5. Educational Qualification :

6. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same). :

| **Qualifications/ Experience required** | **Qualifications/Experience possessed by the officer** |
|---|---|
| **Essential**<br><br>(A) (i) holding analogous post on regular basis in the parent cadre/department; or<br>(ii) holding Selection Grade in PB-4 of Rs.37400-67000 with Grade Pay of Rs.8700 of the Junior Administrative grade with three years' regular service in the grade or above; **and**<br><br>(B) Possessing experience of at least fifteen years in the field of intelligence, investigation and adjudication/prosecution work relating to Fiscal/Criminal Laws. | |

7. Please state clearly whether in the light of entries made by you above you meet the requirement of the post :

8. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

| Office/ Institution | Post held | From | To | Scale of Pay and Basic Pay | Nature of duties (in detail) |
|---|---|---|---|---|---|
| | | | | | |

9. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent. :

10. In case the present employment is held on deputation/contract basis, please state- :

(p) The date of initial appointment :

(q) Period of appointment on deputation/contract :

(r) Name & Address of the parent Office/ organization to which you belong :

11. Additional details about present Employment

Please state whether working under (indicate the name of your employer against the relevant column)

(a) Central Govt. :

(b) State Government :

(c) Autonomous Organisation :

(d) Government Undertaking :

(e) Universities :

(f) Others :

12. Please state whether you are working in Directorate of Enforcement and are in the feeder grade or feeder to feeder grade. :

13. Are you in Revised Scale of Pay? If Yes, give the date from which the revision took place and also indicate the pre-revised scale. :

14. Total emoluments per month now drawn. :

15. Additional information, if any, which you would like to mention in support of your suitability for the post. :

(This among other things may provide information with regard to

(i) additional academic qualifications :
(ii) professional training and :
(iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) :

(Note: Enclose a separate sheet, if the space is insufficient).

16. Whether belongs to SC/ST :

17. Remarks – The candidate may indicate information with regard to (i) Research publications and Reports and special projects, (ii) Awards/Scholarship/Official Appreciation, (iii) Affiliation with the professional bodies/institutions/Societies and :

(iv) any other information
(Note: Enclose a separate sheet if the space is insufficient.)

18. Choice of posting

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address _____

_____

_____

Telephone No._____

e-mail_____

Date _____

**Part-B**

**FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY**

| | | |
|---|---|---|
| 1. | Whether the officer meets eligibility requirement As on the closing date of application | Yes/No |
| 2.(a)(i) | Whether any vigilance case is pending or contemplated Against the officer | Yes/No |
| (ii) | If yes, please give details | |
| (b)(i) | Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years | Yes/No |
| (ii) | If yes, please give details. | |
| (iii) | Indicate whether any penalty is in operation as on date. | |
| (c) | Whether cadre clearance for the officer by the Competent authority has been granted. | Yes/No |
| (d) | Whether Integrity Certificate enclosed. | Yes/No |

Date:

Signature_____

Name:

Designation:
(with stamp)

**Check-list of documents to be attached**

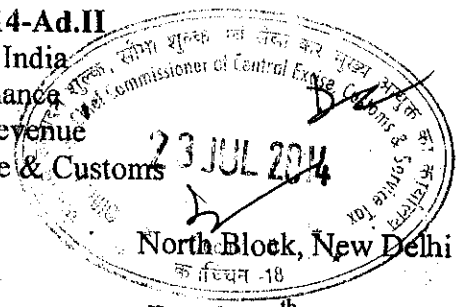
| | | (please tick) |
|---|---|---|
| 1. | Application in prescribed format(in triplicate) duly forwarded by the sponsoring authority | |
| 2. | Complete and up to date C.R. dossier for the last five years upto 2012-13 or attested photocopy thereof | |
| 3. | If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate(NRC) for that period to be attached along with ACR/APARs of the previous year(s) | |
| 4. | Vigilance Clearnce Certificate | |
| 5. | Integrity Certificate | |
| 6. | Major/Minor Penalty Statement | |
| 7. | Cadre clearance from cadre controlling/appointing authority (if applicable) | |

Signature of the forwarding authority
(with stamp)

16

582/14

**F.No. C.50/54/2014-Ad.II**
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs



North Block, New Delhi

Dated: 20th June, 2014.

## OFFICE MEMORANDUM

**Subject:** **Bringing of non-official or other outside influence in respect of service matters – reg.**

Hon'ble Finance Minister has observed that many representations are being received from VIPs and other political sources recommending transfers/posting of officers belonging to Customs and Central Excise Departments. He has desired that this practice should be discouraged.

2. In this regard, attention is invited to Rule 20 of the Central Civil Services (Conduct) Rules 1964 which stipulates –

> **"20. No Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government."**

3. It is, therefore, impressed upon all that the provisions of the above rule are adhered to and no outside influence is brought for posting and transfer.

(Joseph Antony)
Under Secretary to the Govt. of India

Copy to:

1. All Chief Commissioners/Director Generals of Customs & Central Excise,
2. PS to FM/MOS (R)/ Secy.( R)/Chairman (EC)/ All Members, CBEC/ JS(Admn)/DG(Vig.)/Dir.(Pub.)/Dir(Ad.IV)/DS(Ad.II)/DS(AD.V)
3. AS (R)/JS ( R)/ DS(Admn)Hqrs.
4. All Heads of Department under CBEC/ Pr. CCA, CBEC, New Delhi
5. Guard File.
6. The Web-site Manager, Directorate of Systems, Delhi.