# OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE, CUSTOMS & SERVICE TAX
## CENTRAL REVENUE BUILDING: I.S.PRESS ROAD: COCHIN-682 018

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


C.No.II/7/2/2014-Estt.(PF) Dated 9.10.2014

**ESTABLISHMENT CIRCULAR NO. 07 /2014**

Attention is invited to the following letters/Circulars received from Ministry of Finance/Directorate of Publicity & Public relations, New Delhi/Office of the Chief Commissioner, Bhubaneswar zone:-

| Sl. No. | Letter No. and date | Subject |
|---|---|---|
| 1 | F.No.8/B/155/HRD(HRM)/2014 dated 10.09.2014 | Employee Registration for Aadhar based Biometric Attendance |
| 2 | F.No.21030/36/2010-coord dated 04.08.2014 | Strict compliance of the provisions contained in the Flag Code of India, 2002 and prevention of insults of National Honour Act, 1971. |
| 3 | F.No.A-60011/21/20149-Ad.IIB dated 04.09.2014 | Self Certification |
| 4 | F.No.A-26011/114/2013-AD.IIA dated 08.08.2014 | Applicability of pay structure for the post of Junior Hindi Translator-clarification. |
| 5 | F.No.DP/Press/14/2012 dated 03.09.2014 | Publishing of 'Yearly Departmental Calender 2015' |
| 6 | F.No.A-32022/06/2014 Ad.IIIA dated 08.08.2014 | Inter-se seniority of direct recruits and promotes-instructions thereof |
| 7 | F.No.C.30013/90/2006 Ad.IV A (Pt.II) dated 01.08.2014 | Enhancement of financial powers delegated to HODs of CBEC under the Head "Miscellaneous Expenditure (Non-recurring)" |
| 8 | F.No.C.30013/90/2006 Ad.IV A (Pt.II) dated 01.08.2014 | Enhancement of financial powers delegated to HODs of CBEC under the Head "Miscellaneous Expenditure (Non-recurring)" |
| 9 | FTS No.178236/2014 dated 22.09.2014 | Request for sending of copies of periodical returns. |
| 10. | C.No.II(3)1/CC/Admn/BBSR/2013 dated 02.04.2014 | Contact numbers of Shri. Susanta Kumar Panda, Chief Commissioner, Bhubaneswar Zone |

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

**[M RAJAN]**
**JOINT COMMISSIONER [P&V]**

To

The Deputy Commissioner (CCO), Cochin
As per DL No.1 of Cochin Commissionerate
Notice Board

1 CNO 770/14

Telefax: 011- 25823723 / 25717521
Telephone: 011-25733192 / 25729905

Email I.D: dopm@rediffmail.com
Edecs I.D.: doms

Sh Bond

कार्यालय सीमा शुल्क एवं सेवा कर मुख्य आयुक्त का कार्यालय
Office of The Chief Commissioner of Central Excise, Customs & Service Tax
15 SEP 2014
Cochin-18
कोच्चिन -18



**Government of India**
**Ministry of Finance**
**Department of Revenue**
**Central Board of Excise & Customs**
**Directorate General of Human Resource Development**
**409/8, Deep Shikha, Rajendra Place,**
**New Delhi – 110008**

**F. No. 8 / B / 155/ HRD (HRM) / 2014** **Dated: 10th September, 2014**

To,

All the Chief Commissioners of Central Excise & Customs,

All the Directors General

Commissioners (in-charge of Directorates)
Logistics/ DPPR

Director, CRCL

**Subject: Employee Registration for Aadhar based Biometric Attendance - regarding**

Sir/ Madam,

Kindly refer to the D.O. dated 04.08.2014, from the Secretary, Ministry of Communication & Information Technology, Department of Electronics and Information Technology (Deity) on the above subject and addressed to the Secretary, Department of Revenue. (Copy enclosed)

2.0 Central Board of Excise & Customs desires to have Action Taken Report (ATR) in the matter. Accordingly, it is requested that the ATR in respect of the formations under your respective charges may be intimated to this Office immediately, as the same has to be sent to the Department of Revenue.

Yours faithfully,

Encl.: As Above

10/9/14

(Renu K. Jagdev)
Additional Director General (HRM)

Copy for information: Shri Amarjit Singh,
Dy. Secretary,
Central Board of Excise & Customs,
North Block, New Delhi
(w.r.t. letter F. No. C-S0/77-2014 Ad. II dated 02.09.2014)

(2)

D.O. No. Delhi/AEBAS/2014


अजय एस शर्मा
सचिव
Ajay S Sharma
Secretary


सत्यमेव जयते


भारत सरकार HS-11/40629/1
संचार और सूचना प्रौद्योगिकी मंत्रालय
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी विभाग
Government of India
Ministry of Communications & Information Technology
Department of Electronics & Information Technology (DeitY)


Date: 4.08.2014

what is the position in DOR, CBDT + CBEC & other offices?

Dear Sir

Subject: Biometric Attendance System – Preparatory steps to be taken by Departments

It has been decided to introduce Aadhaar Enabled Biometric Attendance System (AEBAS) in the Central Government offices located at New Delhi, to begin with. This would include the attached/ subordinate offices in your Ministry/ Department based in Delhi. The Department of Electronics & Information Technology (DeitY) has been assigned the nodal responsibility to liaise with all the Central Ministries/ Departments and ensure its effective implementation, in a time-bound manner.

2. The proposed System would enable an employee, with an Aadhaar Number, to register his/her attendance (arrival/departure) in the office through biometric authentication. For the aforesaid purpose, necessary arrangements are being put in place by DeitY (through NIC), including the installation of the Authentication Tablets/ Desktop Authentication Devices in each of the offices of Central Ministries/ Departments. Further, a web-based application software system will enable online recording of attendance. The dash-board relating to real-time attendance and related statistics, can be viewed by everyone including the Controlling Officer concerned, with adequate safeguards.

3. While the implementation of the system will require a number of steps, following preparatory steps are required to be taken by each Department:

(i) Nominate an officer not below the level of Joint Secretary in your Ministry/ Department as a Nodal Officer, for coordination with NIC, UIDAI and other agencies, to ensure timely implementation of the proposed system. The name and contact details of the above Nodal Officer be immediately mailed to Ms. Shefali S. Dash, Dy. Director General, NIC (email: dash@nic.in). Nodal Officers of NIC posted in each department will provide necessary technical support to the department and administrative support will be provided by the Nodal Officer in each Department.

(ii) Identify the officers/ officials, who have not enrolled for Aadhaar Number so far. UIDAI is being requested to organise Aadhaar enrolment camps at various locations in Central Government Offices so that the employees who do not have Aadhaar numbers can enroll themselves. The details in this regard (employee name and email/mobile no.) be mailed to Shri Yashwant Kumar ADG, UIDAI (email: yas_its@hotmail.com) with cc to Ms. Shefali S. Dash, Dy. Director General, NIC (email: dash@nic.in). UIDAI will then convey the locations of enrolment stations to all the departments. They are also being requested to generate the Aadhaar numbers within a week of enrolment date. The Nodal Officer of your Department




05-MAY-2004 02:55 From: To:01125729871 P.2

may be required to arrange a suitable space in your office premises for organizing the aforesaid special enrolment camps.

(iii) Initially, each Department would be required to register itself with the Attendance System by following the steps given in Annexture-I. The representative of NIC posted in your Department would assist the Nodal Officer of your Department in completing the required formalities.

(iv) Consequent to registration as mentioned at sub-para (iii) above, every employee will need to register him/her in the attendance system. The process of registration is fairly simple and involves providing certain basic information. The nodal officers may ensure that the registration process is started immediately, by arranging special counters in adequate numbers. A brief note in regard to registration and attendance recording is attached as Annexure-II, which explains as to how to go about registration of employees. The nodal officers will also make arrangements for verification of registration done so as to ensure that (i) the data is correct and (ii) only authorized persons are able to register for attendance. To begin with (i) regular employees (ii) Consultants and (iii) contract employees may be included in the system. Later, this can be expanded to cover outsourced personnel and other categories also. The representative of NIC posted in your Department would assist the Nodal Officer in completing the required formalities.

4. Necessary briefing about the system has been given to NIC representatives of all departments. Meetings, as and when required would be convened with the Nodal Officers in due course with a view to sensitize them about other operational arrangements, necessary for early implementation of the System.

5. I may add that the aforesaid attendance system has been in operation in the State of Jharkhand since 1st January 2014 and is being recently tried on Pilot Basis in the Department of Electronics & IT, Ministry of Communications & IT, New Delhi. You may like to visit the dashboard of the aforesaid system at attendance.jharkhand.gov.in and deity.gov.in/attendance respectively for familiarization.

6. I request you to please take the above preparatory steps by 10th August, 2014 latest, keeping in view the urgency in the matter.

Regards,

Yours sincerely,

(R S Sharma)

Encl: as above.

Shri Shaktikanta Das
Secretary
Department of Revenue
M/o Finance, North Block
New Delhi

To:01125729871 P.3

From: 02:55 2004

(4)

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ANNEXURE-I

Steps for Organization On-Boarding on Biometric Attendance System (BAS)

1. Download the PDF form from the website (attendance.gov.in)
2. The downloaded form should be filled up accordingly and signed by the head of the department.
3. The physical form should now be scanned and saved in jpg format of file size less than 200 kb.
4. After Step 1-4, the user has to visit the website attendance.gov.in and click- Create On-boarding Request, on which a web form is loaded in the screen.
5. The web form should be duly filled and the scanned image file of the physical form should be uploaded along the web form.
6. After successful creation of request a One Time Password (OTP) is sent to the Nodal Officer's mobile, which he has to enter to verify the data being submitted by the user. In case the OTP verification fails the user registration is cancelled and a new request has to be submitted again.
7. On submission of the web form the, the account creation request form is sent to the reviewer, who will review the data submitted by the user.
8. After the reviewer approves the form, the application will send out a welcome mail and the user website is also created.

Pre-requisites for Organization on-boarding

a. Nomination of nodal officer
b Contact details of nodal officer
c. Department information

05-MAY-2004 02:55 From: To:01125729871 P.4

(5)

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# Aadhaar based Biometric Attendance System (attendance.gov.in)

## Employee On-boarding Form (to be filled online only)

| | | |
|---|---|---|
| Aadhaar Number | | |
| Employee Name | | |
| Organization Name | | |
| Designation | | |
| Organization Employee ID | | |
| GPF Number | | |
| Department | | |
| Office Location | | |
| DOB (dd-mm-yyyy) | | Gender: M/F/T |
| Communication Address | | |
| District | | |
| State | | |
| Phone | | |
| e-Mail | | |
| Photograph | | |
| | | |

Instructions:

a. Aadhaar number is mandatory for on-boarding in the system
b. Please provide a valid e-mail & mobile number for system alerts.

P.5

To:01125729871

From: 02:55 2004-JAN-

(6)

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# Aadhaar based Biometric Attendance System
# (attendance.gov.in)

## Organization On-boarding Form

| | |
|---|---|
| Organization Type | [ ] Ministry [ ] Department under Ministry [ ] Attached Office |
| Organization Name | |
| Address | |
| District | |
| State | |
| Phone | |
| e-Mail | |
| Website | |
| Desired Username | |

| | |
|---|---|
| Nodal Officer Name | |
| Aadhaar No | |
| Designation | |
| Mobile | |
| E-Mail | |

Date:

Signature & Seal

Head of Department

05-MAY-2004 02:55 From: To:01125729871 P.6

(7)

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ANNEXURE-II

## HOW TO USE THE WALL MOUNTED BIO-METRIC DEVICE

1. Marking of attendance on the device is based on the Aadhaar number allotted to an individual.

2. For marking attendance, first of all, register yourself on the attendance registration form available on Internet at URL(http://attendance.gov.in).

3. Please touch the panel and fingerprint device very gently. The system recognizes even a very soft / light touch. Please do not put pressure on the touch panel or the finger print device.

4. For marking attendance, just type your 06 digit ID number very lightly and then place your finger on the fingerprint reader, very softly. The moment your fingerprint appears on the screen, you can remove your finger. If the word "authenticate" appears on the screen, touch the word "authenticate" to approve. Once your attendance has been accepted, it gives an OK message. Touch the word "OK" to complete the process. If the number has not been typed correctly, select reset for typing the correct number and put your fingerprint again.

5. In case, the device does not recognize one of your fingers, please try another finger. Though, this happens in a few cases, whenever it happens, one can try all the fingers, one by one, till one of the fingers is accepted.

6. Please note that any of the ten fingers can be used for marking attendance.

P.7 To:01125729871 -MAY-2004 02:56 From:

(8)

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## HOW TO USE THE DESKTOP BIO-METRIC DEVICE

1. Marking of attendance on the device is based on the Aadhaar number allotted to an individual.

2. For marking attendance, first of all, register yourself on the attendance registration form available on internet at URL (http://attendance.gov.in).

3. Please double click **DesktopAttendanceClient.exe** shortcut available on desktop in order the run the application.

4. For marking attendance, just type your 06 digit ID number and then place your finger on the fingerprint reader, very softly. The moment your fingerprint appears on the screen, you can remove your finger. If the word "authenticate" appears on the screen, touch the word "authenticate" to approve. Once your attendance has been accepted, it gives an OK message. Touch the word "OK" to complete the process. If the number has not been typed correctly, select reset for typing the correct number and put your fingerprint again.

5. In case, the device does not recognize one of your fingers, please try another finger. Though this happens in a few cases, whenever it happens, one can try all the fingers, one by one, till one of the fingers is accepted.

6. Please note that any of the ten fingers can be used for marking attendance.

P.8

To:01125729871

5-MAY-2004 02:56 From:

VCNO 74414

(9)

**Circular No. 45 /2014**

**F. No. -21030/36/2010-Coord.**
**Government of India**
**Ministry of Finance**
**Department of Revenue**
**(Coordination Section)**

Room No.252-C, North Block
New Delhi the 4th August, 2014

## OFFICE MEMORANDUM

**Subject: - Strict compliance of the provisions contained in the Flag Code of India, 2002 and Prevention of Insults of National Honour Act, 1971 – regarding.**

The undersigned is directed to enclose a copy letter No. 15/12/2014-Public, dated 14th July, 2014 (along with its enclosures) bilingually, addressed to Chief Secretaries/Administrations of all State Government/UT Administrators and Secretaries of all Ministries/Departments of Government of India received from Ministry of Home Affairs (Public Section), on the aforesaid subject for information and strict compliance.

Encl : **As above**

**(Akhtarul Hanif)**
Under Secretary (Coordination)
**Tele: 23095539**

1. All officers & Sections in the Department of Revenue.
2. All Heads of Attached and Subordinate Offices in CBDT.
3. All Attached and Subordinate Off ices in CBEC.
4. All Heads of Attached and Subordinate Offices in HQrs. (Admin).
5. Pay and Accounts Officer, Department of Revenue, Church Road, New Delhi.
6. Directorate of Income-Tax (RSP &PR), 2nd Floor, Hans Bhawan, Bahadur Shah Zafar Marg, New Delhi.
7. Directorate of Publicity & Public Relations, Customs & Central Excise, C.R,. Building, New Delhi.
8. Guard File (two copies).

FTS-130354
22/7/14

No. 15/12/2014-Public
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
Public Section
***

14 JUL 2014

North Block, New Delhi-1
Dated the July, 2014

To

The Chief Secretaries / Administrators of
All State Governments / UT Administrations,
Secretaries of all Ministries / Departments of Govt. of India.

Subject: Strict compliance of the provisions contained in the Flag Code of India, 2002 and Prevention of Insults to National Honour Act, 1971- regarding.

Sir/Madam,

I am directed to refer to this Ministry's letter No. 15/3/2014-Public dated 20.01.2014 on the subject noted above and to say that complaints are being received by this Ministry about the insult or disrespect to the Indian National Flag on several occasions. Accordingly, a copy each of the Prevention of Insults to National Honour Act, 1971 and Flag Code of India, 2002 are enclosed herewith for strict compliance of the provisions contained in the Act and the Flag Code. You are requested to create awareness programme in this regard.

2. It has been brought to the notice of this Ministry that on important events, **the National Flag made of plastic** are being used in place of paper Flags. Since, plastic flags are not biodegradable like the paper flags, these do not get decomposed for a long time and are harmful to the atmosphere. Further, ensuring the appropriate disposal of National Flags made of plastic with the dignity of the flag is a problem. It may also be noted that as per Section 2 of the Prevention of Insults to National Honour Act, 1971- Whoever in any public place or in any other place within public view burns, mutilates, defaces, defiles, disfigures, destroys, tramples upon or otherwise shows disrespect to or brings into contempt (whether by words, either spoken or written, or by acts) the Indian National Flag or any part thereof, shall be punished with imprisonment for a term which may extend to three years, or with fine, or with both.

3. You are, therefore, requested to ensure that on important national, cultural and sports events Flags made of paper only are used by public in terms of the provisions of the Flag Code of India and such papers Flags are not discarded or thrown on the ground after the event. Such Flags are to be disposed of in private consistent with the dignity of the Flag. **Wide publicity for not using the National Flag made of plastic should be made alongwith its advertisement in the leading newspapers.**

Yours faithfully,

Encl.:- As above.

(Shyamala Mohan)
Director to the Government of India
Tel. No. 2309 2587

134393/2014/Coord

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प्राप्त किया
SUED
21 JAN 2014
MHA (NB)
हस्ताक्षर/Sign.....
प्रा० तथा पे०/R&I

No. 15/3/2014-Public
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya
Public Section
***

1/7

North Block, New Delhi-1
Dated the 20 January 2014

20 JAN 2014

To

The Chief Secretaries / Administrators of
All State Governments / UT Administrations,
Secretaries of all Ministries / Departments of Govt. of India.

Subject:- Strict compliance of the provisions contained in the Flag Code of India, 2002 and Prevention of Insults to National Honour Act, 1971- regarding.

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Sir/Madam,

I am directed to refer to this Ministry's letter No. 15/3/2013-Public dated 17/18.01.2013 on the subject noted above and to say that complaints are being received by this Ministry about the insult or disrespect to the Indian National Flag on several occasions. Accordingly, a copy each of the Prevention of Insults to National Honour Act, 1971 and Flag Code of India, 2002 are enclosed herewith for strict compliance of the provisions contained in the Act and the Flag Code. You are requested to create awareness programme in this regard.

2. It has been brought to the notice of this Ministry that on important events, **the National Flag made of plastic** are being used in place of paper Flags. Since, plastic Flags are not biodegradable like the paper flags, these do not get destroyed for a long time. This affects the dignity of the Flag. Also plastic, not being biodegradable, is harmful to the atmosphere.

3. You are, therefore, requested to ensure that on important national, cultural and sports events only Flags made of paper are used by public in terms of the provisions of the Flag Code of India and such papers Flags are not discarded or thrown on the ground after the event. Such Flags are to be disposed of in private consistent with the dignity of the Flag. **Wide publicity for not using the National Flag made of plastic should be made alongwith its advertisement in the leading newspapers.**

Yours faithfully,

Encl.:- As above.

M Shyamala

**(Shyamala Mohan)**
Director to the Government of India
Tel. No. 2309 2587

(11)

# THE PREVENTION OF INSULTS TO NATIONAL HONOUR ACT, 1971

No. 69 of 1971
(23rd December, 1971)

(Amended by the Prevention of Insults to National Honour (Amendment) Act, 2005)
No. 51 of 2005
(20th December, 2005)

## An Act to Prevent Insults to National Honour

Be it enacted by Parliament in the Twenty- second year of the Republic of India as follows: -

1. **SHORT TITLE AND EXTENT**

(1) This Act may be called the Prevention of Insults to National Honour Act, 1971.

(2) It extends to the whole of India.

2. **INSULT TO INDIAN NATIONAL FLAG AND CONSTITUTION OF INDIA**

Whoever in any public place or in any other place within public view burns, mutilates, defaces, defiles, disfigures, destroys, tramples upon or *otherwise shows disrespect to or brings into contempt (whether by words, either spoken or written, or by acts) the Indian National Flag or the Constitution of India or any part thereof, shall be punished with imprisonment for a term which may extend to three years, or with fine, or with both.

Explanation 1 – Comments expressing disapprobation or criticism of the Constitution or of the Indian National Flag or of any measures of the Government with a view to obtain an amendment of the Constitution of India or an alteration of the Indian National Flag by lawful means do not constitute an offence under this section.

Explanation 2 – The expression, "Indian National Flag" includes any picture, painting, drawing or photograph, or other visible representation of the Indian National Flag, or of any part or parts thereof, made of any substance or represented on any substance.

Explanation 3 – The expression "public place" means any place intended for use by, or accessible to, the public and includes any public conveyance.

*Explanation 4 - The disrespect to the Indian National flag means and includes—

(a) a gross affront or indignity offered to the Indian National Flag; or

(b) dipping the Indian National Flag in salute to any person or thing; or

(c) flying the Indian National Flag at half-mast except on occasions on which the Flag is flown at half-mast on public buildings in accordance with the instructions issued by the Government; or

(d) using the Indian National Flag as a drapery in any form whatsoever except in state funerals or armed forces or other para-military forces funerals; or

(e) #using the Indian National Flag:-

(i) as a portion of costume, uniform or accessory of any description which is worn below the waist of any person; or

(ii) by embroidering or printing it on cushions, handkerchiefs, napkins, undergarments or any dress material; or

(f) putting any kind of inscription upon the Indian National Flag; or

(g) using the Indian National Flag as a receptacle for receiving, delivering or carrying anything except flower petals before the Indian National Flag is unfurled as part of celebrations on special occasions including the Republic Day or the Independence Day; or

(h) using the Indian National Flag as covering for a statue or a monument or a speaker's desk or a speaker's platform; or

(i) allowing the Indian National Flag to touch the ground or the floor or trail in water intentionally; or

(j) draping the Indian National Flag over the hood, top, and sides or back or on a vehicle, train, boat or an aircraft or any other similar object: or

(k) using the Indian National Flag as a covering for a building; or

(l) intentionally displaying the Indian National Flag with the "saffron" down.

3. **PREVENTION OF SINGING OF NATIONAL ANTHEM**

Whoever intentionally prevents the singing of the Indian National Anthem or causes disturbances to any assembly engaged in such singing shall be punished with imprisonment for a term, which may extend to three years, or with fine, or with both.

*3A **MINIMUM PENALTY ON SECOND OR SUBSEQUENT OFFENCE**

Whoever having already been convicted of an offence under section 2 or section 3 is again convicted of any such offence shall be punishable for the second and for every subsequent offence, with imprisonment for a term, which shall not be less than one year.

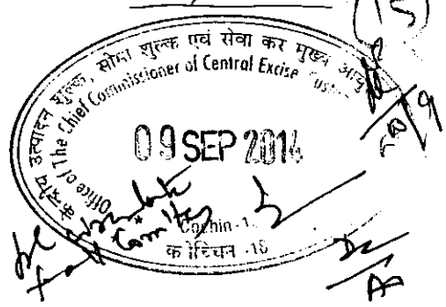
Note 1: * Inserted vide The Prevention of Insults to National Honour (Amendment) Act, 2003 (No. 31 of 2003 dated 8.5.2003)

Note 2: # Inserted vide The Prevention of Insults to National Honour (Amendment) Act, 2005 (No. 51 of 2005 dated 20.12.2005)

IC.No.732/2014

By Speed Post

F.No.A-60011/21/2014-Ad.IIB
Government of India
Ministry of Finance
Department of Revenue
*****




New Delhi, the 04th September, 2013

To,

The Chief Commissioners/ Director Generals, CBEC
and Director(CRCL).

Subject:- Self certification.

Sir,

The Second Administrative Reforms Commission in its 12th Report titled "Citizen Centric Administration – The Heart of Governance", has recommended adoption of self-certification provision for simplifying procedures.

2. Taking a cue from this some Ministries/State Governments have adopted the provision of self-certification of documents like marksheet, birth certificate etc. by the applicants/stakeholders instead of asking for an attested copy of the documents by a Gazetted Officer or filing of affidavits. Under the self attestation method, the original documents are required to be produced at the final stage.

3. You will appreciate that the above method is citizen friendly as obtaining either an attested copy or affidavit not only cost money but also involves wastage of time of the citizens and the Government officials.

4. Government of India is keen to promote self-attestation/certification instead of attestation by Gazetted Officer or Magistrate/furnishing of affidavit, so as to avoid unnecessary harassment to the public. Department of Administrative Reforms and Public Grievances has launched a drive in this regard.

5. Accordingly, in respect of all copies of documents hitherto requiring certificate/attestation by a Magistrate or Gazetted Officer, Self certification by the applicant should be treated as sufficient, subject to production of the original certificates as and when required.

Yours faithfully.

A. K. Qasim

(A.K. Qasim)
Deputy Secretary to the Govt. of India
Tele : 23095530

Copy to : DG (System) with the direction to upload the above instructions on the website.

JCNO 708/14

(16)

F.No. A-26011/114/2013-Ad.IIA
Government of India
Ministry of Finance
Department of Revenue
*****

New Delhi, the 8th August, 2014.

To

AO

All the Chief Commissioner,
All DGs under CBEC.

Subject : Applicability of pay structure for the post of Jr. Hindi Translator – clarification regarding.

Sir,

I am directed to say that it has come to the notice of the Board that some Commissionerates have granted Grade Pay of Rs. 4200/- in Pay Band-2 to Jr. Hindi Translators while others have granted Grade Pay of Rs. 4600/- in Pay Band-2. The matter has been examined in consultation with Department of Expenditure who have clarified that –

*" as per provision of O.M. dated 13.11.2009, the posts which were in the pre-revised pay scale of Rs. 6500-10500/- as on 1.1.2006 and which were granted the normal replacement pay structure of Grade Pay of Rs. 4200 in the pay band PB-2, have been granted Grade Pay of Rs. 4600 in the pay band PB-2. The post of Junior Hindi Translator was not in the pre-revised scale of Rs. 6500-10500 as on 1.1.2006, but in the pre-revised scale of Rs. 5500-9000/-. Therefore, the provisions of the OM dated 13.11.2009 is not applicable in the case of Junior Hindi Translator in this case. While considering the official language posts in the Commissionerates under CBEC as per Department of Expenditure's OM dated 24.11.2008 (read with OM dated 27.11.2008), the post of Junior Hindi Translator in all the Commissionerates under CBEC would be in the pay structure of PB-2 with Grade pay of Rs. 4200/-. "*

2. All the Commissionerates are requested to strictly abide by the above instructions.

3. A compliance report may be sent by Cadre Controlling Chief Commissioners by 31.08.2014.

Yours faithfully,

B.K.Manthan

(B.K.Manthan)
Under Secretary to the Govt. of India
Tel. No. 23095584.

Copy to : Office of Pr. CCA, New Delhi w.r.t. their Note No. Coord/Exp./Pay fixation clarification/2013-14/32 dated 15.5.2014.

JCAD 1402/14



Sri Bains

(17)

Office of The Chief Commissioner of Central Excise, Customs & Service Tax
11 SEP 2014
Cochin-18
कोच्चिन -18

**IMMEDIATE**

**DIRECTORATE OF PUBLICITY & PUBLIC RELATIONS**
**CUSTOMS & CENTRAL EXCISE**
**C.R. BUILDING, I.P. ESTATE**
**NEW DELHI-110 109.**

**F.No. DP/Press/14/2012** /1749 TO 4549 **Dated the** 04 3rd **September, 2014**

## CIRCULAR

**Subject : Publishing of 'Yearly Departmental Calendar 2015' - reg.**

This Directorate intends to bring out the Departmental Calendar for the year 2015 very soon. It is proposed to include depictions of works of a creative nature in this calendar. It has also been decided to include works of our Departmental officers and staff as well as their family members. Interested Departmental officers and staff are, therefore, requested to send high resolution copies of their submissions by 15.09.2014 at the latest.

**(VINOD KUMAR GOEL)**
**COMMISSIONER**

To

All officers and staff under CBEC.

No. A-32022/06/2014-Ad.IIIA
Government of India
Ministry of Finance (Department of Revenue)
Central Board Excise & Customs

Hudco Vishala Building, Bhikaji Cama Place
R.K. Puram, New Delhi, dated 8th September, 2014

To

All CCAs under CBEC.

Subject:- Inter-se seniority of direct recruits and promotees –instructions thereof-regarding.

Sir,

I am directed to state that the issue of inter-se seniority of direct recruits and promotees in compliance of directions dated 27.11.2012 of Hon'ble Supreme Court passed in Civil Appeal No. 7414-7515 of 2005 in the case of N.R. Parmar & Ors. Vs Union of India & Ors. has been examined in consultation with Department of Personnel & Training.

2. The DoP&T has clarified that that it would not be feasible/desirable to give generalized opinion in respect of pending court cases as every case would have to be dealt with in its own context while applying the provisions of laid down policy. However, DoP&T's general observations on implementation of seniority policy as laid down in their O.M. No. 20011/1/2012-Estt.(D) dated 4th March, 2014 were clarified to CBDT as under:-

(a) The DoPT OM No. 20011/1/2008-Estt.(D) dated 3.3.2008 has been treated as non-existent ab-initio. It would imply that this OM for all practical purposes did not exist. It would therefore imply that any seniority fixation done under the provisions of OM dated 3.3.2008 is liable to be re-visited.

(b) If the OM dated 3.3.2008 does not exist then the provisions of OM dated 7.2.1986/3.7.1986 remain applicable, un-altered till the issue of revised instructions applicable from 27.11.2012. This implies that seniority would have tobe decided under DoPT OMs dated 7.2.86/3.7.86 till 27.11.2012. It may be noted here that the Supreme Court has upheld the provisions of the

Contd/-

(c) The cases of seniority which have been settled based on the available/implied interpretation of OM dated 7.2.86/3.7.86 other than the OM dated 3.3.2008 need not be suo-moto re-visited as it would un-settle the cadre dynamics.

3. The clarification was also sought by CBEC and DoP&T has clarified as under:-

> "Any seniority fixation done under the provisions of O.M. dated 3.3.2008 is liable to be re-visited. Further, this advice/clarification and clause 5(h) of the O.M. dated 4.3.2014 complement each other and are not contradictory in that the provisions of O.M. dated 7.2.1986/3.7.1986 will apply till 27.11.2012, after which the circular dated 4.3.2014 will apply."

4. Attention is also drawn to Para 5(i) of the O.M. dated 4.3.2014 which states that the cases of seniority already settled with reference to the applicable interpretation of the term availability, as contained in DoPT O.M. dated 7.2.86/3.7.86 may not be reopened.

5. The CCAs are therefore requested to take necessary action looking into the facts of this case read with the DoP&T's O.M. dated 4.3.2014 and above clarifications.

6. This issues with the approval of Member (P&V), CBEC.

Yours faithfully,

8.9.2014

(Rajpal Singh)
Under Secretary to the Government of India
Tel. 26162780

ICNDG35/14

F.No.C 30013/90/2006 Ad.IVA (Pt.II)
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs
*****

07 AUG 2014

5th floor, HUDCO Vishala Bldg.,
Bhikaji Cama Place, New Delhi,
Dated the 1st August, 2014

To

All Chief Commissioners/Directors General and
Commissioners-in-charge in Directorates under CBEC

Subject Enhancement of financial powers delegated to HODs of CBEC under the Head "Miscellaneous Expenditure (Non-recurring)" - regarding.

Sir/ Madam,

While considering the proposal for ex-post facto approval of the expenditure incurred on celebration of Central Excise Day, 2014, IFU have advised the CBEC that a proposal to enhance the limit of delegation of financial powers to HoDs under the Head "Miscellaneous Expenditure' (Non-recurring)" may be taken up with the competent authority.

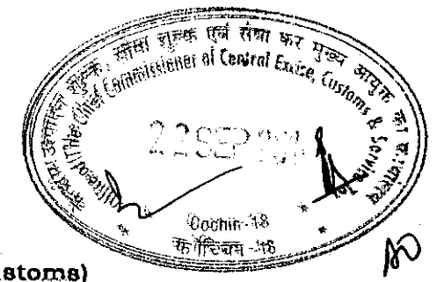
2. It is, therefore, requested that the details of expenditutre incurred on celebration of Central Excise Day/ International Customs Day during last three years i.e 2012 to 2014 and justification for revision of limit of powers delegated to HoDs under the aforesaid Head may be furnished to the Board.

Yours faithfully,

(B Ginkhan Mang)
Under Secretary to the Govt. of India
Tel. No. 011-26162673

JCNO 801/14

Sh Bansal



FTS No.17-8-236/2014
Ministry of Finance
Department of Revenue
(Central Board of Excise and Customs)
...

Room No.143-C
North Block
New Delhi-110 001

Dated 22 September, 2014

To

Chief Commissioner of Customs, Chennai, Tamil Nadu
Chief Commissioner of Central Excise, Chennai, Tamil Nadu
Chief Commissioner of Customs, Bengaluru, Karnataka
Chief Commissioner of Central Excise, Bengaluru, Karnataka
Chief Commissioner of Central Excise, Mysore, Karnataka
Chief Commissioner of Central Excise, Customs & Service Tax. Cochin, Kerala
Chief Commissioner of Central Excise, Coimbatore, Tamil Nadu
Chief Commissioner of Customs (Preventive), Tiruchirapalli, Tamil Nadu

Sir/Madam,

Sub: Request for sending of copies of periodical returns.

-:o:-

I am directed to request that softcopies of all periodical returns from August 2014 onwards which are being submitted to Member(Pers)/South Zone, may be emailed to virender.kumar55@nic.in.

Yours faithfully,

(VIRENDER K. CHANANA)
Deputy Commissioner
Office of Member(Pers),South Zone
CBEC
(M)09811196884

SEP-2014 16:41 From: To:04842397614 P.1

S97/14

Tel: 0674-2589935
Fax: 0674-2589938

**By Speed Post**

**GOVERNMENT OF INDIA**
**MINISTRY OF FINANCE, DEPTT. OF REVENUE**
**OFFICE OF THE CHIEF COMMISSIONER,**
**CENTRAL EXCISE, CUSTOMS AND SERVICE TAX,**
**BHUBANESWAR ZONE,**
**RAJASWA VIHAR, BHUBANESWAR-751007 (ODISHA).**

C.No.II(3)1/CC/Admn/BBSR/2013/ 8954-395-A Date : 02.04.2014

**CIRCULAR**

It is hereby informed that the contact numbers of Shri Susanta Kumar Panda, Chief Commissioner, Bhubaneswar Zone, Bhubaneswar are as follows :-

| | | |
|---|---|---|
| Telephone No. (Office) | : | 0674-2589935 |
| Fax No. | : | 0674-2589938 |
| Mobile No. | : | 09937507676 |
| E-mail id. | : | ccbbsr@rediffmail.com |

02/04/14

(Avinash Thete)
Additional Commissioner (CCO)

Copy forwarded for information to :

1. Sr.PPS to the Chairperson, Central Board of Excise & Customs, North Block, New Delhi-110001.
2. Sr.PPS to the Member (P&V/Central Excise/Customs/Service Tax/Budget/L&J), Central Board of Excise & Customs, North Block, New Delhi-110001.
3. All Chief Commissioners of Central Excise, Ahmedabad/Bangalore/Bhopal/ Chennai/Cochin/Coimbatore/Delhi/Hyderabad/Jaipur/Kolkata/Lucknow/Meerut/ Mumbai-I/Mumbai-II/Mysore/Nagpur/Pune/Ranchi/Shillong/Vadodara/ Visakhapatnam.
4. All Chief Commissioners of Customs, Ahmedabad/Bangalore/Chennai/Delhi/ Delhi(Prev)/Kolkata/Mumbai-I/Mumbai-II/Mumbai-III/Patna/Thiruchirapalli (Prev).
5. Commissioner of Central Excise, Customs & Service Tax, Bhubaneswar-I/ Bhubaneswar-II.
6. Commissioner (Appeals), Central Excise, Customs & Service Tax, Bhubaneswar.