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/39/15/2015 Estt Date: 06 .02.2015

URGENT

To

The Deputy/Asst. Commissioner
Ernakulam I/II/Service Tax
Kottayam/Muvattupuzha
Divisions

Sir/Madam,

Sub:- Grant of Commendation Certificate on the occasion of Central Excise Day 2015 – reg.

Please find enclosed copy of Directorate General of Inspection's letter F.No. 1040/2/2015 dated 28.01.2015 on the above subject.

It is requested that nominations in the prescribed proforma may be sent to this office immediately by 06.02.2015 evening for onward submission to Directorate General of Inspection. If no nomination is forwarded, a NIL report to this effect may be sent.

Yours faithfully,

06/02/15

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

Encl: as above

Copy to:-

All Section Heads in Hqrs. Office Cochin

Directorate General of Inspection
Customs & Central Excise
5th Floor, Drum Shape Building
I.P. Bhawan, I.P. Estate,
New Delhi – 110 002.

F.No. 1040/2/2015 Dated: 28.01.2015

To

1. The Chief Commissioner of Central Excise (All)
2. The Chief Commissioner of Central Excise & Customs (All)
3. The Chief Commissioner of Customs/Customs (Prev.) (All)
4. The Chief Commissioner CESTAT, New Delhi
5. The Director General /Inspection, Intelligence, Systems, Vigilance, Service Tax, Audit, Export Promotion, Safeguards, Valuation, NACEN & HRD, New Delhi
6. The Chief Controller of Government Opium & Alkaloid Factories, Gwalior
7. The Narcotics Commissioner, Gwalior
8. Commissioner Logistics /O&PM/Legal Affairs/Publicity & PR, New Delhi.
9. All Joint Secretaries/Commissioners in CBEC.

Subject:- Grant of Commendation Certificate on the occasion of Central Excise Day, 2015 – reg.

Sir/Madam,

It has been decided to award Commendation Certificates to the selected officers at the All India level in different grades who, by their innovative ideas/continued devotion and commitment to duty, have contributed to promoting excellence in the fields of Central Excise and Service Tax administration. The objective is to give due recognition to officers who may have contributed significantly in diverse areas such as trade facilitation, automation, enforcement, audit, infrastructure development, human resource development, personal management, secretarial work, legislation, policy making, legal, judicial and training which often remain unrecognized by way of formal awards. The Commendation Certificates are proposed to be distributed at the Central Excise Day function being organized in New Delhi on 24th February 2015.

2. For this purpose, the Chief Commissioners/ Director General may kindly send suitable nominations. Individual officers who consider themselves deserving for the commendation may apply to the respective Commissioners/controlling officer (in enclosed proforma) who may forward their application, after due scrutiny, to the concerned Chief Commissioner/Director General, for further necessary action. In the description of significant contribution made, the role of individual must be clearly brought out as distinct from that of the organization or team that the officer was a part of. Details of cases where the officer has played a prominent role should be mentioned separately indicating the exact role played by the officer.

3. You may also ensure that the abstract showing the **ACR grading of the officer for the last ten years** duly certified by the sponsoring authority accompany the proposal. The **vigilance clearance for the last ten years** should also be furnished along with the proposal. Care should be taken to send proposals of only such officers whose record of service/integrity is absolutely beyond doubt. At the time of sponsoring the names itself, the sponsoring authority should satisfy that the officer is really a deserving candidate for the award and also enjoys an excellent general reputation.

4. It is requested that wide publicity may be given to this letter to encourage deserving officers in different grades i.e. Group 'A', 'B' & 'C' to apply for the grant of Commendation Certificate.

5. The proposal duly verified and with the recommendation of respective Chief Commissioner/ Director General may be sent to Director General, Directorate General of Inspection, Customs & Central Excise, HQ New Delhi so as to reach this office **by 10th February 2015**. The nomination should be made in the enclosed proforma and sent by email. dteinsp@nic.in and as well as by fax 011-23370351 / Speed Post.

6. I would like to reiterate that the proposal should be sent within the stipulated date to enable proper screening by the members of selection committee for selection of the officers for grant of Commendation Certificates. Any proposal received after due date may not be considered. If no nomination is forwarded, a NIL report to this effect may be sent.

Yours faithfully,

Encl. As above.

29.1.2015
(P.K.Mohanty)
Director General (Inspection)

Copy forwarded for kind information to:

1. Special Secretary & Chairperson, CBEC New Delhi
2. Special Secretary & Member (CX) & Computerization / Budget/ Service Tax/ (L&J) & Customs, New Delhi
3. Special Secretary & Member (P&V), CBEC, New Delhi

Copy to:

1. Director General of Systems, Directorate General of Systems, New Delhi with a request to give wide publicity to the above on the department's website on priority basis.

29.1.2015
Director General (Inspection)

PROFORMA

Proposal for Award of Commendation Certificate on the occasion of the Central Excise Day

1	Name of the Official :- (Full name in Block letters)	
2	Designation:-	
3	Father's 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	
11	ACR grading for the last ten years certified by an officer not below the rank of Commissioner	
12	Significant contribution made by the official in promoting excellence in the field of Central Excise, and Service Tax	
13	Commendation/Appreciation certificates received by the official.	
14	Any other distinction / achievement	
15	Details of enquiry, if any, pending or contemplated against the official. Vigilance Clearance Certificate may be annexed.	
16	Remark of the sponsoring authority justifying the nomination for commendation certificate	

Signature of Sponsoring Authority

Name

Designation

(Official Seal to be affixed)

17	Remarks of the jurisdictional Chief Commissioner/ Director General recommending the proposal	
		Signature of Recommending Authority
		Name
		Designation
		Date
		(Official Seal to be affixed)