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

C.No.II/7/2/2014 - Estt. (PF) Dated: 21.10.2015

ESTABLISHMENT CIRCULAR NO. 17/2015

Attention is invited to the following letters:-

Sl. No.	Letter No. and date	Subject
1.	F.No.394/154/2015-Cus(AS) dated 07.10.2015	Presidential Awards of Appreciation Certificates to be announced on the occasion of Republic day, 2016.
2.	F.No.587/CE/43/PA/POL/2015 dated 07.10.2015	

Copy of the mentioned letters may be downloaded from the website of Cochin commissionerate - www.cenexcisekochi.gov.in for information.

Nominations, if any, may be sent to this office urgently in the prescribed proforma.

21/10/15

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

To

1. All Divisions under Cochin commissionerate
2. The Superintendent (EDP) for uploading in website.
3. Notice Board, Hqrs Cochin.
4. Notice Board, Central Excise Bhavan, Kathrikadavu.

Copy to:

1. The Deputy Commissioner (CCO), Hqrs Cochin for information.

TIME BOUND

केन्द्रीय उत्पाद शुल्क
आसूचना महानिदेशालय
पश्चिम खण्ड - 8, विंग संख्या 6,
द्वितीय तल,
आर. के. पुरम, नई दिल्ली - 110066

DIRECTORATE GENERAL OF CENTRAL EXCISE INTELLIGENCE
WEST BLOCK-VIII, WING No.- 6,
2ND FLOOR
R. K. PURAM, NEW DELHI-110066

F No. 587/CE/43/PA/POL/2015 Dated: 07.10.2015

The Chairman & 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, New Delhi.
The Director General, Directorate of Revenue Intelligence, New Delhi,
The Special Secretary & DG, CEIB, New Delhi,
The Director General, NCB, New Delhi,
The Director (AS), CBEC, HUDCO Vishala Building, New Delhi,
The All Principal DG/ Director General/ Inspection/ Vigilance/ Service Tax/ Audit/NACEN /Safeguard/Valuation/Export Promotion/ System & Data Management/ HRD, New Delhi,
The Director, Enforcement Directorate, New Delhi,
The All Principal Chief Commissioner/ Chief Commissioner of Customs
The All Principal Chief Commissioner/Chief Commissioner of Central Excise & Service Tax, → COCHIN - ZONE
The Commissioner, LTU (All),
The Commissioner Logistics/ O&PM/Legal Affairs/Publicity & PR, New Delhi,
The Chief Commissioner (AR), CESTAT, New Delhi,
The Narcotics Commissioner, Gwalior,
The Chief Controller of Government Opium & Alkaloid Factories, Gwalior,
The Director, Financial Intelligence Unit, Hotel Samrat, New Delhi.

Sir / Madam,

Subject: Grant of Presidential Award of Appreciation Certificate on the occasion of Republic Day, 2016 – reg.

The proposal for grant of Presidential Award of Appreciation Certificate for the officers of Central Excise on account of their (a) Exceptionally Meritorious Service at the risk of life and (b) Specially Distinguished Record of Service on the occasion of the Republic Day, 2016 are being considered.

Accordingly, the proposals for these Awards in respect of the Central Excise officer in charge may kindly be sent to this Directorate in the proforma (enclosed) **by 30.10.2015** (in

It is requested to adhere to all the instructions on the subject relating to grant of Presidential Award of Appreciation Certificates while forwarding the proposals. In this context, Ministry's instructions issued vide F.No. 394/154/2015-Ad (AS) dated 07.10.2015 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 conduct in the line of duty, should be recommended (Copy enclosed).

2. It is requested that wide publicity may kindly be given to encourage officers to apply for the Presidential Awards. The officials posted in your charge, who consider themselves deserving for grant of Presidential Award on the occasion of the Republic Day, 2016, 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 be sent in deserving cases to this Directorate General.

3. It is requested that all proposals may be routed through the jurisdictional Zonal Principal Chief Commissioner/ Chief Commissioner / Principal Director General/ Director General and Director in case of officers belonging to the Directorates. It will not be possible for this Directorate General to entertain any proposal sent directly without the recommendation of concerned Zonal Chief Commissioner/ Director General.

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

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

Yours faithfully,

Encl: As above.

(V. Padmanabhan)
Principal Additional Director General

Copy to:

The Principal Additional Director General / Additional Director General, DGCEI, Zonal Units, Ahmedabad/ Bangalore/ Bhopal/ Chennai/ Delhi/ Hyderabad/ Lucknow/ Kolkata/ Mumbai.

The Additional Director/Joint Director, (Inv.)/(Policy)/(Int.)/(Admn.), DGCEI (Hqrs.), New Delhi for information and similar action in respect of the officers under their charge.

Yours faithfully,

(Dr. Puneeta Bedi)
Deputy Director (Policy)

FROM :DGCEI FAX NO. :0484 2397884

IC-No. 673/15

F.No. 394/154/2015-Cus (AS)
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
(Anti-Smuggling Unit)
*****

08 OCT 2015

503, Hudco Vishala Building,
Bhikaji Cama Place, R.K. Puram,
New Delhi, the 7th Oct., 2015

To

The Director General,
Directorate of Revenue Intelligence,
New Delhi.

The Director General,
Directorate of Central Excise Intelligence,
New Delhi.

Sub: **Presidential Awards of Appreciation Certificate to be announced on the occasion of Republic Day, 2016-Reg.**

Sir,

I am directed to refer to letter of even no. dated 07.10.2015 on the above cited subject, posted at www.cbec.gov.in

2. You are requested to widely circulate the same, solicit the application and /or sponsor the names for the Presidential Award of Appreciation Certificate for the Republic Day, 2016.

3. The action plan and the instructions shall be strictly adhered to while forwarding the proposals.

Yours faithfully,

(A.C. Mallick)
Under Secretary to the Govt. of India
Tele-Fax No.:- 26177328

F.No. 394/154/2015-Cus (AS)
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
(Anti-Smuggling Unit)
*****

503, Hudco Vishala Building,
Bhikaji Cama Place, R.K. Puram,
New Delhi, the 7th Oct., 2015

To

The Director General,
Directorate of Revenue Intelligence,
New Delhi.

The Director General,
Directorate of Central Excise Intelligence,
New Delhi.

Sub: **Presidential Awards of Appreciation Certificate to be announced on the occasion of Republic Day, 2016-Reg**.

Sir,

As you are aware the Presidential Award of Appreciation Certificates are granted on the occasion of the Republic Day to the officers of the Department for

(i) Exceptionally Meritorious Service at the risk of life, and
(ii) Specially distinguished record of service.

2. In this regard, the following Notifications/Instructions may be referred to:

S.No.	Notification No./Instructions No.	Dated
1.	Notification No.12/139/59-AD.III B	05-11-1962
2.	Notification No.31/12/67. Ad.IIIB	15-01-1968
3.	Instruction F.No. 31/2/67.Adm. III B	08-05-1969
4.	Notification No.A21021/13/71.Ad.IIIB	22-01-1972
5.	Notification No.21021/1/82-Ad.III B	14-06-1982
6.	Instruction F.No.394/100/86-Cus (AS)	14-03-1986
7.	Notification No.4/96 issued vide F.No.394/05/96-Cus (AS)	22-01-1996
8.	Notification No.2/2013-Customs (N.T.) issued vide F.No. 394/136/2011-Cus (AS) (Pt)	14-01-2013
9.	Circular issued vide F.No.394/157/2013-Cus (AS)	17-09-2013
10.	Notification No.43/2014-Customs (N.T.) dated 23.05.2014 issued vide F.No. 394/136/2011-Cus (AS) (Pt)	23-05-2014

3. The Proposals for the Awards on the occasion of the eve of the Republic Day, 2016, have now become due for consideration. Accordingly following action plan is proposed, namely:-

(i) The Proposal shall be in the prescribed proforma- I and proforma- II enclosed.

Contd..P..2/---

(ii) All the Customs Zone shall forward the nomination / Proposals to DGRI by 30.10.2015.

(iii) All the Central Excise formation shall forward the nomination proposals to DGCEI by 30.10.2015.

(iv) The Directorates namely, DG(Audit), DG Inspection, DG Service Tax, DG Systems, DG Vigilance, Directorate of Logistic, Directorate of Data Management, Directorate of Legal Affairs, Directorate of Publication and Public relations, DG HRD shall forward their nomination to DGCEI by 30.10.2015.

(v) The Directorate DG EP, DG NACEN, DG Safeguards, DG Valuation, Directorate of CRCL shall send their nomination to DGRI by 30.10.2015.

(vi) DG DRI and DG CEI shall compile the nomination/proposals received and forward the same along with the nomination /proposals of their own officers to Board by **16.11.2015**.

4. To have greater transparency in the selection process, the criteria may be widely circulated to enable officers to apply for the award if they deserve so.

5. Further, the sponsoring authorities shall ensure that:

(i) All matter relating to vigilance including any complaint / FIR / enquiry of past and present contemplated 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.

(ii) The recommending/Sponsoring Authority/Head of the Department should keep in mind Para 2 of 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 for Awards.

Yours faithfully

Encl: As above.

(A.C.Mallick)
Under Secretary to the Government of India.
Tele No.26177328.
Fax No.26177543/7572.

PROFORMA-I

PRESIDENTIAL AWARDS FOR REPUBLIC DAY, 2016			
Category of Award:	**Exceptionally Meritorious Service at the risk of life/Specially Distinguished Record of Service**		
Name of Officer(in full)			
Designation:			
Date of Birth (DD/MM/YYYY):			
Date of Joining/ Years of Service completed as on			
Present place of Posting: (SpecifyCC,Zone,/Directorate/Wing			
ACR Gradings during last ten years	**OUTSTANDING/ EXCELLENCE/APAR points between 8 to 10**	**VERY GOOD/APAR points between 6 and short of 8**	**GOOD/APAR points between 4 and short of 6**
Summary of ACR/APAR Grading			
Vigilance Clearance Certificate issued on (DD/MM/YYYY): **Name and Designation of Authority who has issued Vigilance Clearance Certificate:**			
Whether declaration/undertaking given by the officer that no civil/criminal case/FIR is pending against him/her	**Yes/No** **If Yes, date of Undertaking:**		
Performance of Officer (not more than 100 words):			
Special mention, if any (not more than 100 words):			
Recommending/Sponsoring Authority	Signature: Name: Designation: Date and Place:		

Please Note: the Proforma should fit **one A4 page only**. Font: Times New Roman 11 should be used.

PROFORMA-II

Proposal for Nomination for the Presidential Award
On the occasion of Republic Day-2016

1.	Whether proposed for 'Distinguished Record of Service' or Exceptionally Meritorious Service Rendered at the Risk of Life
2.	Name of the Officer (Full name, both in Hindi and English) ---------- ----------
3.	Designation
4.	Father's/Spouse's Name
5.	Date of Birth (DD/MM/YYYY)
6.	Educational Qualification (s)
7.	e-mail Id and Mobile number of the applicant i. e-mail id: ii. Mobile Number:
8.	Date of Joining the Department (With post DD/MM/YYYY)
9.	Present post and place of posting (Post/Commissionerate)
10.	Date of promotion in the present grade (DD/MM/YYYY)
11.	Pay Band: Present Basic Pay & (Band Pay + Grade Pay)
12.	Details of postings with designation and period since joining the department (As per enclosed Annexure-A)
13.	APAR/ACR grading for the last ten years (As per enclosed Annexure-B), Certified by the Commissioner/HOD.

14.	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. Further, 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 (Narration should not exceed 500 words).
14(i)	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 supported by relevant DRI-I/AE-I / DRI-II / AE-II) and separately indexed and enclosed as Annexure "C")
14(ii)	Total value of seizure cases in which the official played prominent role. (Brief details of the cases should be mentioned separately supported by relevant DRI-I/ AE-I /DRI-II /AE-II and separately indexed and enclosed as Annexure "D")
14(iii)	Total quantity of narcotic drugs seized on the basis of information / intelligence collected/ supplied by the officer. (Brief details of the cases should be mentioned separately supported by relevant DRI-I / DRI-II and separately indexed and enclosed as Annexure "E")
14(iv)	Total quantity of narcotic drugs seized in cases in which the official played prominent role. (Brief details of the cases should be mentioned separately supported by relevant DRI-I/ DRI-II and separately indexed and enclosed as Annexure "F")
15.	Exceptionally meritorious Service rendered by the official at the risk of life (Details should be mentioned separately and enclosed as Annexure "G" supported by relevant document/ reports).
16.	Commendation / Appreciation Certificates received by the official with a brief indication of the underlying reason (Authenticated photocopies should also be enclosed separately indexed and enclosed as annexure "H" for each item.
17.	Any other distinction/ achievement (Not more than 100 words with supporting documents/papers separately indexed and enclosed as annexure "I")

18.	Details of enquiry, if any, pending or contemplated against the official (Vigilance Certification issue by the Sponsoring Authority should be enclosed as annexure "J")
19.	Total amount of reward received by the official. Please give case wise as annexure "K". (To be certified by the sponsoring authority)
20.	Declaration / undertaking in terms of para 4 of Ministry's letter F. No. 394/146/2014-Cus (AS) dated 23.09.2014 regarding Civil/Criminal cases / FIR pending against the officer. (As per enclosed Annexure-"L")
21.	Remarks of the sponsoring authority justifying the proposal Signature of Sponsoring Authority) Name: Designation: Date: (Official seal to be affixed)
22.	Remarks of the jurisdiction Zonal Chief Commissioner/ Director General Recommending the proposal: Signature of Sponsoring Authority) Name: Designation: Date: (Official seal to be affixed)

(Please note: the proforma should fit in A4 sheet and Times New Roman Font Size 11 should be used).

ANNEXURE-"A"

History of posting as per DG HRD format

Name of the officer

Designation

Commissionerate / Directorate

Sl. No	Place of Posting	Post Held	Period	
			From	To

Certified by:-

Signature of Sponsoring Authority

(Commissioner / HOD)

Name

Designation

Date

(Official seal to be affixed)

ANNEXURE-"B"

ACR/APAR grading for the last ten years

Name of the officer

Designation

Commissionerate / Directorate

Year	Grading by Reporting Officer	Grading by Reviewing Officer
2005-2006		
2006-2007		
2007-2008		
2008-2009		
2009-2010		
2010-2011		
2011-2012		
2012-2013		
2013-2014		
2014-2015		

Certified by:-

Signature of Sponsoring Authority

(Commissioner / HOD)

Name

Designation

Date

(Official seal to be affixed)

ANNEXURE-"L"

Declaration / Undertaking

I, ---------- S/o / D/o / W/o Shri ---------- ------- R/o ---------- hereby, declare that no proceedings in respect of any Civil/ Criminal case / FIR is pending against me at the time of consideration of Award Proposal.

I further undertake to furnish details forthwith if any such Civil/ Criminal case / FIR is instituted against me before Investiture Ceremony.

Signature by the applicant

Name

Date: Designation

Certified by:-

Signature of Sponsoring Authority
CC/DG/Commissioner / HOD

Name

Designation

Date

(Official seal to be affixed)

CHECK LIST

Whether the proposal is complete in all respect.

(To be used by DG DRI/DG CEI)

Name of the officer	Sponsored By (Zone/Directorate/Other)	Whether received within due date Y/N	Whether Proforma-I is Complete Y/N	Whether Proforma-II is Complete Y/N	Whether all the annexures are duly completed and enclosed. Y/N											
					A	B	C	D	E	F	G	H	I	J	K	L
1	2	3	5	5	6	7	8	9	10	11	12	13	14	15	16	17
Example:- Ms./ Shri xxxx	@@@@@ Zone/ Directorate															

Annexure C: Details of cases booked on the basis of own information/ intelligence.

S.No.	Details of DRI-I/ DRI-II	Case details (maximum 50 words)

Annexure D: Details of cases where the officer has played prominent role.

S.No.	Details of DRI-I/ DRI-II	Case details (maximum 50 words)

Annexure E: Details of cases booked on the basis of own information/ intelligence.

S.No.	Details of AE-I/ AE-II	Case details (maximum 50 words)

Annexure F: Details of cases where the officer has played prominent role.

S.No.	Details of AE-I/AE-II	Case details (maximum 50 words)

Annexure G: Exceptionally meritorious service rendered at the risk of life.

S.No.	Details of supporting documents	Details of the case/work

Annexure H: Details of Commendations/ Appreciations

S.No.	Year	Details of Appreciation Certificate/ Commendation	Given by (Designation of authority)

Annexure I: Other Distinctions/ Achievements.

S.No.	Reference	Distinction/ Achievement

Annexure J: Details of enquiry pending against the officer.

S.No.	Details of Case (s)

Annexure K: Amount of Reward received.

S.No.	Case Reference	Amount (Rs. in lakhs)