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: 11.02.2016

ESTABLISHMENT CIRCULAR NO. 03 /2016

Attention is invited to the following letter received from the Directorate General of Performance Management, New Delhi:-

Sl. No.	Letter No. and date	Subject
1.	F.No.503/16/2016 dated 08.02.2016	Grant of Commendation Certificate on the occasion of Central Excise Day, 2016

Copy of the mentioned letter 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.

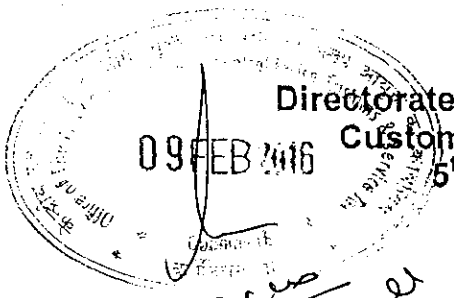
[RANI C R]
DEPUTY COMMISSIONER [P&V]

To

1. The DC/AC of divisions under Cochin commissionerate.
2. All Section Heads in Headquarters Cochin.
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.



F.No. 503/16/2016 (T)

Directorate General of Performance Management
Customs, Central Excise and Service Tax
5th Floor, Drumshape Building
I. P. Bhawan, I. P. Estate
New Delhi – 110 002

09 FEB 2016

Dated: 08.02.2016

To

1. The Chief Commissioner of Central Excise / Service Tax (All Zones)
2. The Chief Commissioner of Central Excise & Customs (All Zones)
3. The Chief Commissioner of Customs/Customs(Prev.) (All Zones)
4. The Chief Commissioner (AR), New Delhi
5. The Directors General (All)- Performance Management/Tax Payer Services/ Revenue Intelligence/Central Excise Intelligence/Systems and Data Management/ 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/Legal Affairs, New Delhi
9. All Joint Secretaries/Commissioners in CBEC.

Sub: **Grant of Commendation Certificate on the occasion of Central Excise Day, 2016 – 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, 2016.

2. For this purpose, the Chief Commissioners/Directors General may kindly send suitable nominations. Individual officers who consider themselves deserving for the commendation may apply to the respective Commissioners/controlling officers (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 APAR gradings 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 Performance Management, Customs, Central Excise & Service Tax, HQ New Delhi latest by **12th February 2016**. The nomination should be made in the enclosed proforma (in word format) and sent by **email to:** dg.insp-cbec@nic.in (in word format) and as well as by **fax 011-23370351, 011-23370349/ 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.

Yours faithfully,

(Mahender Singh)
Director General

Copy forwarded for kind information to:

1. The Chairman, CBEC New Delhi
2. The Members CX/ P&V /ST/Customs/Budget/L&J, New Delhi.
3. The Commissioner (Coordination), CBEC, New Delhi

Copy to:

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

Director General (DGPM)

PROFORMA

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

(In Word format)

1	Name of 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	APAR gradings 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 certificatas 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	Remarks of the sponsoring authority justifying the nomination for commendation certificate		

Signature of Sponsoring Authority

Name

Designation

(Official Seal to be affixed)

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