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
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C.No.II/7/2/2014 - Estt. (PF) Dated: 16.02.2016

ESTABLISHMENT CIRCULAR NO. 04/2016

Attention is invited to the following letter received from NACEN, Faridabad:-

Sl. No.	Letter No. and date	Subject
1.	F.No.V(2)Lib/1/2016 dated 19.01.2016	Books authored by Departmental Officers

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

Interested officers, if any, may send their details to this office urgently in the prescribed format.

16/02/16

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

To

1. The DC/AC of divisions under Cochin commissionerate.
2. All Section Heads in Headquarters Cochin.
3. The Superintendent (EDP) for uploading in website.
4. Notice Board, Hqrs Cochin.
5. Notice Board, Central Excise Bhavan, Kathrikadavu.

Copy to:

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

[illegible] शुल्क एवं अकर्ट्रिक्स अकादमी
[illegible] कॉम्पलैक्स सैक्टर-29 फरीदाबाद-121[illegible]
[illegible] ADEMY OF CUSTOMS EXCISE & NARCOTICS
NACEN Complex, Sector-29 Faridabad-121[illegible]
Telephone 95-129-250[illegible]
E-mail dunacen@[illegible]

28 JAN 2018

F.N. [illegible] Dated 19.1.2018

The Chief Commissioner of Customs, C.Excise & Service Tax (All)
The Directors General (All).

Subject : Books authored by Departmental Officers - reg.

1. We have a lot of talent in the Department with Officers who have great skills in writing and have authored books both on technical subjects as well as non-technical subjects including fiction. The number of such authors that NACEN knows are very few. However during conversation with Officers it is learnt that quite a few of Officers have indulged in writing and authoring various books on several subjects including fiction.

2. The Library is essential part of the total infrastructure and the same in NACEN is updated with new books both technical and non-technical. To encourage and promote creativity we in NACEN Faridabad have a separate section in the NACEN Library designated as "Books by Departmental Officers". This not only promotes a sense of pride and identity for the Officers but it creates an awareness of such books and the hidden talents available in the Department. In this context it is suggested that the various Chief Commissioners/ Directors General conduct a survey amongst their officers regarding books authored by them and provide the information to NACEN in the format as detailed below :

Books Authored by Departmental Officers

Sl.No.	Title of the Book	Type (Fiction/ Non-Fiction /Technical etc.)	Name of the Publisher Address & Contact No.	Name, Designation of the Author Present posting address
1	2	3	4	5

3. Based on these reports sent by the field and Directorates we would compile a comprehensive list which would be circulated amongst various RTIs of NACEN for necessary action including procurement.

4. If possible, these authors may be requested to send a copy of their book(s) to NACEN, Faridabad for display in the Library.

Yours faithfully,

(Harmeet S. Singh)
Director General