भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क
CENTRAL TAX & CENTRAL EXCISE
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682 018

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

C.No.II/7/1/2018-Estt Date: 12 .06.2018

ESTABLISHMENT CIRCULAR NO. 8/2018

Attention is invited to the following letters:

Sl. No.	Letter No. and date	Subject
1.	DRI F. No.A-32019/03/2018-Chennai Dated – 19.04.2018	Preparation of panel for deputation basis as Intelligence Officers in the Directorate of Revenue Intelligence, Chennai Zonal Unit.
2.	F.No.I(16)/DGGST/Staffalloc/35/2018 Dated – 26.04.2018	Filling vacancies in the grades of Superintendent, Inspectors, Tax Assistants and Executive Assistants on loan basis in DGGST Zonal Offices at Mumbai, Kolkata and Chennai
3.	DRI F.No.A-44014/01/2018-Estt Dated-15.05.2018	Filling up the post of PA-cum-Confidential Assistant at the COIN Units at London and Brussels
4.	F.No:DRI/CZU/Admin./2018 Dated -07.05.2018	Preparation of panel for appointment of Stenographer Grade I on deputation basis in the Directorate General of Revenue Intelligence, Cochin Zonal Unit, Cochin.
5.	No.A-35011/4/2018-Ad.ED Dated – 01.05.2018	Filling up of the post of Joint Director of Enforcement in the Enforcement Directorate, on deputation basis

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

To

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

Copy to:

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

I.C.No:1131



भारत सरकार
Government of India
वित्त मंत्रालय (राजस्व विभाग)
Ministry of Finance (Department of Revenue)

राजस्व आसूचना निदेशालय
DIRECTORATE OF REVENUE INTELLIGENCE

27, जी.एन.(चेट्टी) रोड, टी. नगर, चेन्नई, ईमेल/e-mail: driczu@nic.in
27, G.N (Chetty) Road, T. Nagar, Chennai – 600 017
टेलीफोन/Telephone : 28161585, फैक्स/Fax : 28151740

DRI.F.No.A-32019/03/2018-Chennai

Dated: 19.04.2018

To
The Chief Commissioners of GST
The Chief Commissioner of Customs, GST
The Chief Commissioner of Customs
The Chief Commissioner of Customs (Preventive)

All over India

Madam / Sir,

Subject: Preparation of panel for deputation basis as **Intelligence Officers** in the Directorate of Revenue Intelligence, Chennai Zonal Unit - Reg.

The Directorate of Revenue Intelligence, Chennai Zone is in the process of drawing up a panel of suitable candidates for filling up posts of Intelligence Officer in the Zonal Unit at Chennai on deputation basis.

2. These posts will be filled up on deputation basis from the officers of equivalent grades of Customs, GST in the pay scale of Pay Matrix Level - 7 Pay Matrix Scale - Rs.44,900 - 1,42,400/-. Normally, the officers will be selected on deputation basis, depending upon the vacancy position, administrative feasibility.

3. Normally, the deputation is for a period of five years, which can be extendable by another two years, subject to willingness of the officers, his/her performance, concurrency of his/her parent Commissionerate and approval of the Competent Authority. It may be made clear to the willing officers that the option once exercised for posting on deputation would be final and in the event of selection, they will not be allowed to withdraw the same and will have to make their own arrangements for residential accommodation.

4. Further, as per Para IV of Ministry's F.No.A-35017/28/92-AD.IIIB dated 30.06.1994 officers posted in certain charges/organizations/assignments are required to complete the 'Cooling off' period of not less than two years before posting in Directorate of Revenue Intelligence. However, the concerned Chief Commissioner of Customs, GST has been given the power to relax the 'Cooling Off' period.

5. It is requested that the circular may please be brought to the notice of all the formations under your jurisdiction and the application of willing officers be forwarded to this office. While forwarding the names of the willing officers, the following information in respect of them may be furnished.

i. Complete Bio-data and willingness letter of the officer along with History of previous posting;
ii. ACR grading for the last 5 years duly verified and attested by the Additional / Joint Commissioner (P & V);
iii. Vigilance Clearance and
iv. No Objection from Cadre Controlling Authority to relieve the officer in the event of his/her selection.

6. The above information/details may kindly be arranged to be furnished to this office by 30.5.2018.

Yours faithfully,

Sd/-
(Peri Umasankar)
Additional Director General

Copy for information to:

1. The Webmaster (CBEC), Dte of Systems, CR Building, IP Estate, New Delhi with a request to place this circular on CBEC's website.
2. The Additional Director General, DRI MZU/KZU/AZU/LZU/HZU/DZU/BZU/LUD ZU
3. The Additional Director (Admn.) DRI, Hqrs, New Delhi with a request to place the circular on DRI website.

19/4/2018

Additional Director General

IC.no: 1158

केन्द्रीय कर, केन्द्रीय उत्पाद शुल्क एवं सीमा शुल्क के मुख्य आयुक्त के कार्यालय
O/o. CHIEF COMMISSIONER OF CENTRAL TAX, CENTRAL EXCISE & CUSTOMS
07 MAY 2018
COCHIN-18
कोचीन -18



सत्यमेव जयते

माल और सेवाकर महानिदेशालय

Directorate General of Goods & Services Tax
पांचवा तल, टेलीफोन एक्सचेंज(एम. टी. एन. एल.) बिल्डिंग
Fifth Floor, Telephone Exchange (M.T.N.L) Building
8- भीकाजी कामा प्लेस, नई दिल्ली - 110066
8- BhikajiCama Place, New Delhi – 110066
Phone No :- 011-26702853, e-mail :- dggstnewdelhi@gmail.com

Pl taken/a
Asst/CCO
DC/CO
DC(CCO)
AO (CCO)

F. No.I(16)/DGGST/Staffalloc/35/2018 /305-339 1/5/18 Date : 26.04.2018

To

All Chief Commissioners/ Director Generals

Sir/Madam,

Sub: Filling Vacancies in the grades of Superintendents, Inspectors,Tax Assistants and Executive Assistants on loan basis in DGGST Zonal Offices at Mumbai, Kolkata and Chennai – Reg.

In terms of DGHRD's letter F.no 8/B/52/HRD(HRM-I)/2017/7265 dated 10/11/2017,applications from suitable candidates are invited for the post of Superintendents, Inspectors, Tax Assistants and Executive Assistants for filling up vacancies in the Zonal Offices of DGGST at, Mumbai, Kolkata and Chennai.

In case of officials selected and appointed, the initial appointment would be for a period of 2 years, which may be extended subject to the willingness of the officer and concurrence of his/her parent Commissionerate. The pay and allowance would be drawn by the parent Commissionerate and there would not be entitlement to any special allowance / deputation allowance etc. Residential accommodation is not offered by this office.

The application of officers need to contain their willingness, bio-data and history of posting. These are to be verified and attested along with APAR/ACR gradings extending up to the previous 5 years and accompanied by Vigilance Clearance Certificate and a "No objection Certificate" from competent authority for relieving the officer in the event of selection. The complete application set is to be forwarded through the concerned Chief Commissioner's office to Zonal office of DGGST headquarters, New Delhi by **31.05.2018**.

This issues with the approval of Principal Director General, DGGST.

Yours faithfully,

ADDITIONAL DIRECTOR GENERAL
DGGST, New Delhi.
26/4/18

Copy to:

1. The Additional Director General, DGGST, Chennai
2. The Assistant Director, DGGST, Mumbai
3. The Assistant Director, DGGST, Kolkata
4. As per mailing list.

O/o. CHIEF COMMISSIONER OF CENTRAL TAX, CENTRAL EXCISE & CUSTOMS
21 MAY 2018
COCHIN-18
कोचीन -18

भारत सरकार/Government of India
वित्त मंत्रालय (राजस्व विभाग)
Ministry of Finance (Department of Revenue)
राजस्व आसूचना निदेशालय /**DIRECTORATE OF REVENUE INTELLIGENCE**
7 वीं मंजिल, ड्रम शेप भवन, डी ब्लॉक, आई.पी. भवन, आई.पी.स्टेट, नई दिल्ली -110 002
7th Floor, Drum Shape Bldg., D Block, I.P.Bhawan, I.P.Estate, New Delhi-110 002
Fax No.23370954, Tel: 23378629, 23379871, email: drihqrsadmn-cbec@nic.in

DRI F. No. A-44014/01/2018-Estt. /1232 दिनांक : 15 मई 2018

MEMORANDUM

सेवा में/To

All Members (CBIC)
All Chief Commissioners of Customs,
All Chief Commissioners of GST,(Cochin Zone)
All Directors General,
Narcotics Commissioner, CBN, Gwalior.

Madam/Sir,

Subject: Filling up of the post of PA-cum-Confidential Assistant at the COIN Units at London and Brussels –reg.

One post each of PA-cum-Confidential Assistant for COIN Units at London and Brussels is to be filled up.

2. The said post is to be filled up on Deputation basis for a period of three years. For the said post, officers of the rank of **Inspectors /Preventive Officers/ Intelligence Officers** of Central Board of Indirect Taxes and Customs (CBIC) who fulfill the following criteria, are eligible:-

(a) Candidate should have at least **2 years of Customs experience** as Executive Officer.
(b) Candidate should be a Graduate.
(c) Experience in Stenography and word, excel & PPT is desirable.

3. It is, therefore, requested to nominate **eligible and suitable officers** working under your jurisdiction along with their complete history of posting and ACR grading for the last 5 years, copies of documents in support of claims, if any made in application, **latest by 31/05/2018 along with duly certified copies of ACR/APARs of last 10 years.** A certificate that No vigilance/ disciplinary case is either pending or contemplated against the officer and details of penalty imposed (if any) during the last 10 years may also be forwarded.

Contd -2

4. Information regarding the nominated officials may please be furnished only in the format given below (duly verified):-

WORK PROFILE

Name of the officer	Date of Birth	Educational Qualification	Date of Joining in the concerned Deptt.	Date of becoming Inspector/ Intelligence officer/ Preventive Officer	Experience in Customs work as Insp/IO/PO (No. of years)
1	2	3	4	5	6

Experience of Stenography Work (No. of years)	Details of Execptional Work/Cases done, if any	Proficiency in Foreign Launguage, if any, Read/Write/Speak	Qualification and experience in Computure related work including Risk Management, Data Analysis, if any	Driving Experience of Four Wheelers, if any	Health issues, if any
7	8	9	10	11	12

Details of Training undertaken, if any	Details of Foreign visits, if any	History of Posting (HOP)*	Whether next promotion is due within 3 years**	Mobile No.	Email ID	Remarks (if any)
13	14	15	16	17	18	19

* Please attach History of Postings (HoP) since joining till date separately.

** Candidates applying for the post may please note that no promotional benefit (on the basis of the promotion of similarly placed officer in India) should be claimed during deputation.

PERSONAL PROFILE

Name of Child/Children	Class in which presently studying
1	2

Note: Candidate applying for the post may please note that extension of tenure cannot be sought on the basis of Children Study.

5. The Candidates should also be informed to send a note, not exceeding 500 words, stating why they consider themselves suitable for the post.

6. The Candidate shold mention his/her Name, Designation & Date below the application.

भवदीय,

शैलेश कुमार

(शैलेश कुमार)
अपर निदेशक (प्रशा)

Copy to:

1. The All Pr. ADGs/ADGs of DRI/DGGI.
2. The Deputy Director (Admin), DRI (Hqrs.), New Delhi for information please.
3. The US (Ad.II), CBIC w.r.t. letter dated 19/05/2018 for information please.
4. The Webmaster, CBIC with a request to upload the same on CBIC website.
5. The CI / GI /Policy/Administration Section, DRI (Hqrs.), New Delhi.
6. The Confidential Section/Guard File, DRI (Hqrs.), New Delhi.

शैलेश कुमार

(शैलेश कुमार)
अपर निदेशक (प्रशा)

ICNO-1230

राजस्व आसूचना निदेशालय
DIRECTORATE OF REVENUE INTELLIGENCE
कोच्चिन आंचलिक इकाई
COCHIN ZONAL UNIT
विलाकुनेल, केथोथरोड, पालारीवटॉम, कोच्चिन- 682025
VILAKUNNEL, KAITOTH ROAD, PALARIVATTOM,
COCHIN - 682025
फ़ोन/Phone:0484-2533116
ई-मेल /E-mail: dricokic@nic.in

F.No: DRI/CZU/Admin./2018 Dated 07.05.2018

To

The Zonal Chief Commissioner of CGST & Central Excise (All)
The Zonal Chief Commissioner of Customs (All)
The Pr. Director General/Director General (All)
The Pr. Commissioner/Commissioner of CGST(All)
The Pr. Commissioner/Commissioner of Customs(All)

17.05.2018

Madam/Sir,

Sub: Preparation of panel for appointment of Steno Grapher Grade I on deputation basis in the Directorate General of Revenue Intelligence, Cochin Zonal Unit, Cochin.

The Directorate of Revenue Intelligence, Cochin Zonal Unit is in the process of drawing a panel of willing and suitable candidate for filling up the existing/anticipated vacancy of Steno Grpaher Grade I in its Zonal Unit Cochin, Kerala.

The selected officer while working in the Directorate General will be entitled for deputation allowance as admissible. Normally, the deputation is for a period of five years which is extendable by another two years, subject to the willingness of the officers, his/her performance, and the concurrence of his/her parent Commissioerate and approval of the Commissionerate and approval of the competent authority. It may be made clear to the willing officers that the option once exercised would be final and in the event of selection, they will not be allowed to withdraw the same. The officers may exercise their willingness through proper channel.

It is requested that the circular may please be brought to the notice of all the formations under your jurisdiction and the applications of willing officers be forwarded to this office. While forwarding the names of the willing officers, the following information may also please be sent for evaluation by this Directorate.

(a) Complete bio-data and willingness of the officer along with history of postings;
(b) ACR/APAR grading for the last five years duly verified and attested by the Additional/Joint Commissioner(P&V),

(c) Vigilance Clearance Certificate;
(d) "No objection Certificate" from the Cadre Controlling Authority to relieve the officer in the event of his/her selection.

The above information/details may please be arranged to be furnished to this office preferably by 15.06.2018.

This circular is issued with the approval of the Additional Directior General, DRI, Cochin Zonal Unit, Cochin.

A.V.T.Bharathi Dhasan
10/5/18.

(AVT Bharathi Dhasan)
Joint Director

Copy for information :

1. The Webmaster(CBEC), Directorate of Systems, CR Building, IP Estate, New Delhi with a request to place this circular on CBEC's Website.
2. The Additional Director General, DRI MZU/KZU/AZU/ LZU/DZU/BZU/ LdZU/CZU/HZU/Guwhati ZU/Indore ZU
3. The Additional Director(Admn.) DRI, Hqrs, New Delhi with a request to place the circular on DRI website.

A.V.T.Bharathi Dhasan
10/5/18.

Joint Director

ICN6-1227



No.A-35011/4/2018-Ad.ED
Government of India
Ministry of Finance
Department of Revenue

New Delhi, the 1st May, 2018.

OFFICE MEMORANDUM

Subject :- Filling up of the post of **Joint Director of Enforcement** in the Enforcement Directorate, on deputation basis– regarding.

The undersigned is directed to say that it has been decided to fill up 8 posts of **Joint Director of Enforcement** in PB-3 of Rs.15600-39100 with Grade Pay of (Rs.7600 pre-revised), on deputation basis in the Enforcement Directorate.In addition, any vacancy that occurs till 31.3.2019, will also be covered by this circular. In terms of the Recruitment Rules, the following categories of officers are eligible:-

I. Officers of Central Government or State Government or Union Territory Administrations or Public Sector Undertakings or Universities or recognized research institutions or semi-Government or autonomous bodies or statutory organisations:

(a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with five years' regular service in PB-3 of Rs.15600-39100 plus Grade Pay of Rs.6600 (pre-revised) or equivalent in the parent cadre/department; **and**

(b) Possessing ten years' experience, out of which six years shall be in the field of intelligence or investigation work and adjudication or prosecution work relating to fiscal or criminal laws or in finance or accounts or corporate affairs and four years shall be in administrative work.

II. The departmental officersin the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

2. Consequent to recommendations of Seventh Pay Commission, the pay scales in the Pay Bands have been replaced by pay matrix system.

Therefore, for the purpose of interpretation relating to analogous posts, pre-revised pay scales of such posts shall be reckoned.

3. Joint Director of Enforcement is expected to be able to coordinate and oversee the intelligence and investigation matters relating to FERA, FEMA and PMLA. However, he/she may be assigned any other function by the Director of Enforcement like review, special investigation and technical work. Therefore, the officer is expected to have an in-depth knowledge of FERA, 1973 (since repealed), FEMA, 1999, PMLA, 2002 and other allied Acts and an aptitude for this type of work.

4. The pay & allowances and other terms will be regulated in accordance with the Department of Personnel & Training's O.M/No.6/8/2009-Estt(Pay-II) dated 17th June, 2010 as amended from time to time.Besides the officers working in Enforcement Directorate are currently entitled to Special Incentive Allowance @ 20% of basic Pay.

5. The Cadre Controlling Authorities are requested that applications of eligible and willing officers may be forwarded in the proforma annexed so as to reach the Joint Director (Admn), Enforcement Directorate, 6th Floor, LokNayakBhawan, Khan Market, New Delhi within 30 days from publication of this advertisement in theDepartment of Revenue's website http://dor.gov.in. The advertisement can also be seen at Enforcement Directorate's website www.enforcementdirectorate.gov.in.

6. While forwarding the applications, the Cadre Controlling Authorities shall verify and ensure that the particulars furnished by the applicants are correct and no disciplinary case is either pending or contemplated against the officer concerned. The following documents should also be sent along with the applications:-

(i) Bio-data.
(ii) Complete and up-to-date C.R. dossier for the last five years from 2012-13onwards or attested photocopy thereof
(iii) Vigilance Certificate/Clearance
(iv) Integrity Certificate/Clearance
(v) Cadre Clearance
(vi) A statement of major/minor penalties, if any, imposed upon the officer during the last 10 years.

7. Incomplete applications or applications not received through proper channel or applications received after due date are liable to be rejected. However, the applications forwarded by the Cadre Controlling Authorities after the due date which were received by the CCAs within the cutoff date will also be considered. The candidates will not be allowed to withdraw their candidature subsequently on any ground. An officer appointed against a location can be transferred as per the Transfer Policy of Enforcement Directorate.

Further, depending on requirement, the Department may select more or less number of officers from applications received from this vacancy circular.

8. A check list of documents to be attached with the application may also be sent (proforma enclosed).

(Santosh Kumar)
Under Secretary to the Govt. of India

To

1. All Ministries & Departments of Government of India with the request that this circular may be circulated in their Ministries/Departments and also among their attached/subordinate offices.
2. DGPs of all State Governments/UT Administration for wide circulation.
3. The Department of Personnel & Training(AIS Branch), North Block, New Delhi for publishing in the website.
4. All Chief Commissioners/Director General of Income Tax for wide circulation.
5. All Chief Commissioners/Director General of Customs & Central Excise for wide circulation.
6. Joint Secretary (Admn.), CBDT/Joint Secretary (Admn.), CBEC with the request that arrangements may be made to post this vacancy circular on the official website of CBDT/CBEC.
7. The Director, Enforcement Directorate , LokNayakBhawan, Khan Market, New Delhiwith the request that arrangements may be made to host this vacancy circular on the official website of ED.
8. Director CBI, CGO Complex, New Delhi for wide circulation.
9. NIC to upload on DoR website.

Part -A

PROFORMA OF BIO-DATA

1. Name and Address (in Block Letters) :

2. Date of Birth (in Christian era) :

3. Date of retirement under Central Government Rules :

4. Service and batch to which candidate belongs :

5. Present Pay and Matrix Level :

6. Date from which holding Pay Band and Grade Pay in the pre-revised pay scale :

7. Whether qualifications required for the post are satisfied. (If any qualification hasbeen treated as equivalent to the oneprescribed in the Rules, state the authority for the same). :

Qualifications/Experience required	**Qualifications/Experience possessed by the officer**
Essential (A) (i) holding analogous post on regular basis in the parent cadre/department; or (ii) with five years service in the grade rendered after appointment thereto on a regular basis in the PB-3 of Rs.15600-39100 and Grade Pay of Rs.6600 (Pre-revised) or equivalent in the parent cadre/department; **and** (B) Possessing ten years' experience, out of which six years shall be in the field of intelligence or investigation work and adjudication or prosecution work relating to fiscal/ or criminal laws or in finance or accounts or corporate affairs and four years shall be in administrative work.	

8. Please state clearly whether in the light of entries made by you above you meet the requirement of the post :

9. Details of Employment, in chronological order in support of experience. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

(A) Experience in the field of intelligence or investigation or adjudication or prosecution work relating to fiscal/ or criminal laws or in finance or accounts or corporate affairs

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

(B) Experience in administrative work.

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

10. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent. :

11. In case the present employment is held on deputation/contract basis, please state- :

(a) The date of initial appointment :

(b) Period of appointment on deputation/contract :

(c) Name & Address of the parent Office/ organization to which you belong :

12. Additional details about present Employment

Please state whether working under (indicate the name of your employer against the relevant column)

(a) Central Govt. :

(b) State Government :

(c) Autonomous Organisation :

(d) Government Undertaking :

(e) Universities :

(f) Others :

13. Please state whether you are working in Enforcement Directorate and are in the feeder grade or feeder to feeder grade. :

14. Are you in Revised Scale of Pay? If Yes, give the date from which the revision took place and also indicate the pre-revised scale. :

15. Total emoluments per month now drawn. :

16. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to :

(i) Academic qualifications :
(ii) Professional training and :
(iii) Work experience over and above prescribed in the Vacancy Circular/ Advertisement) :

(Note: Enclose a separate sheet, if the space is insufficient).

17. Remarks – The candidate may indicate information with regard to (i) Research publications and Reports and special projects, (ii) Awards/Scholarship/Official Appreciation, (iii) Affiliation with the professional bodies/institutions/ Societies and(iv) any other information (Note: Enclose a separate sheet if the space is insufficient.) :

18. Name and address of the cadre controlling authority :

19. Place of preference for posting

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address _____

_____

_____

Telephone No._____

e-mail_____

Date _____

Part-B

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY

1.	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2.(a)(i)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(ii)	If yes, please give details	
(b)(i)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	Yes/No
(ii)	If yes, please give details.	
(iii)	Indicate whether any penalty is in operation as on date.	
(c)	Whether cadre clearance for the officer by the Competent authority has been granted.	Yes/No
(d)	Whether IPR for the year ending 2017 submitted within prescribed time.	Yes/No

It is certified that the information/entries furnished by the officer has been verified from the service records of the officer.

Date: Signature_____

Name:

Designation:
(with stamp)

Check-list of documents to be attached

(please tick)

1.	Application in prescribed format duly forwarded by the sponsoring authority	
2.	Complete and up to date C.R. dossier for the last five years from 2012-13 onwards or attested photocopy thereof	
3.	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate(NRC) for that period to be attached along with ACR/APARs of the previous year(s)	
4.	Vigilance Clearance Certificate	
5.	Integrity Crtificate	
6.	Major/Minor Penalty Statement	
7.	Cadre clearance from cadre controlling/appointing authority (if applicable)	

Signature of the forwarding authority
(with stamp)