
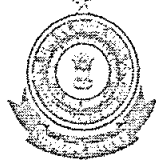


**MOST IMPORTANT**

		Phone No. 28335031/28335065 Fax No. 044-28331050/1015 email : <a href="mailto:ccu-cexchn@nic.in">ccu-cexchn@nic.in</a> <a href="mailto:excisechiefcommissioner@gmail.com">excisechiefcommissioner@gmail.com</a>
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**GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF REVENUE  
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF  
GST & CENTRAL EXCISE, TAMILNADU & PUDUCHERRY ZONE  
No.26/1, MAHATHMA GANDHI ROAD, CHENNAI - 600 034**

C.No: II/39/783/2019- CZO (Admn)

Dated: 25.10.2019

To  
The Principal Commissioner / Commissioner of GST & CX,  
Chennai North / Chennai South / Chennai Outer / Puducherry/Coimbatore/ Salem /  
Trichy/ Madurai / Chennai Audit- I / Chennai Audit- II / Chennai Appeals - I / Chennai  
Appeals-II / / Coimbatore Audit / Coimbatore Appeals Comm'te

Madam / Sir,

Sub: Presidential Award of Appreciation Certificates to be announced on the  
Occasion of the Republic Day, 2020 - reg.

\*\*\*\*\*

Please find enclosed Board's letter F.No.394/83/2019-Inv.Cus dated  
24.10.2019 along with enclosures, on the above subject, for information and  
necessary action. (also available in the CBIC website under "Departmental Officers"  
> "Circulars/Instructions/Orders" > "Current Circulars/Instructions")

2. It is requested that proposal, if any, complete in all respects, may please be  
submitted (*in triplicate*), in the prescribed proformae, to this Office *on or before*  
04.11.2019 for onward transmission to DGGI, New Delhi.

Yours faithfully,

Encl : As above

  
( K. VENKAT RAM REDDY )  
ADDITIONAL COMMISSIONER (PCCO)

Copy to: The AO (Estt), Pr. CCO, Chennai  
- for necessary action in respect of Officers & staff working in Principal Chief  
Commissioner's Office, Chennai

2. The Supdt (Comp), Ch. North - with a request to upload in the  
Zonal website.

**F.No. 394/83/2019-Comr(Inv-Cus)**  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Taxes & Customs  
(Investigation- Customs)

\*\*\*\*\*

10<sup>th</sup> floor, Tower 2, Jeewan Bharati Building,  
Parliament Street, New Delhi- 110 001  
Dated 24.10.2019

To

All the Members, Joint Secretaries and Commissioners of CBIC,  
All the Principal Chief/ Chief Commissioners of Customs/ Customs (Preventive),  
All the Principal Chief/ Chief Commissioners of Customs and Central Tax/ Central Excise,  
All the Principal Chief/ Chief Commissioners of Customs, Central Tax/ Central Excise,  
All the Principal Director Generals/ Director Generals,  
The Chief Commissioner (Authorised Representative), CESTAT.

**Sub: Presidential Award of Appreciation Certificates & Medals to be announced on the occasion of the Republic Day, 2020- reg.**

Madam / Sir,

Every year, on the occasion of Republic Day, the Presidential Awards of Appreciation Certificates & Medals are granted to the Departmental officers 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. III B	15-01-1968
3.	Instruction vide F. No. 31/2/67-Adm. III B	08-05-1969
4.	Notification vide F. No. A21021/13/71-Ad. IIIB	22-01-1972
5.	Notification vide F. No. 21021/1/82-Ad.III B	14-06-1982
6.	Instruction vide 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)(i)	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) read with Corrigendum dated 19.1.2016	23-05-2014
11.	Notification No. 07/2018- Customs (N.T.) issued from F. No. 394/97/2017-Cus. (AS)	19.01.2018

3. The proposals for the Presidential Awards & Medals on the occasion of the eve of Republic Day, 2020, have now become due for consideration. Accordingly, the following Action Plan is proposed:-

- (i) To have greater transparency in the selection process, the Circular may be widely publicised to enable officers to apply for the Awards. Every formation shall forward all the Applications received from officers under their jurisdiction as well as the Proposals of

deserving officers nominated by them, along with their recommendations/ comments, in the format prescribed in **Annexure-I** and the **Proforma** enclosed with this letter.

- (ii) All the Customs Zones shall forward the Applications received from officers under their jurisdiction as well as the Proposals of the officers nominated by them to the Director General of Revenue Intelligence (DGRI) latest by **08.11.2019**.
- (iii) All the Central Tax/ Central Excise formations shall forward the Applications received from the officers under their jurisdiction as well as the Proposals of the officers nominated by them to the Directorate General of GST Intelligence (DGGI) latest by **08.11.2019**.
- (iv) The Directorates, namely, Directorate General of Audit (DG Audit), Directorate General of Performance Management (DGPM), Directorate General of Systems (DG Systems), Directorate General of Vigilance (DG Vigilance), Directorate of Logistics (DoL), Directorate of Data Management (DDM), Directorate of Legal Affairs (DLA), Directorate General of Taxpayer Services (DGTS), Directorate General of Human Resource Development (DG HRD), Chief Commissioner (AR), Settlement Commission, GST Council and Authority for Advance Rulings (AAR), shall forward the Applications received from the officers under their jurisdiction as well as the Proposals of officers nominated by them to the DGGI by **08.11.2019**.
- (v) The Directorates, namely, Directorate General of Export Promotion (DGEP), Directorate General of National Academy of Customs, Indirect Taxes and Narcotics (DG NACIN), Directorate General of Safeguards (DG Safeguards), Directorate General of Valuation (DG Valuation), Directorate of Central Revenues Control Laboratory (CRCL), Central Economic Intelligence Bureau (CEIB), Directorate of International Customs (DIC), Directorate General of Analytics and Risk Management (DGARM), Narcotics Commissioner, Gwalior and Enforcement Directorate, shall send the Applications received from the officers under their jurisdiction as well as the Proposals of officers nominated by them to the DGRI by **08.11.2019**.
- (vi) The Joint Secretaries and the Commissioners of CBIC shall send the Applications received from the officers under them to the DGRI by **08.11.2019**. The recommendations of the officers working in the Board shall be separately forwarded by the Members of the Board to this Office.
- (vii) DGRI and DGGI shall compile the Applications and the Proposals received from the field formations and the Directorates, along with the Applications received from the officers under their jurisdiction, prepare a Short-list of recommendations and forward all the Applications/ Proposals along with such Short-list, positively by **22.11.2019** to this office. For this purpose, the Proforma –III shall be used and the same, duly completed, be forwarded to this office for ready reference (in “Editable format” also).

4. Further, all the formations, while forwarding/ recommending an Application/ Proposal shall ensure that:

- (i) All the matters relating to Vigilance, including any complaint/ FIR/ past, present or contemplated enquiry relating to the officer for whom Application/ Proposal for grant of the Presidential Award of Appreciation Certificate & Medal is being recommended/ forwarded are invariably brought to the notice of the Ministry while forwarding such Application/ Proposal.
- (ii) The proper authority/ Head of the Department, while recommending/ forwarding the Application/ Proposal should keep in mind Para 2 of the Instructions issued vide F. No. 31/2/67-Adm. III B, dated 8<sup>th</sup> May, 1969 for scrutinizing and recommending/ forwarding the cases of officers for consideration for the Awards.

5. This issues with the approval of the Chairman CBIC.

Yours sincerely,



(Ranjana Chaudhary)

Assistant Commissioner

email id: [ranjana.chaudhary@gov.in](mailto:ranjana.chaudhary@gov.in)

Encl: As above.

Copy to:

1. Chairman, Settlement Commission, New Delhi
2. Chairman, Authority for Advance Ruling, New Delhi
3. Director General, CEIB, New Delhi
4. Narcotics Commissioner, Gwalior,
5. Director, Enforcement Directorate, New Delhi,
6. Joint Secretary, GST Council,
7. Webmaster, [www.cbic.gov.in](http://www.cbic.gov.in) for uploading on the website.

**Instructions on forwarding applications / recommendations for the Presidential Award of Appreciation Certificates & Medals to be announced on the occasion of the Republic Day, 2020**

1. The award for the Specially Distinguished Record of Service is to be recommended on the basis of the following criteria:-
  - (i) The cases of only those officers, who have consistently shown excellent performance during their day-to-day work and who have displayed exemplary devotion to duty, should be recommended for these Awards;
  - (ii) No officer, who possesses a consistently outstanding record of service, should be left out merely for the reason that during his/ her service career, he/ she did not have the occasion to perform any spectacular or sensational seizure; or the cases of officers who have made a number of seizures, over a period of several years, should not be ignored just because the value of seizures made by them is small; or because each seizure, taken by itself, did not disclose any extraordinary talent;
  - (iii) Normally, only those officers who have put in a minimum of 15 years of service in the Department should be considered for such Award but in exceptional circumstances, the cases of the officers who have put in 10 years of service may also be recommended.
2. **The word limits prescribed in the relevant columns shall be strictly adhered to.**
3. All the Proformas should be in A4 size paper and 'Times New Roman' Font, Size 11 should be used.
4. The authorities recommending/ forwarding the application/ Proposal should ensure that the above instructions have been strictly adhered to in respect of the applications/ proposals being forwarded by their formations.

.....

**PROFORMA-I**

<b>PRESIDENTIAL AWARDS FOR REPUBLIC DAY, 2020</b>			
<b>Category of Award:</b>	<input type="checkbox"/> Exceptionally Meritorious Service at the risk of life <input type="checkbox"/> Specially Distinguished Record of Service		
<b>Name of Officer (in full)</b>			
<b>Designation:</b>			
<b>Date of Birth (DD/MM/YYYY):</b>			
<b>Date of Joining/ Years of Service completed as on 31.12.2019</b>			
<b>Present place of Posting: (Specify CC/ Zone/ Directorate/ Wing)</b>			
<b>ACR/APAR grading during last 10 years</b>	No. of <b>OUTSTANDING/ EXCELLENT/APAR</b> Points between 8 to 10	No. of <b>VERY GOOD/APAR</b> Points between 6 and less than 8	No. of <b>GOOD/APAR</b> Points between 4 and less than 6
<b>Vigilance Clearance Certificate issued on (DD/MM/YYYY):</b>			
<b>Name and Designation of Authority who has issued Vigilance Clearance Certificate:</b>			
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:	
<b>Performance of Officer ( not more than 100 words)[The space provided is sufficient for 100 words in Times New Roman Font, Size 11]</b>			
(Avoid writing "as per sheet enclosed" in this space)			
<b>Special mention, if any (not more than 100 words) [The space provided is sufficient for 100 words in Times New Roman Font, Size 11]</b>			
(Avoid writing "as per sheet enclosed" in this space)			
<b>It is certified that the information furnished in Proforma –II is factually correct.</b>			
<b>It is certified that the claims made by the officer at S.No. 14, 14 (i), 14 (ii), 14 (iii), 14 (v), 15, 16 , 17, 18 and 19 of Proforma –II have been verified with relevant documents/ records and found to be correct.</b>			
<b>Whether the application has been forwarded or whether the name has been recommended</b> <input type="checkbox"/> Forwarded  <input type="checkbox"/> Recommended	<b>Signature:</b>  <b>Name:</b>  <b>Designation:</b>  <b>Date and Place:</b>		

**PROFORMA-II**

1.	Whether for 'Specially Distinguished Record of Service' or 'Exceptionally Meritorious Service Rendered at the Risk of Life' Category	
2.	Name of the Officer (Full name, in Hindi)	
	Name of the Officer (Full name, in English)	
3.	Designation	
4.	Father's/Spouse's Name	
5.	Date of Birth (DD/MM/YYYY)	
6.	Educational Qualification (s)	
7.	(i)E-mail Id of the Applicant	
	(ii) Mobile number of the Applicant	
8.	Date of Joining the Department (DD/MM/YYYY)	
	Post of Joining the Department	
9.	Present Post / Designation	
	Present place of posting (Zone/ Commissionerate/ Office)	
10.	Date of promotion to the present grade (DD/MM/YYYY)	
11.	Basic Pay:	
	Pay Matrix Level:	
12.	Details of postings with designation and period since joining the department (HoP)  (As per enclosed "Annexure-A")	
13.	Ten latest APAR/ ACR gradings (for ten years) (As per enclosed "Annexure-B")	
14.	<p>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, training, 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 the team that the officer was a part of.</p> <p><b>The narration of contributions may be kept precise, brief and factual. Rhetoric may be avoided.(Narration should not exceed 500 words).</b></p>	

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; supported by list of relevant DRI-I/AE-I/DRI-II/AE-II and should be separately indexed and enclosed as "Annexure C"; avoid enclosing copies of such documents)
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 list of relevant DRI-I/ AE-I/ DRI-II/AE-II and should be separately indexed and enclosed as "Annexure D"; avoid enclosing copies of such documents)
14(iii)	Total quantity of NDPS seized on the basis of information/ intelligence collected/ supplied by the officer. (Brief details of the cases should be mentioned separately; supported by list of relevant DRI-I/DRI-II and should be separately indexed and enclosed as "Annexure E"; avoid enclosing copies of such documents)
14(iv)	Total quantity of NDPS seized in cases in which the official played prominent role. (Brief details of the cases should be mentioned separately; supported by list of relevant DRI-I/DRI-II; and should be separately indexed and enclosed as "Annexure F"; avoid enclosing copies of such documents)
15.	Exceptionally meritorious Service rendered by the official at the risk of life (Details should be mentioned separately; supported by list relevant document/ reports and enclosed as "Annexure G")
16.	Commendation/ Appreciation Certificates received by the official with a brief indication of the underlying reason (Authenticated photocopies should also be separately indexed and enclosed as "Annexure H")
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 Recommending 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 recommending 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 "No Civil/ Criminal cases / FIR pending against the officer". ( As per enclosed "Annexure-L")
21.	Remarks of the recommending authority justifying the proposal  Signature of Recommending Authority Name: Designation: Date: (Official seal to be affixed)
22.	Remarks of the jurisdiction Zonal Chief Commissioner/ Director General Recommending the proposal:  Signature of Recommending 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).



**PROFORMA- III**

Name of the Officer: \_\_\_\_\_, Present Place of Posting: \_\_\_\_\_

A. The proposal for the grant of Presidential Award of Appreciation Certificate & Medal for 'Specially Distinguished Record of Service' / 'Exceptionally Meritorious Service Rendered at the Risk of Life' on the occasion of Republic Day 2020 in respect of Ms./ Sh. \_\_\_\_\_, presently posted at \_\_\_\_\_, has been sponsored by the \_\_\_\_\_ (name of the Sponsoring Authority with Designation)\_\_\_\_\_.

B. The officer joined the Department on \_\_\_\_\_ as a/ an \_\_\_\_\_, and was promoted to the grade of \_\_\_\_\_ (present rank) \_\_\_\_\_ in the year \_\_\_\_\_. She/ He has completed \_\_\_\_\_ years of service in the department.

C. The highlights of the Performance of the officer in the field of investigation are as under:

Central Excise/ Service Tax/ GST						
Own Intelligence	Reported			Actual Found		
	No. Of Cases	Amount (Rs. In Cr.)	Recovery (Rs. In Cr.)	No. Of Cases	Amount (Rs. In Cr.)	Recovery (Rs. In Cr.)
Prominent Role	No. Of Cases	Amount (Rs. In Cr.)	Recovery (Rs. In Cr.)	No. Of Cases	Amount (Rs. In Cr.)	Recovery (Rs. In Cr.)

Customs/ NDPS						
Own Intelligence	Reported			Actual Found		
	No. Of Cases	Amount (Rs. In Cr.)	Recovery (Rs. In Cr.)	No. Of Cases	Amount (Rs. In Cr.)	Recovery (Rs. In Cr.)
Prominent Role	No. Of Cases	Amount (Rs. In Cr.)	Recovery (Rs. In Cr.)	No. Of Cases	Amount (Rs. In Cr.)	Recovery (Rs. In Cr.)

D. Details of Exceptional Service performed by the Officer (100 words max.)

E. Awards and Appreciation Certificates

F. Last Ten Years APAR/ ACR Gradings

G. Whether Recommended or Not- Recommended.

ANNEXURE-A

History of posting as per DG HRD format

Name of the officer:

Designation:

Commissionerate / Directorate:

S. No.	Place of Posting	Post Held	Period	
			From	To

Certified by:-

Signature of Recommending/ Forwarding 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
2009-2010		
2010-2011		
2011-2012		
2012-2013		
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
2018-2019		

Certified by:-

Signature of Recommending/ Forwarding Authority  
(Commissioner / HoD)

Name:

Designation:

Date:

(Official seal to be affixed)

[Note: If ACR/APAR for any of the year(s) during the last 10 years, are not available, NRC for the same should be enclosed. Further, in lieu of those year(s), it must be ensured that the previous year's/ years' ACR/ APAR gradings are made available. APAR gradings of latest (Total) 10 years is essential.]

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

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

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

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

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

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

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

S.No.	Details of DRI-I/ DRI-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/ contemplated against the officer.**

S.No.	Details of Case (s), if any

**Annexure K: Amount of Reward received.**

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

ANNEXURE-L

Declaration/ Undertaking

I, ----- S/o / D/o / W/o Shri/ Ms. -----  
--- 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  
the Award Application/ Proposal.

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

Signature of the Applicant/ Recommended officer

Name:

Designation:

Date:

Certified by:-

Signature of Recommending/ Forwarding Authority  
(Commissioner / HoD)

Name:

Designation:

Date:

(Official seal to be affixed)

## CHECK LIST

Whether the Application/Proposal is complete in all respects.

(To be used by DGRI/ DGGI)

Name of the officer	Whether recommended or forwarded? If recommended, name of Recommending Authority (Zone/ Directorate/ Others)	Whether received within due date Y/N	Whether Proforma-I is Complete Y/N	Whether Proforma-II is Complete Y/N	Whether Proforma-III 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			
						6	7	8	9	10	11	12	13	14	15	16	17			
1	2	3	4		5															
Example: Ms./ Shri xxxx	@@@@ Zone/ Directorate																			