

**F.No. CBIC-21/259/2022-INV-CUSTOMS-CBEC**

Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Taxes & Customs  
(Investigation-Customs)  
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10<sup>th</sup> floor, Tower 2, Jeevan Bharti Building,  
Parliament Street, New Delhi- 110001  
Email: inv-customs@gov.in  
Dated 21-09-2022

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 Central GST &  
Customs/Central GST/Central Taxes,  
All the Principal Director Generals/Director Generals,  
The Chief Commissioner (Authorised Representative), CESTAT.

Madam / Sir,

**Sub: Presidential Award of Appreciation Certificates to be announced on the occasion of the Republic Day, 2023- reg.**

Every year, on the occasion of Republic Day, Presidential Award of Appreciation Certificates & Medals are granted to the officers of the Department for:-

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

2. The proposals for the Presidential Awards on the occasion of the eve of Republic Day, 2023, have now become due for consideration. Accordingly, the following action plan is proposed:-

(i) To have greater transparency in the selection process, the criteria have been summarised in **Annexure-1** and the same may be widely circulated to enable the officers to apply for the Awards. Every formation shall forward applications received from officers under their jurisdiction as well as proposals of officers recommended by them in the format prescribed in the **Proforma- I & II** and **Annexure- A to L** enclosed with this letter.

(ii) The applications received by the Members of the Board in respect of the officers working under them as well as the proposals of deserving officers nominated by them, along with their recommendations/ comments, shall be forwarded to the DRI or the DGGI, as applicable, latest by **25.10.2022**.

(iii) All the Customs Zones shall forward applications received from officers under their jurisdiction as well as proposals of officers recommended by them to the Director General of Revenue Intelligence (DGRI) latest by **25.10.2022**.

(iv) All the Central Tax/Central Excise formations shall forward the applications received from officers under their jurisdiction as well as proposals of officers recommended by them to the Directorate General of GST Intelligence (DGGI) latest by **25.10.2022**.

(v) 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 (DGHRD), Chief Commissioner (AR), Settlement Commission, GST Council and Authority for Advance Rulings, and all the Sections of CBIC which are dealing with GST matters, shall forward their nominations to the DGGI by **25.10.2022**.

(vi) 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 Anti-Profiteering, 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, Directorate of Enforcement (ED) and all the sections of CBIC (other than those dealing with GST) and the officers on deputation (with other Organisations / Ministries/ Departments shall send their applications/ nominations to the DGRI by **25.10.2022**.

(vii) DGRI and DGGI shall compile and scrutinise the nominations/ proposals so received, along with the nominations/ proposals of officers under their own jurisdiction, prepare a short list of recommendations and forward the applications/ proposals, along with such shortlist to this office positively by **25.11.2022**. 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**).

(viii) Soft copy of the proposals, **both in PDF form and Editable/ Word document**, shall be forwarded to DGRI/DGGI (as applicable), with a copy to this office positively on or before **25.10.2022**, through email to [inv-customs@gov.in](mailto:inv-customs@gov.in). **The hard copies should be forwarded only to DGRI/DGGI, as applicable.**

(ix) The recommending/ forwarding officers must certify that they have checked the details about the achievements of the applicant officers with the documents/ records, before forwarding the proposals with their recommendations/ comments to DGRI/DGGI, as applicable. It should be ensured that no additional documents are enclosed, other than the duly-filled in Application in the prescribed Proforma and the word limit provided for each column/ item is duly maintained.

3. Further, all the formations while for forwarding/recommending an Application/

proposal shall ensure that:

(i) **Vigilance History of the Officer to be enclosed** All matters relating to vigilance including any complaint / FIR - **past, present or contemplated**-relating to the officers for whom proposal for grant of Presidential Award of Appreciation Certificates & Medals is being recommended/ forwarded are invariably brought to the notice of the Ministry while forwarding such Application/ Proposal.

(ii) The proper authority/ Head of Department, while recommending/ forwarding the Application/ Proposal should keep in mind the Instructions issued vide F.No. 31/2/67.Adm.IIIB. dated 08.05.1969 for scrutinizing and recommending/ forwarding cases of officers for the Awards, which have been summarised in the **Annexure-1** to this letter.

4. This issues with the approval of the Chairman, CBIC.

**Encl: As above.**

Yours faithfully,

(**Suraj Kumar Gupta**)  
Joint Commissioner (Inv.-Cus.), CBIC  
email id: [suraj.gupta@gov.in](mailto:suraj.gupta@gov.in)

Copy to:

1. Chairman, CBIC, New Delhi.
2. Chairman, Settlement Commission New Delhi.
3. Chairman, Authority for Advance Ruling, New Delhi.
4. Director General, CEIB, New Delhi.
5. Narcotics Commissioner, Gwalior.
6. Director, Directorate of Enforcement (ED), New Delhi.
7. Joint Secretary, GST Council.
8. Webmaster, [www.cbic.gov.in](http://www.cbic.gov.in) for uploading on the website of CBIC under **Awards and Certificates** entry. It is also requested to place a ticker in this regard.