

F.No.A-32012/01/2022-Ad.IIA
Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs

New Delhi, the 19th January, 2022

To,

The Chief Commissioner of Customs,
Mumbai-I, II & III /Chennai/Cochin/ Kolkata/Vizag & Goa

Subject: Conduct of DPC for promotion to the Post of Chief Accounts Officer (Customs), Group 'A' Gazetted – Reg.

Sir,

I am directed to say that the Board has decided to hold the supplementary DPC for the Vacancy year 2021 and regular DPC for the vacancy year 2022 for promotion from the grade of Administrative Officer, (Customs) (Group 'B') to the grade of Chief Accounts Officer (Group 'A') (Customs). As per existing Recruitment Rules, the posts of CAO are required to be filled up 100% by promotion by selection from the grade of Administrative Officer, Group 'B' Gazetted with **3 years** regular service in the grade.

2. Accordingly, it is requested that the following documents in respect of all the eligible Administrative officers as per existing Recruitment Rules of Chief Account Officers, 2013 may be provided to the Board for preparing the DPC proposal:

- i. Complete ACRs/APARs dossiers up to 2019-2020. If any of the ACR/APAR could not be written in respect of any officer, a No Report Certificate & No Review Certificate should invariably be placed in respective ACR/APAR dossier clearly stating the reason for non-availability of the ACR/APAR. Where original ACR/APAR is not available, the photo copy of the ACR/APAR should be attested by the concerned appropriate officer. While forwarding the ACR/APAR dossier, it may kindly be ensured that the ACR dossiers in respect of all the officers mentioned in the Seniority List, pertaining to your zone, should be supplied to this Ministry irrespective of fact whether any of them has already retired. If ACRs/APARs dossiers of eligible AOs were earlier sent to the Board the same may be also be clearly specified.
- ii. Below Bench Mark certificate in respect of all the officers as per DOP&T OMNo.2101/1/2010-Estt.(A) dated 13.04.10 & DOP&T OM No. 21011/1/2005-Estt.(A) dated 14.05.2009;

P.T.O.

- iii. Integrity Certificate in respect of all the officers of the concerned zone in accordance with the instructions contained in DOP&T OM. No.1/9/71-Estt(D) dt. 22.1.1972;
- iv. Vigilance Clearance Certificate. A list of the officers, if any, against whom vigilance proceeding are either pending or contemplated;
- v. A statement of penalty imposed on any officer during last 10 years along with copy of penalty order, Charge Sheet concerning your Commissionerate;
- vi. Details of court cases on the seniority/promotion matter, if any, concerning your Commissionerate.

3. It may be noted the requisite information in respect of all eligible officers for the vacancy year 2021 and 2022, whether retired or in service, (except those promoted in earlier DPCs) should invariably be submitted to this Ministry in one go and not in piecemeal manner latest by **31th January, 2022** positively.

Yours faithfully,

A handwritten signature in blue ink, followed by the date '19.1.22' written in blue ink.

(Avneesh Pratap Singh)
Under Secretary to the Government of India
Tele: 011-23095528