

ANNEXURE-I to letter F.No. CBIC-50394/66/2021-INV-CUSTOMS-CBEC
dated 24.08.2021

Instructions on forwarding applications/ recommendations for Presidential
Award of Appreciation Certificates & Medals to be announced on the
occasion of the Republic Day, 2022

1. The Award for Exceptionally Meritorious Service at the Risk of Life and Specially Distinguished Record of Service is to be recommended on the basis of the following criteria (**Based on the Instructions issued vide F.No. 31/2/67/ADM-IIIB, dated 8th May, 1969**):-

A. Specific Guidelines for recommending Awards for Exceptionally Meritorious Service at the Risk of Life:

- i. Only those cases should be recommended for such Awards where the risk of life was grave and where the Officer knowing the risk involved in a particular act, still performed the meritorious act in question;
- ii. The time at which and the circumstances in which an act at grave risk of life was performed should be indicated and it should be clearly explained whether such an act was done single handedly or with the assistance of other officers. Case in which the risk was merely a possibility should not be made much of in all cases including those in which the seizures are made on the high seas at great risk of life and the officers are considered to be deserving of the award, all the attendant circumstances should be clearly explained and the gravity of the situation faced by the officer should be clearly brought out;
- iii. Deserving cases of all officers (irrespective of their ranks) should be considered.

B. Specific Guidelines for recommending awards for Specially Distinguished Record of Service:

- 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 of 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 reasons 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 of each seizure, taken by itself, did not disclosed 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 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 Applications/ Proposals should ensure that the above instructions should also be strictly adhered to in respect of the Applications/ Proposals being forwarded by the formations.

5. The **Vigilance History of the Officer** should be enclosed as stated in para 3 (i) of the above.

PROFORMA-I

PRESIDENTIAL AWARDS FOR REPUBLIC DAY, 2022			
Category of Award:	<input type="checkbox"/> Exceptionally Meritorious Service at the risk of life <input type="checkbox"/> Specially Distinguished Record of Service		
Name of Officer(in full)			
Designation:			
Date of Birth (DD/MM/YYYY):			
Date of Joining/ Years of Service completed as on 31.08.2021			
Present place of Posting: (Specify CC/ Zone/Directorate/Wing)			
ACR/APAR grading during last 10 years	No. of OUTSTANDING/ EXCELLENT/APAR points between 8 to 10	No. of VERY GOOD/APAR points between 6 and short of 8	No. of GOOD/APAR points between 4 and short of 6
Vigilance Clearance Certificate issued on (DD/MM/YYYY):			
Name and Designation of Authority who has issued Vigilance Clearance Certificate:			
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:		
Performance of Officer (not more than 100 words)[The space provided is sufficient for 100 words in Times New Roman Font, Size 11]			
[Avoid writing "as per sheet enclosed" min this space]			
Special mention, if any (not more than 100 words) [The space provided is sufficient for 100 words in Times New Roman Font, Size 11]			
[Avoid writing "as per sheet enclosed" min this space]			
It is certified that the information furnished in Proforma –II is factually correct.			
It is certified that the claims made by the officer in S.No. 14, 14(i), 14(ii), 14(iii), 14(v), 15, 16, 17, 18 and 19 of the Proforma-II have been verified with relevant documents/ records and found correct.			
Whether the application has been forwarded or whether the name has been recommended <input type="checkbox"/> Forwarded <input type="checkbox"/> Recommended	Signature: Name: Designation: Date and Place:		