

**ANNEXURE-1 to letter F.No. CBIC-21/259/2022-INV-CUSTOMS-CBEC dated
21 September 2022**

**Instructions on forwarding applications/ recommendations for Presidential Award
of Appreciation Certificates & Medals to be announced on the occasion of the
Republic Day, 2023**

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.IIB. dated 08.05.1969):-**

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 to life and the officer(s) 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 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 of 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 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 letter vide F.No. CBIC-21/259/2022-INV-CUSTOMS-CBEC dated 21 September 2022.

PROFORMA-I

| PRESIDENTIAL AWARDS FOR REPUBLIC DAY, 2023 | | | |
|---|--|--|---|
| 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 31.09.2022 | | | |
| Present place of Posting: (Specify Commissionerate- 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” in 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” in 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(iv), 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 : | | |

PROFORMA-II

| | |
|-------|---|
| 1. | Whether for 'Distinguished Record of Service' or 'Exceptionally Meritorious Service Rendered at the Risk of Life': |
| 2. | Name of the Officer: (Full name, in Hindi) ----- (Full name, in English) ----- |
| 3. | Designation: |
| 4. | Father's/Spouse's Name: |
| 5. | Date of Birth (DD/MM/YYYY): |
| 6. | Educational Qualification (s): |
| 7. | E-mail Id and mobile number of the applicant i. E-mail id: ii. Mobile Number: |
| 8. | Date of Joining the Department with post (DD/MM/YYYY): |
| 9. | Present post and place of posting (Post/Commissionerate): |
| 10. | Date of promotion in the present grade (DD/MM/YYYY): |
| 11. | Basic Pay: Pay matrix Level: |
| 12. | Details of postings with designation and period since joining the department (As per enclosed Annexure-A): |
| 13. | APAR/ACR grading for the last ten years: (As per enclosed Annexure-B) |
| 14. | 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, 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 team that the officer was a part of. The contributions reflected may, wherever possible, be backed up by evidentiary documents, reports, testimonials, newspaper reports, etc. The narration of contributions may be kept precise, brief and factual. Rhetoric may be avoided.(Narration should not exceed 500 words). |
| 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 of 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 Certificate issued 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 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 proformas 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 2023 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 DGHRD format

Name of the officer:

Designation:

Commissionerate / Directorate:

| SI. No | Place of Posting | Post Held | Period | |
|--------|------------------|-----------|--------|----|
| | | | From | To |
| | | | | |
| | | | | |
| | | | | |

Certified by:-

Signature of Forwarding/Recommending Authority
(Commissioner / HOD)

Name:

Designation:

Date:

(Official seal to be affixed)

ANNEXURE-B

APAR/ACR grading for the last ten years

Name of the officer:

Designation:

Commissionerate / Directorate:

| Year | Grading by Reporting Officer | Grading by Reviewing Officer |
|-----------|------------------------------|------------------------------|
| 2012-2013 | | |
| 2013-2014 | | |
| 2014-2015 | | |
| 2015-2016 | | |
| 2016-2017 | | |
| 2017-2018 | | |
| 2018-2019 | | |
| 2019-2020 | | |
| 2020-2021 | | |
| 2021-2022 | | |

Certified by:-

Signature of Forwarding/Recommending Authority
(Commissioner / HOD)

Name:

Designation:

Date:

(Official seal to be affixed)

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

ANNEXURE-L

Declaration / Undertaking

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

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

Signature of the applicant/recommended officer

Name:

Designation:

Date:

Certified by:-

Signature of Forwarding/Recommending Authority

(Commissioner / HOD)

Name:

Designation:

Date:

(Official seal to be affixed)

Annexure C: Details of 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 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 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) |
|-------|---------------------|
| | |

Annexure K: Amount of Reward received.

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