DIRECTORATE GENERAL OF VIGILANCE
CUSTOMS & CENTRAL EXCISE, 3rd FLOOR, HOTEL SAMRAT
KAUTILYA MARG, CHANAKYAPURI, NEW DELHI-110021

F.No. 539/07/2012/ 5 6 1 1

CIRCULAR

Date: 06.06.2018

Sub: Competent Authority for issuance of Administrative Warning - reg

The authority competent to issue Administrative Warning/Caution/Counseling to different level of officials under the CBIC has been examined in detail. After due consideration it has been decided to follow the following procedure:

(i) In cases involving Group ‘A’ Officers, the Administrative Warning/Caution/Counseling shall be issued by the DG(Vig)/CVO and an entry to that effect shall be made in the Service Book of the official concerned and further proper records will be maintained in the database.

(ii) In cases involving Group ‘B’ Officers, the Administrative Warning/Caution/Counseling shall be issued by the Commissioner, being the Disciplinary Authority & copy shall be endorsed to the Principal ADG/ ADG of the respective Zonal Unit of DGoV.

This issues with the approval of Member (Admin), CBIC.

(NEETA LALL BUTALIA)
ADDITIONAL DIRECTOR GENERAL OF VIGILANCE

Copy to:
1. The Member (Admin)
2. All Principal Chief Commissioners/Principal DGs/Chief Commissioners/Director Generals/Commissioners of all Zones
3. All ADG/JCs/DCS/ACs/VOs at DGoV Hqrs
4. PS to Principal DG(Vig)/ADG(Vig)
5. All Zonal Units of DGoV
6. The JD (Web Admin), DG Systems for uploading in Website