

F.No. 503/16/2016 (T)
Directorate General of Performance Management
Customs, Central Excise and Service Tax
5th Floor, Drumshape Building
I. P. Bhawan, I. P. Estate
New Delhi – 110 002

Dated: 08.02.2016

To

1. The Chief Commissioner of Central Excise / Service Tax (All Zones)
2. The Chief Commissioner of Central Excise & Customs (All Zones)
3. The Chief Commissioner of Customs/Customs(Prev.) (All Zones)
4. The Chief Commissioner (AR), New Delhi
5. The Directors General (All)- Performance Management/Tax Payer Services/
Revenue Intelligence/Central Excise Intelligence/Systems and Data Management/
Vigilance/Service Tax/Audit/ Export Promotion/Safeguards/ Valuation/ NACEN &
HRD, New Delhi.
6. The Chief Controller of Government Opium & Alkaloid Factories, Gwalior
7. The Narcotics Commissioner, Gwalior.
8. Commissioner Logistics/Legal Affairs, New Delhi
9. All Joint Secretaries/Commissioners in CBEC.

**Sub: Grant of Commendation Certificate on the occasion of Central Excise Day, 2016
– reg.**

Sir/Madam,

It has been decided to award Commendation Certificates to the selected officers at the All India Level in different grades who, by their innovative ideas/continued devotion and commitment to duty, have contributed to promoting excellence in the fields of Central Excise and Service Tax administration. The objective is to give due recognition to officers who may have contributed significantly in diverse areas such as trade facilitation, automation, enforcement, audit, infrastructure development, human resource development, personal management, secretarial work, legislation, policy making, legal, judicial and training which often remain unrecognized by way of formal awards. The Commendation Certificates are proposed to be distributed at the Central Excise Day function being organized in New Delhi on 24th February, 2016.

2. For this purpose, the Chief Commissioners/Directors General may kindly send suitable nominations. Individual officers who consider themselves deserving for the commendation may apply to the respective Commissioners/controlling officers (in enclosed proforma) who may forward their application, after due scrutiny, to the concerned Chief Commissioner/ Director General, for further necessary action. In the description of significant contribution made, the role of individual must be clearly brought out as distinct from that of the organization or team that the officer was a part of. Details of cases where the officer has played a prominent role should be mentioned separately indicating the exact role played by the officer.

3. You may also ensure that the abstract showing the APAR gradings of the officer for the last ten years duly certified by the sponsoring authority accompany the proposal. The vigilance clearance for the last ten years should also be furnished along with the proposal. Care should be taken to send proposals of only such officers whose record of service integrity is absolutely beyond doubt. At the time of sponsoring the names itself, the sponsoring authority should satisfy that the officer is really a deserving candidate for the award and also enjoys an excellent general reputation.

4. It is requested that wide publicity may be given to this letter to encourage deserving officers in different grades i.e. Group 'A', 'B' & 'C' to apply for the grant of Commendation Certificate.

5. The proposal duly verified and with the recommendation of respective Chief Commissioner/Director General may be sent to Director General, Directorate General of Performance Management, Customs, Central Excise & Service Tax, HQ New Delhi latest by **12th February 2016**. The nomination should be made in the enclosed proforma (in word format) and sent by **email to: dg.insp-cbec@nic.in** (in word format) and as well as by **fax 011-23370351, 011-23370349/ Speed Post**.

6. I would like to reiterate that the proposal should be sent within the stipulated date to enable proper screening by the members of selection committee for selection of the officers for grant of Commendation Certificates.

Yours faithfully,

Sd

(Mahender Singh)
Director General

Copy forwarded for kind information to:

1. The Chairman, CBEC New Delhi
2. The Members CX/ P&V /ST/Customs/Budget/L&J, New Delhi.
3. The Commissioner (Coordination), CBEC, New Delhi

Copy to:

1. The Director General, Directorate General of Systems, New Delhi with a request to give wide publicity to the above on the department's website today itself.

Director General (DGPM)