

PROFORMA
Proposal for Award of Commendation Certificate
on the occasion of the Central Excise Day

(In Word format)

1	Name of Official : (Full Name in Block letters)	
2	Designation	
3	Father's Name	
4	Date of Birth	
5	Educational Qualification	
6	Date of Joining the Department (with post)	
7	Present Post and Place of Posting	
8	Date of Promotion in the present grade	
9	Present Pay Scale & Basic Pay	
10	Details of posting with Designation and period	
11	APAR gradings for the last ten years certified by an officer not below the rank of Commissioner	
12	Significant contribution made by the official in promoting excellence in the field of Central Excise, and Service Tax	
13	Commendation/Appreciation certificates received by the official.	
14	Any other distinction/achievement	
15	Details of enquiry, if any, pending or contemplated against the official. Vigilance Clearance Certificate may be annexed.	
16	Remarks of the sponsoring authority justifying the nomination for commendation certificate	

Signature of Sponsoring Authority

Name

Designation

(Official Seal to be affixed)

17	Remarks of the jurisdictional Chief Commissioner/Director General recommending the proposal	
		Signature of Recommending Authority
		Name
		Designation
		Date
		Official Seal to be affixed