

**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 initial joining the Department (with post)	
7	If Direct Recruit then Batch	
8	Present Post	
9	Present place of Posting :- CC Zone/ Commissionerate/ Division/ Range Directorate General/ Zonal Units/ Regional Units	
10	Date of Promotion in the present grade	
11	Present Pay Scale & Basic Pay	
12	History of posting with Designation and period	
13	APAR gradings for the last five years certified by an officer not below the rank of Commissioner	
14	Significant contribution made by the official in promoting excellence in the field of Central Excise, Service Tax and related matters.	
15	Commendation/Appreciation certificates received by the official.	
16	Any other distinction/achievement	
17	Details of enquiry, if any, pending or contemplated against the official. Vigilance Clearance Certificate may be annexed.	
18	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