

**By Speed Post**

F.No.A-32012/02/2014-Ad.IIA  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Excise & Customs  
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New Delhi, the 10<sup>th</sup> November, 2015

To

All Cadres Controlling Chief Commissioners of Central Excise, Service  
Tax & Customs (Central Excise)  
All Cadres Controlling Director General under CBEC

**Subject:** Proposal for convening the DPC for promotion to the grade of  
Chief Accounts Officer (Central Excise) for Review DPC for  
the year 2007-08 to 2012-13 & Regular DPC for the year 2013-  
14-reg.

Sir/Madam,

I am directed to say that due to change in Seniority list of Administrative Officer (Central Excise) it has been decided to convene a Review DPC for the year 2007-08 to 2012-13 & Regular DPC for the year 2013-14 for promotion of Administrative Officer (Group 'B') to the grade of Chief Accounts Officer (Group 'A') (Central Excise).

2. Accordingly, it is requested that the following documents in respect of the officers (Annexure) may be provided to the Board for preparing the DPC proposal.

- i) Complete ACRs/APARs dossiers from the period 2001-02 onwards. If any of the ACR/APAR could not be written in respect of any officer, a No Report Certificate & No Review Certificate should invariably be placed in respective ACR/APAR dossier clearly stating the reason for non-availability of the ACR/APAR. Where original ACR/APAR is not available, the photo copy of the ACR/APAR should be attested by the concerned appropriate officer. While forwarding the ACR/APAR dossier, it may kindly be ensured that the ACR dossiers in respect of all the officers mentioned in the Seniority List, pertaining to your zone, should be supplied to this Ministry irrespective of fact whether any of them has already retired.
- ii) Below Bench Mark certificate in respect of all the officers as per DOP&T OM No.2101/1/2010-Estt.(A) dated 13.04.10 & DOP&T OM No. 21011/1/2005- Estt.(A) dated 14.05.2009;

- iii) Integrity Certificate in respect of all the officers of the concerned zone in accordance with the instructions contained in DOP&T OM. No.1/9/71-Estt.(D) dated 22.1.1972;
  - iv) Vigilance status of the officers as on 31.10.2015/ on the date of retirement in case of retired officers;
  - v) A list of the officers, if any, against whom vigilance proceeding are either pending or contemplated;
  - vi) A statement of penalty imposed on any officer during last 10 years along with copy of penalty order, Charge Sheet concerning your Commissionerate;
  - vii) Details of court case on the seniority/promotion matter, if any, concerning your Commissionerate.
4. It may be noted that the requisite information in respect of all eligible officers, whether retired or in service, should invariably be submitted to this Ministry latest by 30<sup>th</sup> November, 2015.
5. Discrepancy, if any, (in the eligibility list etc.) may be brought to the notice of the Board.

Yours faithfully,

(S.A. Ansari)

Under Secretary to the Government of India  
Phone No. 011-23095528

Encl: Annexure.

Copy to:

Web-Site Manager, DG (System), New Delhi with the request to upload this on the Departmental website.

(S.A. Ansari)

Under Secretary to the Government of India  
Phone No. 011-23095528