

F.No. 394/85/2016-Cus (AS)  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Excise & Customs  
(Anti-Smuggling Unit)  
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512, Hudco Vishala Building, Bhikaji Cama Place,  
R.K. Puram, New Delhi, dated 09.09.2016

To

All Principal Chief/Chief Commissioners of Customs/ Customs (Preventive),  
All Principal Chief/Chief Commissioners of Customs and Central Excise,  
All Principal Chief/Chief Commissioners of Customs, Central Excise and Service Tax,  
All Principal Director Generals/Director Generals,  
Chief Commissioner (Authorised Representative), CESTAT,  
All Joint Secretaries and Commissioners of CBEC

**Sub: Presidential Award of Appreciation Certificates to be announced on the occasion of the Republic Day, 2017 - reg.**

Madam / Sir,

Every year, on the occasion of Republic Day, Presidential Award of Appreciation Certificates are granted to the officers of the Department for:-

- (i) Exceptionally Meritorious Service at the risk of life, and
- (ii) Specially distinguished record of service.

2. In this regard, the following Notifications/Instructions may be referred to:

S.No.	Notification No./Instructions No.	Dated
1.	Notification No.12/139/59-AD.III B	05-11-1962
2.	Notification No.31/12/67. Ad.IIIB	15-01-1968
3.	Instruction F.No. 31/2/67.Adm. III B	08-05-1969
4.	Notification No.A21021/13/71.Ad.IIIB	22-01-1972
5.	Notification No.21021/1/82-Ad.III B	14-06-1982
6.	Instruction F.No.394/100/86-Cus (AS)	14-03-1986
7.	Notification No.4/96 issued vide F.No.394/05/96-Cus (AS)	22-01-1996
8.	Notification No.2/2013-Customs (N.T.) issued vide F.No. 394/136/2011-Cus (AS) (Pt)	14-01-2013
9.	Circular issued vide F.No.394/157/2013-Cus (AS)	17-09-2013
10.	Notification No.43/2014-Customs (N.T.) dated 23.05.2014 issued vide F.No. 394/136/2011-Cus (AS)(Pt) read with corrigendum dated 19.1.2016	23-05-2014

3. The proposals for the Presidential Awards on the occasion of the eve of Republic Day, 2017, have now become due for consideration. Accordingly, the following action plan is proposed:-

- (i) To have greater transparency in the selection process, the criteria may be widely circulated to enable officers to apply for the awards. Every formation shall forward applications received from officers under their jurisdiction as well as proposals of officers recommended by them in the format prescribed in **Annexure-I** and the **Proformas** enclosed with this letter.
- (ii) All the Customs Zones shall forward applications received from officers under their jurisdiction as well as proposals of officers recommended by them to the DGRI latest by **20.10.2016**.

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- (iii) All the Central Excise formations shall forward the applications received from officers under their jurisdiction as well as proposals of officers recommended by them to the DGCEI latest by **20.10.2016**.
- (iv) The Directorates, namely, DG Audit, DG Inspection, DG Service Tax, DG Systems, DG Vigilance, Directorate of Logistics, Directorate of Data Management, Directorate of Legal Affairs, Directorate General of Taxpayer Services, DG HRD, Chief Commissioner (AR), Settlement Commission, and Authority for Advance Rulings shall forward the applications received from officers under their jurisdiction as well as proposals of officers recommended by them to the DGCEI by **20.10.2016**.
- (v) The Directorates, namely, DG Export Promotion, DG NACEN, DG Safeguards, DG Valuation, Directorate of CRCL, CEIB, Narcotics Commissioner, Gwalior and the Directorate of Enforcement shall send the applications received from officers under their jurisdiction as well as proposals of officers recommended by them to the DGRI by **20.10.2016**.
- (vi) The Joint Secretaries and Commissioner of CBEC shall send the applications received from officers under them to the DGRI by **20.10.2016**. Recommendations of officers working in the Board shall be separately forwarded by the Members of the Board to this Unit.
- (vii) DGRI and DGCEI shall compile the applications and the recommendations received from the field formations and the Directorates and forward the same along with the applications received from officers under their jurisdiction as well as proposals of officers recommended by them to the Board latest by **07.11.2016**.
4. Further, the forwarding/recommending authorities shall ensure that:
- (i) All matters relating to vigilance including any complaint / FIR / past, present or contemplated enquiry relating to the officers for whom proposal for grant of Presidential Award of Appreciation Certificate is being recommended / not-recommended are invariably brought to the notice of the Ministry while forwarding the proposal.
- (ii) The forwarding/recommending authority/Head of the Department should keep in mind Para 2 of the guidelines issued vide F.No.31/2/67/ADM-III B, dated 8<sup>th</sup> May, 1969 (copy enclosed) for scrutinizing and forwarding/recommending cases of officers for the Awards.

Yours faithfully,

Encl: As above.

(Rohit Anand)  
Under Secretary to the Government of India  
Telefax No.26177 – 328/543/572  
email id: [rohit.anand76@nic.in](mailto:rohit.anand76@nic.in)

Copy to:

1. Chairman, Settlement Commission, New Delhi
2. Chairman, Authority for Advance Ruling, New Delhi
3. Director General, CEIB, New Delhi
4. Narcotics Commissioner, Gwalior,
5. Director, Enforcement Directorate, New Delhi
6. Webmaster, [www.cbec.gov.in](http://www.cbec.gov.in) for uploading on the website

**ANNEXURE –I to letter F.No. 394/85/2016-Cus (AS), dated 08.09.2016**

**Instructions on forwarding applications / recommendations for Presidential Award of Appreciation Certificates to be announced on the occasion of the Republic Day, 2017**

1. The award for distinguished record of service is to be recommended on the basis of the following criteria:-
  - (i) Cases of only those officers who have consistently shown excellent performance during their day to day work and who have displayed exemplary devotion to duty should be recommended for these awards;
  - (ii) No officer who possesses a consistently outstanding record of service should be left out merely for the reasons that during his/her service career, he/she did not have the occasion to perform any spectacular or sensational seizure; or the number of seizures made by them is small; or because each seizure, taken by itself, did not disclose any extraordinary talent;
  - (iii) Normally, only those officers who have put in a minimum of 15 years of service in the Department should be considered for such Awards but in exceptional circumstances, cases of officers who have put in 10 years of service may also be recommended.
2. **The word limits prescribed in the relevant columns shall be strictly adhered to.**
3. All the Proformas should be in A4 size paper and ‘Times New Roman’ Font, Size 11 should be used.
4. The above instructions should also be strictly adhered to in cases where the applications received from officers are being forwarded by the formations.

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**PROFORMA-I**

<b>PRESIDENTIAL AWARDS FOR REPUBLIC DAY, 2017</b>			
<b>Category of Award:</b>	<input type="checkbox"/> Exceptionally Meritorious Service at the risk of life <input type="checkbox"/> Specially Distinguished Record of Service		
<b>Name of Officer (in full)</b>			
<b>Designation:</b>			
<b>Date of Birth (DD/MM/YYYY):</b>			
<b>Date of Joining/ Years of Service completed as on</b>			
<b>Present place of Posting: (Specify CC/ Zone/ Directorate/ Wing)</b>			
<b>ACR/APAR grading during last 10 years</b>	<b>No. of OUTSTANDING / EXCELLENT/APAR points between 8 to 10</b>	<b>No. of VERY GOOD/APAR points between 6 and short of 8</b>	<b>No. of GOOD/APAR points between 4 and short of 6</b>
<b>Vigilance Clearance Certificate issued on (DD/MM/YYYY):</b>			
<b>Name and Designation of Authority who has issued Vigilance Clearance Certificate:</b>			
<b>Whether declaration/undertaking given by the officer that no civil/criminal case/FIR is pending against him/her</b>	<b>Yes/No If Yes, date of Undertaking:</b>		
<b>Performance of Officer ( not more than 100 words) [The space provided is sufficient for 100 words in Times New Roman Font, Size 11]</b>			
<b>Special mention, if any (not more than 100 words) [The space provided is sufficient for 100 words in Times New Roman Font, Size 11]</b>			
<b>Whether the application has been forwarded or whether the name has been recommended</b> <input type="checkbox"/> Forwarded  <input type="checkbox"/> Recommended	<b>Signature:</b>  <b>Name:</b>  <b>Designation:</b>  <b>Date and Place:</b>		

**Please Note: the Proforma should fit one A4 size page only. Font - Times New Roman; Size - 11 should be used.**

**PROFORMA-II**

1.	Whether for 'Distinguished Record of Service' or Exceptionally Meritorious Service Rendered at the Risk of Life
2.	Name of the Officer (Full name, both in Hindi and English) ----- -----
3.	Designation
4.	Father's/ Spouse's Name
5.	Date of Birth (DD/MM/YYYY)
6.	Educational Qualification (s)
7.	e-mail Id and mobile number of the applicant i. e-mail id: ii. Mobile Number:
8.	Date of Joining the Department with post (DD/MM/YYYY)
9.	Present post and place of posting (Post/Commissionerate)
10.	Date of promotion in the present grade (DD/MM/YYYY)
11.	Pay Band:  Present Basic Pay & (Band Pay + Grade Pay):
12.	Details of postings with designation and period since joining the department  (As per enclosed Annexure-A)
13.	APAR/ACR grading for the last ten years (As per enclosed Annexure-B)
14.	Details of exceptional service performed. This should include details of all such work as would make the officer deserving of the award. The contributions could be in any area of work such as enforcement, trade facilitation, creation or management of systems, automation, infrastructure development, human resource development, personnel management, secretarial work, legislation, policy making, judicial, legal and quasi-judicial work, international relations or any other area of functioning. Further, In the description of the exceptional service rendered, the role of the individual must be clearly brought out, as distinct from that of the organization or team that the officer was a part of. The contributions reflected may, wherever possible, be backed up by evidentiary documents, reports, testimonials, newspaper reports, etc. <b>The narration of contributions may be kept precise, brief and factual. Rhetoric may be avoided. (Narration should not exceed 500 words).</b>

14(i)	Total value of seizure cases booked on the basis of information / intelligence collected / supplied by the officer (Brief details of the cases should be mentioned separately; supported by relevant DRI-I/AE-I/DRI-II/AE-II and should be separately indexed and enclosed as Annexure “C”)
14(ii)	Total value of seizure cases in which the official played prominent role. (Brief details of the cases should be mentioned separately; supported by relevant DRI-I/AE-I/DRI-II /AE-II and should be separately indexed and enclosed as Annexure “D”)
14(iii)	Total quantity of NDPS seized on the basis of information / intelligence collected/ supplied by the officer. (Brief details of the cases should be mentioned separately; supported by relevant DRI-I/DRI-II and should be separately indexed and enclosed as Annexure “E”)
14(iv)	Total quantity of NDPS seized in cases in which the official played prominent role. (Brief details of the cases should be mentioned separately; supported by relevant DRI-I/DRI-II; and should be separately indexed and enclosed as Annexure “F”)
15.	Exceptionally meritorious Service rendered by the official at the risk of life (Details should be mentioned separately; supported by relevant document/ reports and enclosed as Annexure “G”)
16.	Commendation / Appreciation Certificates received by the official with a brief indication of the underlying reason (Authenticated photocopies should also be separately indexed and enclosed as annexure “H”)
17.	Any other distinction/ achievement (Not more than 100 words with supporting documents/papers separately indexed and enclosed as annexure “I”)
18.	Details of enquiry, if any, pending or contemplated against the official (Vigilance Certification issue by the Recommending Authority should be enclosed as annexure “J”)
19.	Total amount of reward received by the official. Please give case-wise as annexure “K”. (To be certified by the recommending authority)
20.	Declaration / undertaking in terms of para 4 of Ministry’s letter F. No. 394/146/2014-Cus (AS) dated 23.09.2014 regarding Civil/Criminal cases / FIR pending against the officer. ( As per enclosed Annexure-“L”)
21.	Remarks of the recommending authority justifying the proposal  Signature of Recommending Authority Name: Designation: Date: (Official seal to be affixed)
22.	Remarks of the jurisdiction Zonal Chief Commissioner/ Director General Recommending the proposal:  Signature of Recommending Authority: Name: Designation: Date: (Official seal to be affixed)

(Please note: the proforma should fit in A4 sheet and Times New Roman Font, Size 11 should be used).



**ANNEXURE-“A”**

**History of posting as per DG HRD format**

Name of the officer:

Designation:

Commissionerate / Directorate:

SI. No	Place of Posting	Post Held	Period	
			From	To

Certified by:-

Signature of Forwarding/ Recommending Authority  
(Commissioner / HOD)

Name:

Designation:

Date:

(Official seal to be affixed)

**ANNEXURE-“B”**

**ACR/APAR grading for the last ten years**

Name of the officer:

Designation:

Commissionerate / Directorate:

Year	Grading by Reporting Officer	Grading by Reviewing Officer
2006-2007		
2007-2008		
2008-2009		
2009-2010		
2010-2011		
2011-2012		
2012-2013		
2013-2014		
2014-2015		
2015-2016		

Certified by:-

Signature of Forwarding/ Recommending Authority  
(Commissioner / HOD)

Name:

Designation:

Date:

(Official seal to be affixed)

**[Note: If ACR/APAR for any of the year(s) during the last 10 years are not available, NRC for the same should be enclosed. Further, for those year(s), it must be ensured that the previous year/years ACR/APAR gradings are made available].**

**ANNEXURE-“L”**

**Declaration / Undertaking**

I, ----- S/o / D/o / W/o Shri -----  
----- R/o ----- hereby, declare that no  
proceedings in respect of any Civil/ Criminal case / FIR is pending against me at the  
time of consideration of Award Proposal.

I further undertake to furnish details forthwith if any such Civil/ Criminal case / FIR is  
instituted against me before Investiture Ceremony.

Signature of the applicant/recommended officer

Name:

Designation:

Date:

Certified by:-

Signature of Forwarding/ Recommending Authority

(Commissioner / HOD)

Name:

Designation:

Date:

(Official seal to be affixed)





**Annexure C: Details of cases booked on the basis of own information/ intelligence.**

S.No.	Details of DRI-I/AE-I/DRI-II/AE-II	Case details ( maximum 50 words)

**Annexure D: Details of cases where the officer has played prominent role.**

S.No.	Details of DRI-I/AE-I/DRI-II/AE-II	Case details ( maximum 50 words)

**Annexure E: Details of NDPS cases booked on the basis of own information/ intelligence.**

S.No.	Details of DRI-I/ DRI-II	Case details ( maximum 50 words)

**Annexure F: Details of NDPS cases booked where the officer has played prominent role.**

S.No.	Details of DRI-I/ DRI-II	Case details ( maximum 50 words)

**Annexure G: Exceptionally meritorious service rendered at the risk of life.**

S.No.	Details of supporting documents	Details of the case/work

**Annexure H: Details of Commendations/ Appreciations**

S.No.	Year	Details of Appreciation Certificate/ Commendation	Given by ( Designation of authority)

**Annexure I: Other Distinctions/ Achievements.**

S.No.	Reference	Distinction/ Achievement

**Annexure J: Details of enquiry pending / contemplated against the officer.**

S.No.	Details of Case (s)

**Annexure K: Amount of Reward received.**

S.No.	Case Reference	Amount (Rs. in lakhs)