

F.No. 394/77/2020-Comr(Inv-Cus)

Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs
(Investigation- Customs)

10th floor, Tower 2, Jeewan Bharati Building,
Parliament Street, New Delhi- 110 001
Email id: inv-customs@gov.in
Dated 03.09.2020

To

All the Members, Joint Secretaries and Commissioners of CBIC,
All the Principal Chief/ Chief Commissioners of Customs/ Customs (Preventive),
All the Principal Chief/ Chief Commissioners of Central Tax/ Central Excise,
All the Principal Chief/ Chief Commissioners of Customs and Central Tax/
Central Excise,
All the Principal Director Generals/ Director Generals,
The Chief Commissioner (Authorised Representative), CESTAT.

**Sub: Presidential Award of Appreciation Certificates & Medals to be
announced on the occasion of the Republic Day, 2021- reg.**

Madam / Sir,

Every year, on the occasion of Republic Day, the Presidential Award of
Appreciation Certificates & Medals 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. The proposals for the Presidential Awards on the occasion of the eve of Republic
Day, 2021, have now become due for consideration. Accordingly, the following action
plan is proposed:-

- (i) To have greater transparency in the selection process, the criteria has been
summarised in **Annexure-1** and the same may be widely circulated to enable the
officers to apply for the Awards. Every formation shall forward all the applications
received from officers under their jurisdiction as well as the proposals of
deserving officers nominated by them, along with their recommendation/
comments, in the format prescribed in the form of **Proforma - I & II and
Annexures - A to L** enclosed with this letter.
- (ii) The applications received by the Members of the Board in respect of the officers
working under them as well as the proposals of deserving officers nominated by
them, along with their recommendation/ comments, shall be forwarded, to DRI or
DGGI, as applicable, latest by 21.09.2020.
- (iii) All the Customs Zones shall forward the Applications received from officers under
their jurisdiction as well as the proposals of officers recommended by them to the
Director General of Revenue Intelligence (DGRI) latest by 21.09.2020.

- (iv) All the Central Tax/ Central Excise formations shall forward the applications received from officers under their jurisdiction as well as the proposals of officers recommended by them to the Directorate General of GST Intelligence (DGGI) latest by 21.09.2020.
- (v) The Directorates, namely, Directorate General of Audit (DG Audit), Directorate General of Performance Management (DGPM), Directorate General of Systems (DG Systems), Directorate General of Vigilance (DG Vigilance), Directorate of Logistics (DoL), Directorate of Data Management (DDM), Directorate of Legal Affairs (DLA), Directorate General of Taxpayer Services (DGTS), Directorate General of Human Resource Development (DG HRD), Chief Commissioner (AR), Settlement Commission, GST Council, Authority for Advance Rulings, and all the Sections of CBIC which are dealing with GST matters, shall forward their nominations to DGGI by 21.09.2020.
- (vi) The Directorates, namely, DG Export Promotion (DGEP), DG National Academy of Customs, Indirect Taxes and Narcotics (NACIN), DG Safeguards, DG Valuation, Directorate of CRCL, Central Economic Intelligence Bureau (CEIB), DG Analytics and Risk Management (DGARM), Narcotics Commissioner, Gwalior, Enforcement Directorate, all the Sections of CBIC (other than those dealing with GST) and the officers on deputation (with other Organisations/ Ministries/ Departments) shall send their nominations to DGRI by 21.09.2020.
- (vii) DGRI and DGGI shall compile and scrutinize the nominations/ proposals so received, along with the nominations/ proposals of officers under their own jurisdiction, prepare a short list of recommendations and forward all the applications/ proposals, along with such shortlist to this office **positively by 23.10.2020**. For this purpose, the **Proforma –III** shall be used and the same duly completed be forwarded to this office for ready reference (in “editable” format).
- (viii) Soft copy of the proposals, both in PDF form and Editable/ Word document, shall be forwarded to DGRI/ DGGI (as applicable), with a copy to this office positively on or before 21.09.2020 through email to inv-customs@gov.in . **The hard copies should be forwarded only to DGRI/ DGGI, as applicable.**
- (ix) The recommending/ forwarding officers must certify that they have checked the details about the achievements of the applicant officers with the documents/ records, before forwarding the proposal(s) with their recommendations/ comments to DGRI/ DGGI, as applicable. It should be ensured that no additional documents are enclosed, other than the duly-filled in Application in the prescribed Proforma and the word limit provided for each column/ item is duly maintained.

3. Further, all the formations while forwarding/ recommending an Application/ proposal shall ensure that:

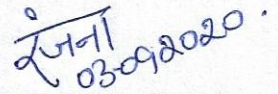
- (i) **Vigilance History of the Officer to be enclosed**- All matters relating to Vigilance including any complaint / FIR/ enquiry -- **past, present or contemplated** -- relating to the officers for whom proposal for grant of Presidential Award of Appreciation Certificates & Medals is being

recommended/ forwarded are invariably brought to the notice of the Ministry while forwarding such Application/ Proposal.

- (ii) The proper authority/ Head of the Department, while recommending/ forwarding the Application/ Proposal should keep in mind the Instructions issued vide F.No.31/2/67/ADM-III B, dated 8th May, 1969, for scrutinizing and recommending/ forwarding the cases of officers for consideration for the Awards, which have been summarised in the **Annexure-1** to this letter.

4. This issues with the approval of the Member (Investigation), CBIC.

Yours sincerely,



(Ranjana Chaudhary)
Deputy Commissioner

email id: ranjana.chaudhary@gov.in

Encl: As above.

Copy to:

1. Chairman, CBIC, New Delhi
2. Chairman, Settlement Commission, New Delhi
3. Chairman, Authority for Advance Ruling, New Delhi
4. Director General, CEIB, New Delhi
5. Narcotics Commissioner, Gwalior,
6. Director, Enforcement Directorate, New Delhi,
7. Joint Secretary, GST Council,
8. Webmaster, www.cbic.gov.in for uploading on the website.

Instructions on forwarding applications / recommendations for Presidential Award of Appreciation Certificates & Medals to be announced on the occasion of the Republic Day, 2021

1. The Award for Exceptionally Meritorious Service at Risk of Life and Specially Distinguished Record of Service is to be recommended on the basis of the following criteria (Based on Instructions issued vide F.No.31/2/67/ADM-III B, dated 8th May, 1969):-

A. Specific Guidelines for recommending Awards for Exceptionally Meritorious Service at the Risk of Life:

- (i) Only those cases should be recommended for such Awards where the risk of life was grave and where the Officer knowing the risk involved in a particular act, still performed the meritorious act in question;
- (ii) The time at which and the circumstances in which an act at grave risk to life was performed should be indicated and it should be clearly explained whether such an act was done single-handedly or with the assistance of other offices. Cases in which the risk was merely a possibility should not be made much of in all cases including those in which seizures are made on the high seas at great risk to life and the officers are considered to be deserving of the award, all the attendant circumstances should be clearly explained and the gravity of the situation faced by the officers should be clearly brought out;
- (iii) Deserving cases of all officers (irrespective of their ranks) should be considered.

B. Specific Guidelines for recommending awards for Specially Distinguished Record of Service:

- (i) The 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 cases of officers who have made a number of seizures, over a period of several years, should not be ignored just because the value 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 Award but in exceptional circumstances, the cases of the 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 authorities recommending/ forwarding the Applications/ Proposals should ensure that the above instructions have been strictly adhered to in respect of the Applications/ Proposals being forwarded by their formations.
5. The **Vigilance History of the Officer** should to be enclosed as stated in para 3 (i) of the letter.

PROFORMA-I

PRESIDENTIAL AWARDS FOR REPUBLIC DAY, 2021			
Category of Award:	<input type="checkbox"/> Exceptionally Meritorious Service at the Risk of Life <input type="checkbox"/> Specially Distinguished Record of Service		
Name of Officer (in full)			
Designation:			
Date of Birth (DD/MM/YYYY):			
Date of Joining/ Years of Service completed as on 31.08.2020			
Present place of Posting: (Specify CC/ Zone/Directorate/Wing)			
ACR/APAR grading during last 10 years	No. of OUTSTANDING/ EXCELLENT/APAR points between 8 to 10	No. of VERY GOOD/APAR points between 6 and short of 8	No. of GOOD/APAR points between 4 and short of 6
Vigilance Clearance Certificate issued on (DD/MM/YYYY):			
Name and Designation of Authority who has issued Vigilance Clearance Certificate:			
Whether declaration/undertaking given by the officer that no civil/criminal case/FIR is pending against him/her	Yes/No If Yes, date of Undertaking:		
Performance of Officer (not more than 100 words) [The space provided is sufficient for 100 words in Times New Roman Font, Size 11]			
[Avoid writing "as per sheet enclosed" in this space]			
Special mention, if any (not more than 100 words) [The space provided is sufficient for 100 words in Times New Roman Font, Size 11]			
[Avoid writing "as per sheet enclosed" in this space]			
It is certified that the information furnished in Performa –II is factually correct.			
It is certified that the claims made by the officer in S.No. 14, 14 (i), 14 (ii), 14 (iii), 14 (v), 15, 16, 17, 18 and 19 of Proforma –II have been verified with relevant documents/ records and found correct.			
Whether the application has been forwarded or whether the name has been recommended <input type="checkbox"/> Forwarded <input type="checkbox"/> Recommended	Signature: Name: Designation: Date and Place:		

PROFORMA-II

1.	Whether for “Distinguished Record of Service” or “Exceptionally Meritorious Service Rendered at the Risk of Life” (choose any one category)
2.	Name of the Officer (Full name, in Hindi) ----- (Full name, in 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.	(i) Date of Joining the Department (DD/MM/YYYY) (ii) Post at the time of joining:
9.	Present Post and Place of Posting (Post/Commissionerate)
10.	Date of Promotion to the Present Grade (DD/MM/YYYY)
11.	Basic Pay: Pay Matrix Level:
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 narration of contributions may be kept precise, brief and factual. Rhetoric may be avoided. (Narration should not exceed 500 words). [Avoid writing “as per sheet enclosed” in this space]

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 list of relevant DRI-I/ AE-I/ DRI-II/ AE-II and should be separately indexed and enclosed as “ Annexure C ”; avoid enclosing copies of such documents)
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 list of relevant DRI-I/ AE-I/ DRI-II /AE-II and should be separately indexed and enclosed as “ Annexure D ”; avoid enclosing copies of such documents)
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 list of relevant DRI-I/ DRI-II and should be separately indexed and enclosed as “ Annexure E ”; avoid enclosing copies of such documents)
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 list of relevant DRI-I/DRI-II; and should be separately indexed and enclosed as “ Annexure F ”; avoid enclosing copies of such documents)
15.	Exceptionally Meritorious Service rendered by the official at the Risk of Life (Details should be mentioned separately; supported by list 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 issued 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).

PROFORMA- III

Name of the Officer: _____, **Present Place of Posting:** _____

A. The proposal for the grant of Presidential Award of Appreciation Certificate & Medal for 'Specially Distinguished Record of Service'/ 'Exceptionally Meritorious Service Rendered at the Risk of Life' on the occasion of Republic Day 2021 in respect of Ms./ Sh. _____, presently posted at _____, has been sponsored by the _____ (name of the Sponsoring Authority with Designation)_____.

B. The officer joined the Department on _____ as a/ an _____, and was promoted to the grade of _____(present rank) in the year _____. She/ He has completed _____ years of service in the department as on 31.08.2020.

C. The highlights of the Performance of the officer in the field of investigation are as under:

Central Excise/ Service Tax/ GST						
Own Intelligence	Reported			Actual Found		
	No. Of Cases	Amount (Rs. In Cr.)	Recovery (Rs. In Cr.)	No. Of Cases	Amount (Rs. In Cr.)	Recovery (Rs. In Cr.)
Prominent Role	No. Of Cases	Amount (Rs. In Cr.)	Recovery (Rs. In Cr.)	No. Of Cases	Amount (Rs. In Cr.)	Recovery (Rs. In Cr.)
Customs/ NDPS						
Own Intelligence	Reported			Actual Found		
	No. Of Cases	Amount (Rs. In Cr.)	Recovery (Rs. In Cr.)	No. Of Cases	Amount (Rs. In Cr.)	Recovery (Rs. In Cr.)
Prominent Role	No. Of Cases	Amount (Rs. In Cr.)	Recovery (Rs. In Cr.)	No. Of Cases	Amount (Rs. In Cr.)	Recovery (Rs. In Cr.)

- D. Details of Exceptional Service performed by the Officer (100 words max.)
- E. Awards and Appreciation Certificates
- F. Last Ten Years APAR/ ACR Gradings
- G. Whether Recommended or Not- Recommended.

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
2010-2011		
2011-2012		
2012-2013		
2013-2014		
2014-2015		
2015-2016		
2016-2017		
2017-2018		
2018-2019		
2019-2020		

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, in lieu of those year (s), it must be ensured that the previous year/ years ACR/ APAR gradings should be made available].

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)

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
the Award Proposal.

I further undertake to furnish the details forthwith, if any such Civil/ Criminal case/ FIR is
instituted against me before the 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)

CHECK LIST

Whether the Application/ Proposal is complete in all respects.

(To be used by DGRI/DGGI)

Name of the officer	Whether forwarded or recommended? If recommended, name of recommending authority (Member (CBIC)/ Zone/ Directorate/ Others)	Whether received within due date Y/N	Whether Proforma -I is Complete Y/N	Whether Proforma- II is Complete Y/N	Whether all the Annexures are duly completed and enclosed. Y/N											
					A	B	C	D	E	F	G	H	I	J	K	L
					6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Example Ms./ Shrixxx	@@@@ Zone/ Directorate															