



**Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs
Directorate General of Human Resource Development
Bhai Veer Singh Sahitya Sadan,
Bhai Veer Singh Marg, Near Gol Market
New Delhi – 110001**

F. No. 1/BVS/HRD(HRM-I)/2020

Date: 8th January, 2020

To,

**The Pr. Chief Commissioner/Chief Commissioner
(Cadre Controlling Authority)**

GST Zone

Bengaluru/ Bhopal/ Bhubaneswar/ Chandigarh/ Chennai/ Delhi/ Guwahati/
Hyderabad/ Jaipur/ Kolkata/ Lucknow/ Mumbai/ Ranchi/ Thiruvananthapuram/
Vadodara Zone

**The Pr. Chief Commissioner/ Chief Commissioner
(Cadre Controlling Authority),**

Customs Zone

Chennai/ Cochin/ Kolkata/ Mumbai/ Visakhapatnam Zone

Madam/Sir,

Sub: Compilation of data and records in respect of the officers of the Cadre of Superintendent of Central Excise, Superintendent of Customs (Preventive) & Customs Appraisers –reg.

The undersigned has been directed to compile data and records in respect of the officers of the Cadre of Superintendent of Central Excise, Superintendent of Customs (Preventive) & Customs Appraisers.

In view of above, all the Cadre Controlling Authorities are requested to provide requisite documents in respect of the officers of the Cadre of Superintendent of Central Excise, Superintendent of Customs (Preventive) & Customs Appraisers in the respective proformas, as mentioned below:

- A1. ACR/APAR, **in Original**, for the period, as mentioned against the name of the respective officer, as mentioned in the **Annexure-I**.

In case, any of the said ACRs/APARs, has not been written or is not available with the concerned zone, **'No Report Certificate'** (with complete justification/ reasons) for the said missing ACRs/APARs may be provided.

In cases, where the ACRs/APARs have been written by the Reporting Officer but have not been reviewed by the Reviewing Officer, **'No Review Certificate'** (with complete justification/ reasons must be provided).

Further, it is to mention that in respect of certain officers, the ACR/APAR Dossier is being called for the very first time. In respect of these Officers, if any of the requisite APARs is missing due to any reason, equal number of ACRs/APARs, pertaining to preceding periods must also be provided so that ACRs/APARs for at least 5 years may be available.

In case, any of the officers, as mentioned in **Annexure-II**, has made a representation against any of the APARs of the period 2008-09 & onwards (which are now reckonable), copies of the order evidencing the disposal thereof, may be provided.

Further, there could be a possibility that in respect of some officers, some ACRs prior to period 2008-09 have now become reckonable (due to lack of ACRs/APARs in later period) and the grading given in some of these ACRs are below benchmark. All such ACRs, prior to the period 2008-09, which are now reckonable, in respect of any of the officers, as mentioned in **Annexure-II**, may be verified in terms of DOP&T's OM No. 21011/1/2010-Estt.(A) dated 13.04.2010. In case any of the officers, has made a representation against any of such ACRs of the period, prior to the 2008-09, (which is/are now reckonable), copies of the order evidencing the disposal thereof, may be provided.

- A2. Grading Sheets for the period 2012-13 to 2016-17 in respect of all the Officers, as mentioned in **Annexure-II**, may please be provided as **ANNEXURE 'A'**. In case of missing APARs, Grading for the earlier periods are also required to be mentioned in respect of those Officers.
- B1. **Vigilance Status/Certificate** in terms of DOP&T OM dated 14.09.1992 and 02.11.2012, **as on 01.01.2019** and also **as on 01.01.2020** in respect of officers, as mentioned in **Annexure II**, may be provided in the following format, as applicable.

Vigilance Certificate

“The records of service of the following officers have been carefully scrutinized and it is certified that **no vigilance case is pending against any of these officers**”

OR

“The records of service of the following officers have been carefully scrutinized and it is certified that they are **not free from vigilance case (s)**”

For all such officers who are not free from Vigilance Case, further details may please be provided in the following proforma:—

ALL INDIA SENIORITY LIST NO.	NAME OF THE OFFICER/ DATE OF BIRTH/ CATEGORY	DESIGNATION	WHETHER THE OFFICER IS/ WAS UNDER SUSPENSION AND IF SO, DATE OF SUSPENSION AND THE DETAILS OF THE CASE	WHETHER THE OFFICER IS CHARGE SHEETED, IF SO, DATE OF APPROVAL, ISSUANCE AND SERVICE OF CHARGE SHEET AND CONTENTS IN BRIEF	WHETHER PROSECUTION FOR A CRIMINAL CHARGE IS PENDING, IF YES, THE DETAILS THEREIN, IN BRIEF	IF THE OFFICER IS UNDERGOING PUNISHMENT, THE DETAILS OF THE PUNISHMENT AND PERIOD THEREOF	WHETHER VIGILANCE PROCEEDINGS ARE PENDING OR CONTEMPLATED, IF YES, DETAILS OF SUCH PROCEEDINGS	ANY OTHER DETAILS/ REMARKS
1	2	3	4	5	6	7	8	9

The said information may please be sent as **ANNEXURE 'B'**

- B2. For all the officers (not free from Vigilance Cases), copies of all relevant documents such as Charge Sheet, Order –in–Original issued by the Disciplinary Authority, Order – in – Appeal issued by the Appellate Authority (if any), Order of sanctioning the Prosecution with the relevant details, present status of Prosecution case, Order of Suspension, Order of revoking the Suspension, as applicable, may please be provided in the **chronological order**.
- C. **Integrity Certificate** may please be provided on the basis of entries made in the integrity column in ACRs/APARs, in respect of all the officers, as mentioned in **Annexure–II**. Adverse entries, if any may also be **highlighted**.

<u>Integrity Certificate</u> “The records of service of the following officers have been carefully scrutinized and it is certified that there is no doubt about their integrity”. OR “The records of service of the following officers have been carefully scrutinized and their integrity is NOT Certified”.
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All such details may be sent as **ANNEXURE 'C'**.

- D1. **Minor/ Major penalty statement for the last 10 years** (i.e. since 01.01.2009) may be provided in respect of all the officers, as mentioned in **Annexure–II**, in the proforma mentioned as below. If there is no penalty against an officer, please state it as ‘Nil’ in the respective column for the said officer. The details may be sent as **ANNEXURE– 'D'**.

Penalty Certificate

ALL INDIA SENIORITY LIST NO.	NAME OF THE OFFICER/ DATE OF BIRTH/ CATEGORY	YEAR IN WHICH THE OFFENCE WAS COMMITTED	DATE OF ISSUE OF CHARGESHEET	DATE ON WHICH THE PENALTY WAS IMPOSED	NATURE OF THE PENALTY IMPOSED (Minor/ Major)	PERIOD OF CURRENCY OF THE PENALTY	WHETHER ANY APPEAL HAS BEEN FILED AND IF SO, IF THERE IS ANY INTERIM STAY	DETAILS OF APPEALS FILED AND OUTCOME OF APPEALS, IF ANY	FINAL PERIOD OF CURRENCY OF THE PENALTY AFTER THE DECISION IN APPEALS	REMARKS
1	2	3	4	5	6	7	8	9	10	11

D2. For all the officers, where penalty has been imposed in the last 10 years, copies of all relevant documents such as Charge Sheet, Order-in-Original issued by the Disciplinary Authority, Order-in-Appeal issued by the Appellate Authority, if any, may please be provided in chronological order.

E. All the **reckonable** APARs in respect of the officers, as mentioned in **Annexure-II**, may be verified in terms of DOP&T's OM No. 21011/1/2005 Estt. (A) (Pt-II) dated 14.05.2009 and accordingly a **Certificate** in respect of all the officers, as mentioned in **Annexure-II**, may be provided in the following format:-

"It is certified that all the APARs for the years **2012-2013 to 2016-2017** (including equal no of ACRs/APARs, pertaining to preceding periods, in case of non-availability of any of APARs between the period 2012-13 to 2016-17) of the following officers have been communicated/disclosed to them. None of the officers except Shri/Smt. _____ for the period (s) _____ has made a representation against the grading given to them within the specified period in the aforesaid OM. The representation of Shri/Smt. _____ for the period (s) _____ has been considered and a speaking order is issued and is placed in the respective CR dossier. The decisions taken by the competent authority in all such cases of representations are also indicated against the respective officers as below."

The details may be sent as **ANNEXURE 'E'**.

F. Similarly, a **Certificate** in respect of all the officers, as mentioned in **Annexure-II**, in terms of DOP&T's OM No. 21011/1/2010-Estt.(A) dated 13.04.2010 may be provided in the following format:-

"It is certified that the APARs for the years **2012-2013 to 2016-2017** (including equal no of ACRs/APARs, pertaining to the earlier periods, in case of non-availability of any of APARs between the period 2012-13 to 2016-17) in respect of the following officers have been gone through in terms of DOP&T's OM No. 21011/1/2010-Estt. (A) dated 13.04.2010 and found that none of the ACRs is below the benchmark grading i.e. "Good", except in case of Shri/Smt. _____ for the period(s) _____. It is also certified that necessary action as per DOP&T OM dated 13.04.2010 has been taken against the ACR of the aforesaid period and copies of appropriate orders have been placed in the respective CR dossier. The decisions taken by the competent authority in all such cases of representations are also indicated against the respective officers as below."

The details may be sent as **ANNEXURE 'F'**.

- G1. **Certificate** of availability in service as on 01.01.2020 in respect of all the officers, as per **Annexure-II**, may be provided in the following proforma:-

<u>Availability Certificate</u>							
ALL INDIA SENIORITY LIST NO.	NAME OF THE OFFICER/ DATE OF BIRTH/ CATEGORY	WHETHER THE OFFICER WAS IN SERVICE AS ON 01.01.2020	WHETHER THE OFFICER RETIRED ON SUPERANNUATION	WHETHER THE SAID OFFICER HAS TAKEN VRS	WHETHER THE SAID OFFICER HAS EXPIRED	RELEVANT DATE	REMARKS
1	2	3	4	5	6	7	8

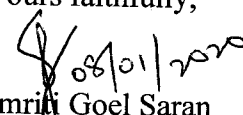
The details may be sent as **ANNEXURE 'G'**.

- G2. For all the officers, relevant documents such as Order of Competent Authority accepting VRS/ Death Certificates, as applicable, may please be provided to ensure the availability of the officer, as on date.

Important Note:-

- Please ensure that **each and every page of all the Certificates/ Annexure / Grading sheet is signed by an officer not below the rank of Additional/ Joint Commissioner.**
- It is also requested that in case the name of any of the junior Group 'B' officer has been enlisted in the Annexure-II, but **his immediate senior Group 'B' officer (as per Zonal Seniority List)** does not figure in the said Annexure-II, the ACR/APAR dossier of such senior Group 'B' officer along with all the requisite documents in the prescribed proformas, may also be forwarded to DGHRD.
- It may also be ensured that the complete set of the documents in the above mentioned proformas must be forwarded by **the concerned Zonal Cadre Controlling Authority only to Additional Director General, HRM-I, DGHRD, Bhai Veer Singh Sahitya Sadan, Bhai Veer Singh Marg, Gol Market, New Delhi - 110001, Phone : 011-23748049, Fax -011-23748050, e-mail: dghrd-cbec@nic.in latest by 20.01.2020 through a Special Messenger with a proper authority letter.** However, the ACR/APAR dossiers may be forwarded directly to DGHRD through **Special Messenger with a proper authority letter** even by the respective Commissionerates as well.

Yours faithfully,


Samrati Goel Saran
Additional Director
HRM-I, DGHRD

Enclosures:-

- Annexure I:-** List of Officers for whom ACRs/APARs are required.
- Annexure II:-** List of Officers for whom Details as per Annexure A, B, C, D, E, F & G are required