



**Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs
Directorate General of Human Resource Development
Bhai Veer Singh Sahitya Sadan, Bhai Veer Singh Road, Gole Market
New Delhi – 110001**

F. NO. 8/B/112/HRD(HRM)/2015/Part-V

Date: 14.03.2017

To

**The Pr. Chief Commissioner/ Chief Commissioner,
GST Zones erstwhile Central Excise Zones (Cadre Controlling Authorities):
Bengaluru/Bhopal/Bhubaneshwar/Chandigarh/Chennai/Cochin/Delhi/Hyderabad/Jaipur
/Kolkata/Lucknow/Mumbai-I/Ranchi/Shillong/Vadodara/Visakhapatnam Zone**

**The Pr. Chief Commissioner/ Chief Commissioner,
Customs (Cadre Controlling Authorities):
(Chennai/Cochin/Kolkata/Mumbai/Visakhapatnam)**

Madam/ Sir,

Sub: Collection of data and Completion of records relating to officers for promotion from Group B to Group A on adhoc basis for temporary post as and when it will be possible to conduct the DPC-reg.

This is in continuation to this directorate letter dated 09.03.2018 (please also refer to letter dated 11.07.2017 issued from file of even no. and reminder thereof dated 25.08.2017) asking for ACRs/ APARs in respect of officers mentioned in the annexure enclosed thereto. While some of the CCAs have sent the required information, some others have not yet done so. In furtherance to that, efforts have been made to complete the records in preparedness for DPC for promotion from Group B to Group A on adhoc basis for temporary posts whenever it will be possible to conduct the DPC without causing any further delay.

2. The undersigned has been directed to request all the Cadre Controlling Authorities for Group 'B' officers i.e. Superintendent of Central Excise, Superintendent of Customs (Preventive) and Customs Appraisers to provide the requisite information/documents in the proforma mentioned as below:

A1. ACR/APAR in Original, for the period mentioned against the name of the respective officers working under your charge, **as per list enclosed (Annexure I).**

In case, any of the ACR/APAR for the **period mentioned** has not been written or not available with the concerned zone, equal number of ACR/APAR for earlier period alongwith **'No Report Certificate'** (with complete justification/ reasons) for the said missing ACR/APAR or **'No Review Certificate'**, as the case may be provided to DGHRD so that at least 05 Years of complete ACR/APARs may be placed before the Departmental Promotion Committee.

- A2. The Grading Sheets for the period of 2010–11 to 2015–16 in respect of all the Officers as per list enclosed (**Annexure–II**) should be sent as **Annexure 'A'**. If for any Officer there are NRCs in between, please mention earlier Grading as well in respect of the said Officer.
- B1. **Vigilance Status/Certificate** in terms of DOP&T OM dated 14.09.1992 and 02.11.2012 **as on 01.04.2016, 01.04.2017** and also **as on 01.03.2018** in r/o officers as per list enclosed (**Annexure II**) may be provided with the following contents as applicable. The Vigilance Clearance Certificate should be signed by an officer **not below the rank of Additional/ Joint Commissioner.**

<u>Vigilance Certificate</u>								
“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) ”								
All such details may be sent as Annexure 'B' in the following proforma for the officers who are not free from vigilance case:								
REF. ALL INDIA SENIORITY LIST NO.	NAME OF THE OFFICER/ DATE OF BIRTH/CATEGORY a-NAME b-DOB c-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 COMPLETED, IF YES, DETAILS OF SUCH PROCEEDINGS	ANY OTHER DETAILS/ REMARKS
1	2	3	4	5	6	7	8	9

- B2. In cases, where, the disciplinary proceedings against any of the enlisted officer has attained finality, in such cases, the **copies** of Charge Sheet / Order –in-Original/ Order – in – Appeal, issued by the Disciplinary Authority alongwith order of the Appellate Authority (if any) must also be invariably forwarded to DGHRD.
- C. **Integrity Certificate** (on the basis of entries made in the integrity column in ACR/APAR) – Adverse entries, if any may also be highlighted in r/o officers as per list enclosed (**Annexure–II**).

Integrity Certificate

"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**"

The integrity certificates and the lists annexed thereto should be signed by an officer not below the rank of Additional/ Joint Commissioner. All such details may be sent as **Annexure 'C'**.

- D. **Minor/ Major penalty statement for the last 10 years** since 01.04.2006 and 01.04.2007 separately in r/o officers as per list enclosed (**Annexure-II**). If there is no penalty against any officer, please state it as 'Nil'. The details may be sent as **Annexure 'D'**.
- E. **Certificate** for all the Officers as per list enclosed (**Annexure-II**) in terms of DOP&T's OM No. 201011/1/2005 Estt (A) dated 14.05.2009 with the following contents:

"It is certified that the ACR/APAR for the years **2010-2011 to 2015-2016** of the following officers has been shown to them. None of the officers except S/Sh.____ for the period (s) _____ has made any representation against the grading given to them within the specified period in the aforesaid OM. The representation of S/Sh. _____ for the period (s) _____ has been considered and speaking order issued and placed in the CR dossier"

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

- E2. In case, below bench mark grading has been communicated to the officer concerned, copies of the order evidencing disposal of the representation so submitted by the officer, may be provided to DGHRD;
- F. **Certificate** for all the Officers as per list enclosed (**Annexure-II**) in terms of DOP&T's OM No. 21011/1/2010-Estt.(A) dated 13.04.2010 with the following contents:


"It is certified that the ACR/APAR for the period _____ to _____ (including ACRs/ APARs) of equal numbers of years pertaining to earlier periods in case of non-availability of some ACRs/APARs between _____ to _____ 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 ACR/APAR is below the benchmark grading i.e. "Good", except in case of S/Sh. _____ for the period(s) _____ against whom necessary action as per DOP&T OM dated 13.04.2010 has been taken and copies of appropriate orders have been placed in the CR dossier.

The details may be sent as Annexure 'F'.

Important Note:-

- a) In cases, where copy(s) of APAR has been provided to the respective officers and they have represented against the grading awarded to them, then the copies of the orders evidencing disposal of all such representations, must also be provided to DGHRD;
- b) It may please be ensured that all the above-mentioned requisite details should be compiled in **Excel Format** and forwarded through the **concerned Zonal Cadre Controlling Authorities, only**. *However, the ACR/APAR dossiers may be forwarded directly to DGHRD through 'Special Messenger positively by 16.03.2016'.*
- c) Further, in order to minimize the discrepancies in assignment of seniority of any of Group 'B' officer and for early disposal of any pending representation, it has been decided to take corrective measures at this stage and for the purpose, it is also requested that in case the name of any of the junior Group 'B' officer has been enlisted in the enclosed list and **his immediate available senior Group 'B' officer as per Zonal Seniority List** could not find place in the said enclosed list, in such cases, the ACR/APAR dossier of such senior Group 'B' officer alongwith requisite details may also be forwarded to DGHRD, so that the matter may be taken up with concerned authorities/ sections of CBEC/ DGHRD.
- d) All the above requisite details may please be forwarded to **Principal Additional Director General, HRM-I, DGHRD, Bhai Veer Singh Sahitya Sadan, Bhai Veer Singh Marg, Gole Market, New Delhi - 110001, Phone : 011-23748049, Fax -011-23748050, e-mail: dghrd-cbec@nic.in.**

Yours faithfully,


14/3/18
Samriti Goel Saran
Joint Director
HRM-I, DGHRD.

Encl:

- 1) Annexure I: List of officers for whom ACRs/APARs are required.
- 2) Annexure II: List of officers for whom Details as per Annexure A, B, C, D, E, & F are required for the DPC of Vacancy Year 2016-17 and 2017-18.