



भारत सरकार Government of India
 वित्त मंत्रालय Ministry of Finance
 राजस्व विभाग Department of Revenue
 मुख्य आयुक्त सीमा शुल्क (निवारक) का कार्यालय

Office of the Chief Commissioner of Customs (Preventive)

नंबर: 1, विलियम्स रोड, छावनी, तिरुचिरापल्ली, तमिलनाडु, पिनकोड-620001

No:1, Williams Road, Cantonment, Tiruchirappalli, Tamilnadu, Pincode-620001

Phone No: 0431-2417466 Fax: 0431-2416155 Email: ccuprev-custrichy@nic.in

F.No.I/(22)/OTH/826/2026-ADMN

Date : 22-05-2026

PRIORITY

To

The Commissioner of Customs,
 Customs (Preventive) Commissionerate,
 Tiruchirappalli.

The Commissioner of Customs,
 Custom House,
 Tuticorin.

Sir,

Subject : Admn - Scheme for conferment of Certificate of Meritorious Service and Certificate of Excellence – Regarding.

Please find enclosed copy of the letter F.No.HRM-I/MISC/4/2026-DG-HRM dated 13.05.2026 of the Director General, DGHRD (HRM), New Delhi along with enclosures thereto, on the above subject.

02. In the above letter, DGHRD has informed that the existing certificates being awarded in CBIC, namely the GST Commendation Certificate and the DRI Certificate of Appreciation, have been replaced with two new awards at CBIC level viz. CBIC – Certificate of Meritorious Service (CBIC – CMS) and CBIC - Certificate of Excellence (CBIC – CE). The guidelines and procedures for conferment of the above certificates have been detailed in Annexure II to the above cited letter dated 13.05.2026 of DGHRD, New Delhi.

03. Apart from the award of CBIC Level certificates, a new scheme for internal recognition at the Zonal / Directorate level has also been proposed as per Para 4 of the Minutes of the Board Meeting held on 28.08.2025. As directed by the DGHRD, guidelines for conferment of certificates at the Zonal level i.e. "Pr.CC/DG - Certificate of Meritorious Service (Pr.CC/DG-CMS)" and "Pr.CC/DG - Certificate of Excellence (Pr.CC/DG-CE)", have been formulated in respect of Customs (Preventive) Zone, Tiruchirappalli and the same is placed as Annexure to this letter.

04. It may be seen from the Annexure III to DGHRD letter dated 13.05.2026 that the last date for submission of nomination to the DGHRD for conferment of **"CBIC – Certificate of Meritorious Service (CBIC – CMS)" and "CBIC - Certificate of Excellence (CBIC – CE)", is 30.05.2026.** Hence, it is requested that physical copy of the nominations, if any, in respect of your Commissionerate, as per the format prescribed in Annexure I and II read with Annexure A to C / Checklist to the DGHRD letter dated 13.05.2026, may please be sent so as to reach this office **on or before 27.05.2026** positively. Further, softcopy in PDF format of the nominations may be sent by email. If no nomination for the CBIC level certificate is proposed, the same may also be informed.

05. Apart from the above, recommendation of the Screening Committee of the Commissionerates for conferment of **"Pr.CC/DG – Certificate of Meritorious Service" and "Pr.CC/DG – Certificate of Excellence"**, as per the format prescribed, may please be sent to this office **on or before 30.05.2026** positively.

Matter may please be accorded PRIORITY.

Enclosure : As above.

Digitally signed by
Pandiyaraj G V
Date: 22-05-2026
13:06:22

Yours faithfully,

PANDIYARAJ GV
JOINT COMMISSIONER

Copy to:

1. The Assistant Commissioner, CCO, Tiruchirappalli. (for similar action in respect of CCO, Tiruchirappalli)
2. The Superintendent, System, CCO for uploading in the Website
3. Notice Board



भारत सरकार / Government of India

वित्त मंत्रालय, राजस्व विभाग / Ministry of Finance, Department of Revenue
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क / Central Board of Indirect Taxes & Customs

मानव संसाधन विकास महानिदेशालय, एच.आर.एम / Directorate General of Human Resource Development, HRM

भाई वीर सिंह साहित्य सदन, दूसरा तथा तीसरा तल / Bhai Vir Singh Sahitya Sadan, 2nd & 3rd Floor,

भाई वीर सिंह मार्ग, गोल मार्केट / Bhai Vir Singh Marg, Gole Market
नई दिल्ली / New Delhi-110001

F. No. HRM-I/MISC/4/2026-O/o DG-HRM-I-DGHRD-Delhi/15787 Dated: 13.05.2026

To,

All Principal Chief Commissioners/ Principal Director General/ Chief Commissioners
/ Director Generals under Central Board of Indirect Taxes and Customs

Madam/Sir,

Subject: Scheme for conferment of Certificate of Meritorious Service and Certificate of Excellence -reg.

As part of the initiative to transform the Awards and Decorations framework, the Board has decided the structure for Internal Recognition in CBIC. In this regard, your attention is invited to Para 3 of BMB No. 08/2025 regarding scheme of internal recognition at the level of CBIC (**Annexure-I**). This new framework shall replace the existing awards being awarded in CBIC, namely the GST Commendation Certificates and the DRI Certificate of Appreciation, with two new awards at CBIC's level- Certificate of Meritorious Service (CBIC-CMS) and Certificate of Excellence (CBIC-CE).

2. The guidelines and procedure for conferment of the CBIC Certificate of Meritorious Service (CBIC-CMS) and the CBIC Certificate of Excellence (CBIC-CE) awards, along with the timelines and action plan for conferment of these awards on the forthcoming GST Day have been approved by Chairman, CBIC. The same is enclosed as **Annexure-II**.

3. In this regard, DGHRD has been designated as the Secretariat for matters relating to the CBIC Certificate of Meritorious Service (CBIC-CMS) and the CBIC Certificate of Excellence (CBIC-CE) (Refer Para 3.2 of BMB No. 08/2025). Accordingly, nominations for the same may please be sent to DGHRD in accordance with the timelines stipulated in this letter. The timelines for communication of scheme, forwarding and processing of nominations for conferment of CBIC-CMS &

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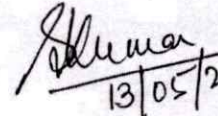
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CBIC-CE awards on GST Day, 2026 and for subsequent years are enclosed as **Annexure-III** and **Annexure-IV** respectively

4. Your attention is also drawn to Para 4 of BMB No. 08/2025 (Scheme of Internal Recognition at the level of Pr. CC/CC/Pr.DG/DG). All Pr. CCs/CCs and Pr. DGs/DGs are requested to formulate guidelines and timelines for conferment of the 'Pr. CC/DG Certificate of Meritorious Service (Pr.CC/DG-CMS)' and the 'Pr. CC/DG Certificate of Excellence (Pr. CC/DG-CE)' at their respective level on the same lines as mentioned at Para 2 above. Further, the suggested composition of Screening Committee and Selection Committee at Zonal/Directorate level is enclosed as **Annexure V** for necessary action at your end.

Encls: As above

Yours sincerely,



13/05/2026

(Shubhagata Kumar)

Director General, DGHRD (HRM)

Copy to:

- i. P.S to Chairman, CBIC
- ii. P.S to all Members, CBIC
- iii. Commissioner (Coordination)
- iv. Commissioner (CX-9)
- v. Commissioner (Cus-Inv)
- vi. Notice Board/Guard file

Draft Minutes of the Board Meeting held on 28.08.2025 in respect of BMB No. 07/2025 and 08/2025

A Board meeting was held on 28.08.2025 under the chairmanship of the Chairman, CBIC in Kalpvriksha, North Block. The List of participants is given in Annexure-I. The issues under consideration were:

S. No.	BMB No.	Subject	Sponsored by
I.	07/2025	Revision of Welfare Schemes of DGHRD sponsored by The Customs and Central Excise Welfare Fund	Pr. DG, DGHRD
II.	08/2025	Transformation of Awards & Decorations-Scheme for (i) internal recognition and (ii) National Awards for officers in CBIC	Commissioner, Investigation-Customs

I. BMB No. 07/2025: Revision of Welfare Schemes of DGHRD sponsored by The Customs and Central Excise Welfare Fund

1. **Revision of Financial Assistance Towards Medical Expenses Scheme**
2. **Revision of Ex-Gratia Financial Assistance Scheme**
3. **Reinstatement of Scholarship/Cash Award to Meritorious Children Scheme**

Agenda Points 1 and 2 were taken up in compliance with the **Action Plan 2025-26**, while Agenda Point 3 was considered in view of representations received from various Associations and officers/officials.

At the outset, the Principal Director General, DGHRD (I&W), introduced the proposals scheduled for consideration. Thereafter, the Additional Director (Welfare), DGHRD (I&W), Saket, New Delhi, made a detailed presentation on the above three schemes, highlighting the necessity for revision and the proposed modifications. The issue-wise discussion and decisions are summarized below:

1. Agenda Point 1:

Revision of "Financial Assistance Towards Medical Expenses Scheme":-

The following revisions were proposed vis-a-vis the existing provisions:

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S. No.	Existing Provision	Proposed Revision
1	(iii) Only one-time assistance for continuous treatment, with rare exceptions.	To allow subsequent claims for continuous treatment (with justification).
2	(v) Financial assistance excludes dependent parents.	Include dependent parents or parents-in-law (subject to CGHS eligibility and age-based vulnerability).
3	(vi) Cap of ₹7.5 lakh for spouse and dependent children.	Enhance cap to ₹15 lakh over the entire service period.

Decision:

The Board unanimously approved the proposed revisions subject to the following conditions:

- a) Subsequent claims for continuous treatment shall be permissible within the overall ceiling of ₹15 lakh.
- b) Dependent parents or parents-in-law may be included in accordance with CGHS eligibility. Certification from the Commissionerate must confirm dependency as per service records, within the same ceiling of ₹15 lakh.

2. Agenda Point 2:

Revision of Consolidated Guidelines for “Ex-Gratia Financial Assistance Scheme”:-

The following revisions were proposed under the Welfare Fund:

Category	Existing Provision	Revised Provision
A	Death during enforcement duties – ₹25 lakh	₹30 lakh
B	Death due to accident/violence on duty – ₹15 lakh	₹25 lakh
C	Death due to COVID-19 on duty – ₹7 lakh	₹10 lakh
D	Natural death/other cases not covered under (A), (B), or (C) – ₹5 lakh	₹10 lakh
E	Permanent injury/disability on duty – ₹15 lakh	₹25 lakh

Decision:

Taking into account suggestions received, the Board unanimously approved all the proposed revisions (A-E) in the Ex-Gratia Scheme.

3. Agenda Point 3:

Reinstatement of "One-Time Cash Incentive to Meritorious Children of CBIC Staff":-

The following proposals were discussed:

- a. Continuation of the scheme from the current academic year with a revised title to encourage academic excellence among wards of officers/officials.
- b. Inclusion of wards of Group 'A' officers under the scheme.
- c. Eligibility criteria for wards of Group 'A' officers to be aligned with those of Group 'B'.
- c. Enhancement of scholarship amounts from ₹12,000 (girls) and ₹10,000 (boys) to ₹22,000 (girls) and ₹20,000 (boys), respectively.
- d. All other existing guidelines to remain unchanged.

Decision:

The decision regarding continuation of the scheme for granting Cash Awards to meritorious children of departmental officers/staff (based on performance in Class X/XII Board Examinations) was deferred for the time being.

4. Additional Suggestions:

The Board further recommended to consider the introduction of a new welfare schemes such as:-

- (a) **Annual Financial Assistance to Divyang/specially abled Wards of CBIC Officers/Officials.**

Detailed guidelines/rules to be prepared separately and notified in due course.

- (b) Honourable Chairman also suggested to come up with other similar schemes which can help families in distress.

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5. The Board was informed the position of Welfare Funds available as on date as follows:

Welfare Fund Budget Availability

Sl. No.	Particulars	Amount (in Crores)
1	Total Budget Available as on 01.04.2025	31.05
2	Total Expenditure up to 20.08.2025	3.10
3	Approx. amount to be disbursed against pending proposals (Under Process)	5.00
4	To be credited in Welfare Fund from this FY budget	5.00
5	Anticipated Additional Budget Requirement	10.64
6	Total Amount Required (Additional + Last Year)	21.96
7	Amount available	27.95

6. The above revised Scheme limit shall come into effect prospectively w.e.f. 01.01.2026, and subject to financial concurrence of IFU & Ministry.

II. BMB No. 08/2025: Transformation of Awards & Decorations of CBIC

The proposal for transformation of the current ecosystem of Awards & Decorations for officers in CBIC was brought for discussion before the Board by Investigation-Customs Wing.

2. Commissioner, Investigation Customs, apprised the Board of the current position of awards in CBIC. Consequent to the exercise initiated by MHA, the Scheme for grant of cash Award to Meritorious Children of Departmental officers/ staff, Presidential Awards, DRI Day Awards and GST Awards have been discontinued as communicated by OM dated 05.01.2024 of DoR. The WCO Certificate of Merit (by WCO), DRI Certificate of Appreciation (at the level of DG DRI) and GST Commendation Certificate (at the level of Chairman, CBIC) are being conferred on officers of CBIC as an internal recognition mechanism.

Further, a Committee was set up under Additional Secretary, Revenue, to propose awards at the level of DoR. The recommendations of the Committee are as follows:

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1. Two National level Awards common for all officers/ staff of DoR viz.
 - i. **National Award for Bravery** for exemplary courage in the performance of duties including unforeseen & hostile situations even at the risk of life
 - ii. **National Award for Exceptional Contribution and Distinguished Service** for contribution to promote excellence in diverse fields of revenue administration by innovative ideas & special efforts as well as sustained devotion & commitment to duty.
2. Internal recognition of officers/officials may continue separately through Citations/ Certifications for excellence in specific fields with the process of selection being in sync with the Best Practice Manual for Awards Ecosystem issued by MHA.
 - 2.2 CBIC has concurred with DoR proposal vide OM dated 30.12.2022 and the proposal has been sent by DoR to MHA on 20.04.2023.
 - 2.3 Accordingly, concurrence of Board was sought regarding review of current internal recognition scheme and finalization of administrative modalities pertaining to National Awards as proposed by DoR.
3. After detailed deliberations the Board decided on a two-tiered structure for Internal Recognition in CBIC viz., at the level of CBIC and at the level of Pr.CC/ CC, Pr. DG/DG. The internal recognition scheme shall replace the existing certificates being awarded in CBIC, viz., GST Commendation Certificates and DRI Certificate of Appreciation. WCO Certificates being on different footing and outside the purview of CBIC award scheme, shall be continued to be given in the same manner as earlier (on International Customs Day).
 - 3.1 **Scheme of internal recognition at the level of CBIC:** Two categories of certificates namely, '**CBIC Certificate of Meritorious Service**' and '**CBIC Certificate of Excellence**' to be conferred at the level of CBIC.
 - a) **CBIC Certificate of Meritorious Service (CBIC-CMS)** for outstanding contribution or innovative solutions for bringing good governance (including enhancing transparency, effective administration and enforcement, accountability, inclusiveness, grievance redressal, technology solutions and innovation etc.). The criteria shall be as follows:

- i. All officers of CBIC upto Pay Level 15 in all grades shall be eligible for conferment of CBIC-CMS.
 - ii. Minimum number of years of service shall be 15 years
 - iii. The number of CBIC-CMS in one year shall not exceed twenty.
- b) **CBIC Certificate of Excellence (CBIC-CE)** for innovative ideas and special efforts as well as sustained devotion and commitment to duty, contribution towards promoting excellence in the fields relating to Indirect taxes administration and/ or for going beyond the call of duty. The criteria shall be as follows:
- i. The period under consideration shall be upto preceding 2 years corresponding to the year for which the CBIC-CE is being considered.
 - ii. All officers of CBIC upto Pay Level 15 in all grades shall be eligible for conferment of CBIC-CE
 - iii. The number of CBIC-CE in one year shall not exceed ten.
 - iv. Individuals as well as teams shall be eligible. Nominations of teams shall be restricted to maximum 2 in a year (with maximum of 4 employees each). The team shall be considered as one unit for grant of CBIC-CE, however, certificate shall be given to each team member.

3.2 Directorate responsible for internal recognition at the level of CBIC: The Directorate General of Human Resource Development (DGHRD) shall be the secretariat for the purposes of the CBIC-CMS and CBIC-CE related work, including formulation of guidelines and procedures in accordance with the MHA's Best Practices Manual. The process of nomination for both the certificates shall be by way of self-nomination or otherwise. In case of officers working in the Board, the nominations for Director and officers below level of Director shall be forwarded by Joint Secretary/ Commissioner of the concerned Wing to DGHRD. Nomination in respect of Joint Secretary/ Commissioner shall be forwarded by the concerned Member to DGHRD.

3.3 Constitution of the Screening and Selection Committee for internal recognition at the level of CBIC: The Screening Committee shall comprise of the DG, HRD, DG, DRI, DG, DGGI and DG, DGoV. DGHRD shall submit the screened proposals for final selection of the awardees

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before the Selection Committee headed by the Chairman, CBIC and comprising of all Members of CBIC.

3.4 The date of conferment of CBIC-CMS and CBIC-CE shall be GST Day (1st July).

4. Scheme of internal recognition at the level of Pr. Chief Commissioners/ Chief Commissioners / Pr. Director Generals/ Director Generals

4.1 Two categories of certificates namely, 'Pr.CC/ CC/ Pr. DG/ DG Certificate of Meritorious Service' and 'Pr.CC/ CC/ Pr. DG/ DG Certificate of Excellence' (Pr. CC/ DG-CE) to be conferred at the level of CGST/ Customs Zones/ Directorates.

- a) **Pr. CC/ DG Certificate of Meritorious Service (Pr. CC/ DG-CMS)** for outstanding contribution or innovative solutions for bringing good governance (including enhancing transparency, effective administration and enforcement, accountability, inclusiveness, grievance redressal, technology solutions and innovation etc.). The criteria shall be as follows:
- i. Only officers of Group B & C service in the Zone shall be eligible for conferment of Pr.CC/ DG-CMS.
 - ii. Minimum number of years of service shall be 15 years
 - iii. The number of CBIC-CMS in one year shall not exceed ten.
- b) **Pr. CC/ DG Certificate of Excellence (Pr. CC/ DG-CE)** for innovative ideas and special efforts as well as sustained devotion and commitment to duty, contribution towards promoting excellence in the fields relating to Indirect taxes administration and/ or for going beyond the call of duty. The criteria shall be as follows:
- i. The period under consideration shall be upto preceding 2 years corresponding to the year for which the Pr. CC/ DG-CE is being considered.
 - ii. All officers of CBIC upto Pay Level 15 in all grades shall be eligible for conferment of Pr. CC/ DG-CE
 - iii. The number of Pr. CC/ DG-CE in one year shall not exceed ten.
 - iv. Individuals as well as teams shall be eligible. Nominations of teams shall be restricted to maximum 2 in a year (with maximum of 4 employees each). The team shall be considered as one unit for grant of Pr. CC/ DG-CE, however, certificate shall be given to each team member.

4.2 The date of conferment of Pr. CC/ DG-CMS and Pr. CC/ DG-CE shall be GST Day (1st July).

5.1 It was also decided that an officer who has been conferred with Certificate of Excellence at CBIC level shall not be considered again for this certificate for a period of next 5 years. Similarly, an officer who has been conferred with Certificate of Excellence at Pr. CC/DG level (of any region) shall not be considered again for this certificate at the Pr. CC/DG level (of any region) for a period of next 5 years.

5.2 However, an officer who has been conferred with either of the two certificates at the Pr. CC/ DG level (of any region) level shall be eligible for either of the two certificates at CBIC level from the year subsequent to which the Certificate at Pr. CC/ DG level has been awarded.

5.3 Certificate of Meritorious Service which recognizes the achievements of officer in last 15 years would normally be conferred to an officer, once in their career.

6. Way Forward regarding National Level Awards proposed by DoR

With regard to the two National level Awards common for all officers/ staff of DoR viz. the **National Award for Bravery** and the **National Award for Exceptional Contribution and Distinguished Service**, the Board decided as follows.

6.1 DGHRD shall be the nodal directorate and secretariat for the National Award for Exceptional Contribution and Distinguished Service.

6.2 DRI shall be the nodal directorate and secretariat for the National Award for Bravery.

6.3 The formulation of guidelines and procedure shall be made by the respective directorate in accordance to MHA's Best Practice Guidelines.

6.4 The Internal Screening Committee (ISC) for CBIC for both the awards shall be chaired by Member (Admin.) and shall comprise of DG, HRD, DG, DRI, DG, DGGI and DG, DGoV as members. The process of nomination of both awards shall be by way of self-nomination or otherwise.

6.5 The above proposal for initiating the process of National Awards for CBIC officers shall be shared with DoR, for their concurrence.

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Annexure I

List of Participants

1. Shri Sanjay Kumar Agarwal, Chairman CBIC
2. Shri Shashank Priya, Member (GST, Central Excise & Service Tax)
3. Shri Vivek Ranjan, Member (Tax Policy & Legal)
4. Shri Surjit Bhujabal, Member (Customs)
5. Ms. Aruna Narayan Gupta, Member (Administration & Vigilance)
6. Shri M.K. Singh, Member (Compliance Management)
7. Shri Yogendra Garg, Member (IT, Taxpayer Services & Technology)

The meeting was also attended by the following officers: -

1. Shri Vivek Chaturvedi, Principal Director General, DGoV
2. Shri Rajesh Pandey, Principal Director General, DGGI
3. Shri Valte Vungzamuum, Principal Director General, DGHRD (I&W)
4. Shri Chandra Prakash Goyal, Principal Director General, DGGST
5. Shri Abhai Kumar Srivastav, Director General, DRI
6. Ms. Arti Agarwal Srinivas, Director General, DG Systems
7. Ms. Shubhagata Kumar, Director General, DGHRD
8. Ms. Meenu Kumar, ADG (I&W), New Delhi
9. Shri Anupam Prakash, JS (Customs)
10. Ms. Meenal Bhosle, Commissioner, Investigations-Customs
11. Ms. Himani Bhayana, Commissioner (CX)
12. Shri Dinesh Kumar Jangid, Additional Director (Welfare)
13. Ms Poonam Bhatt, Deputy Secretary, Investigations-Customs
14. Shri Modassar Shafi, Deputy Secretary, CX-9
15. Shri Aditya Bhardwaj, OSD to Chairman, CBIC
16. Ms Shweta Garg, Deputy Commissioner, Investigations-Customs

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Scheme for 'CBIC Certificate of Meritorious Service' & 'Certificate of Excellence'

Scheme: This internal recognition scheme envisages to confer 'Certificate of Meritorious Service' and 'Certificate of Excellence' by the Central Board of Indirect Taxes & Customs (CBIC) upon the Officers and Staff (hereinafter called 'Employee(s)') of the Indirect Taxes & Customs Department and Directorates thereunder (hereinafter called 'Department') in consideration of their rendering exceptional or meritorious service, or displaying outstanding devotion to duty.

This internal recognition scheme shall replace the existing certificates being awarded in CBIC, viz., GST Commendation Certificates and DRI Certificate of Appreciation. However, WCO Certificates being on different footing and outside the purview of CBIC award scheme, shall be continued to be given in the same manner as earlier (on International Customs Day).

1. Objective: To promote professionalism and excellence among the employee(s), irrespective of their rank, who have exhibited **exceptional performance, innovation, or outstanding achievements** significantly above normal expectations and contributed significantly in diverse areas of Indirect tax administration such as: -

- i. Taxpayer services and its facilitation, including grievance redressal;
- ii. Encourage adoption of best practices and transformative ideas
- iii. Contributions that support departmental goals and taxpayer facilitation;
- iv. Quality enforcement, including tax assessment, investigation, recovery, and prosecution;
- v. Widening of the tax base;
- vi. Audit functions and improving accountability;
- vii. Infrastructure development, cleanliness drive, environmental protection, social cause;
- viii. Human Resource Management including human resource development, administration, training and capacity building;
- ix. Policy making, Good Governance and Secretariat functions; Beyond the call of duty.

2. Categories of Certificate

i. At the level of CBIC

Two categories of certificates shall be conferred viz.

- a) CBIC Certificate of Meritorious Service (CBIC-CMS)
- b) CBIC Certificate of Excellence (CBIC-CE)

ii. At level of Pr.CC/CC/Pr.DG/DG

Two categories of certificates shall be conferred viz.

- a) Pr.CC/DG Certificate of Meritorious Service (Pr.CC/DG-CMS)
- b) Pr.CC/DG Certificate of Excellence (Pr.CC/DG-CE)

3. Eligible Employees

i. The '**CBIC Certificate of Meritorious Service**' (CBIC-CMS) would be conferred upon selected employee (s) at All India Level who meet the following criteria:

- a) All officers upto Pay level 15 in all grades shall be eligible for conferment of CBIC-CMS
- b) Rendered at least 15 years of regular service as on 1st January of the year for which such certificate is being considered;
- c) During, regular service, the officer should have made outstanding contributions or implemented innovative solutions for bringing good governance. The elements of good governance that are relevant include:
 - i. Enhancing transparency.
 - ii. Effectiveness of administration and regulatory quality
 - iii. Accountability
 - iv. Inclusiveness and stakeholder participation
 - v. Grievance Redressal mechanism and feedback system
 - vi. Enhancing Quality and Capability of Human Resource and mechanism of capacity building
 - vii. Replicability and Sustainability
 - viii. Technology solution & innovation

ii. The '**CBIC Certificate of Excellence**' (CBIC-CE) would be conferred upon selected employees for innovative ideas and special efforts as well as sustained devotion and commitment to duty, contribution towards promoting excellence in the fields

relating to Indirect taxes administration and/or for going beyond the call of duty. The criteria shall be as follows:

- a) All officers of CBIC upto Pay Level 15 in all grades shall be eligible for conferment of CBIC-CE
- b) The period under consideration shall be upto preceding 2 years corresponding to the year for which the CBIC-CE is being considered.

4. While the 'Certificate of Meritorious Service' shall consider the contribution made by the employee during the last 15 years, the 'Certificate of Excellence' shall consider the contributions/achievements during the relevant period under consideration i.e preceding 2 years.

5. The date of conferment of CBIC-CMS and CBIC-CE shall be GST Day (1st July).

6. Frequency of conferring certificate

- i. Certificate of Meritorious Service (CBIC-CMS) would normally be conferred to an officer, once in their career.
- ii. The Maximum number of times 'Certificate of Excellence' (CBIC-CE) shall be conferred to the employee in the service period would be three, provided that such certificate shall be conferred the second time only after 5 years of the previous conferment of the certificate.
- iii. An officer who has been conferred with Certificate of Excellence at CBIC level shall not be considered again for this certificate for a period of next 5 years. Similarly, an officer who has been conferred with Certificate of Excellence at Pr. CC/CC/Pr.DG/DG level (of any region) shall not be considered again for this certificate at the Pr. CC/CC/Pr.DG/DG level (of any region) for a period of next 5 years.
- iv. However, an officer who has been conferred with either of the two certificates at the Pr. CC/CC/Pr.DG/DG level (of any region) level shall be eligible for either of the two certificates at CBIC level from the year subsequent to which the Certificate at Pr. CC/CC/Pr.DG/DG level has been awarded.

7. Nominations & Evaluation Parameters

- i. **Certificate of Meritorious Service:** The Certificate would be conferred upon an employee(s), who has rendered high levels of meritorious service. While considering the proposal, nature and

quality of contribution shall be evaluated. In addition, the contributions reflected in the following may also be considered:

- a. ACRs/APARs of the last 15 years would be considered and out of 15 APARs, minimum 10 APARs must be Outstanding and the Officer should not have earned any grading below "Very Good".
- b. Letters of appreciation (if any);
- c. Specific remarks of devotion to duty in reports, or other communications of appreciation indicating specific instances of outstanding performance, from supervisory officers or any other person.
- d. Where the officer is on deputation and has completed more than one year of service in the borrowing Department, the recommendation should be initiated by the borrowing Department.
- e. For officers on deputation, APARs must be completed for the period under consideration and "No Objection Certificate from the parent cadre invariably be obtained so that if any complaint/court case/departmental proceedings are pending or contemplated against the person recommended, the same becomes available with the recommending authority. Similarly, vice versa the lending department will also obtain "No objection Certificate" from the borrowing department even when the officer on deputation is repatriated to his parent cadre. In case, an officer on central deputation moves from one organization to the other, and is recommended by his present employer, he will seek "No Objection Certificate" from his previous organization(s) as well as his parent cadre. Recommending authority is wholly responsible for timely submission of "No Objection Certificate" in respect of officer on deputation recommended for meritorious service.
- f. The process of nominations shall be by way of self-nomination or otherwise in the specified proforma as per format enclosed (**Proforma-I**) along with a write-up detailing exceptional performance or achievements during the relevant period. The nomination can also be made by other employees of the department justifying the reasons for such nomination. The screening committee on their own can also identify deserving employees and examine admissibility, eligibility and merits of conferment of the certificates.

- g. The Head of the Department where the employee is currently posted can also suo-moto recommend the name of the employee for nomination to the Screening Committee.
- h. Recommendations for Certificate of Meritorious Service will be made in respect of such employee(s) who are clear from administrative & vigilance angle and on the basis of APAR gradings. At the time of recommending the names, the Screening Committee shall satisfy itself that the employee is a deserving candidate for the Certificate and also enjoys an excellent reputation.
- i. It is also clarified that if there is any change in the Vigilance status of the nominee in the intervening period between the date of sending nominations and the date of award, the same may also be intimated to DGHRD. If no report is received in this regard during the intervening period, it will be presumed that the status indicated earlier remains same.
- j. While considering the nomination of the employee, it shall be examined whether the employee has been compliant in filing of the Immovable Property Returns.
 - ii. **Certificate of Excellence:** While considering the proposal, nature and quality of contribution made during the relevant years under consideration shall be evaluated. In addition, specific remarks of devotion to duty as evident in reports, or other communications and/or of appreciation of outstanding performance indicating specific instances by the supervisory officers of the employee(s) may be considered. It may also be seen whether the employee outshines his/her colleagues/ peers in so far as that area of work is concerned:
 - a) ACRs/APARs for the period under review i.e. preceding 02 years must be "Outstanding".
 - b) Letters of appreciation (if any)
 - c) Specific remarks of devotion to duty in reports, or other communications of appreciation indicating specific instances of outstanding performance, from supervisory officers or any other person.
 - d) The process of nominations shall be by way of self-nomination or otherwise in the specified proforma as per format enclosed (**Proforma-I**) along with a write-up detailing exceptional performance or achievements during the relevant period. The

nomination can also be made by other employees of the department justifying the reasons for such nomination. The screening committee on their own can also identify deserving employees and examine admissibility, eligibility and merits of conferment of the certificates.

- e) The Head of the Department where the employee is currently posted can also suo-moto recommend the name of the employee for nomination to the Screening Committee
- f) Recommendations for Certificate of Excellence' (CE) will be made in respect of such employee(s) who are clear from administrative & vigilance angle. At the time of recommending the names, the Screening Committee shall satisfy itself that the employee is a deserving candidate for the Certificate and also enjoys an excellent reputation.
- g) It is also clarified that if there is any change in the Vigilance status of the nominee in the intervening period between the date of sending nominations and the date of award, the same may also be intimated to DGHRD. If no report is received in this regard during the intervening period, it will be presumed that the status indicated earlier remains same
- h) While considering the nomination of the employee, it shall be examined whether the employee has been compliant in filing of the Immovable Property Returns.

iii. The nominations in respect of CBIC-CMS and CBIC-CE shall reach DGHRD within the prescribed timeline preferably in hard copy and on designated e-mail dghrd-hrm@gov.in. In case of officers working in the Board, the nominations for Director and officers below level of Director shall be forwarded by Joint Secretary/Commissioner of the concerned Wing to DGHRD. Nomination in respect of Joint Secretary/Commissioner shall be forwarded by the concerned Member to DGHRD.

8. Screening and Selection Committee for internal recognition at the level of CBIC

The Screening Committee shall comprise of the DG (HRD), DG (DRI), DG (DGGI) and DG (DGOV). Selection Committee will be headed by the Chairman, CBIC and comprising of all Members of CBIC.

9. Procedure for Recommendation for CBIC-CMS & CBIC-CE

- i. The Screening Committee shall define the quantitative evaluation matrix and assign scores to the employees. The Screening Committee will screen, objectively evaluate each application and recommend cases of individuals for respective Certificate based on their achievement/performance.
- ii. All recommendations shall state the name and rank of the employee(s) so recommended, quantitative evaluation matrix with scores assigned and the particulars of the exemplary or distinguished work/contribution for which Certificate is being recommended.
- iii. While forwarding recommendation to Selection Committee, the Screening Committee shall forward the evaluation matrix and the score assigned to the employee(s).
- iv. While mentioning the performance/contribution made, the role of the individual employee(s) must be clearly brought out as distinct from that of the organization or team that the employee(s) was a part of. Details of work where the employee(s) has played a prominent role should be mentioned separately indicating the precise role played by the employee(s). The employee(s) who is being considered for any certificate will recuse himself/herself, if part of any Committee.
- v. In case, the Screening Committee is of the view that there are cases that merit conferring 'Certificate of Excellence' to a group of employees, who excelled as a **'team'**, it may consider each case subject to overall limit of 4 employees per team and recommendation of maximum two teams in a year.
- vi. Subsequently, DGHRD will place the recommendations received from the Screening Committee within the prescribed timelines, before the Selection Committee for final selection of the awardees.

10. Number of Certificates

The number of 'CBIC Certificate of Meritorious Service' in one year shall not exceed **'twenty'** and 'CBIC Certificate of Excellence' in one year shall not exceed **'ten'**, but the CBIC would have the discretion to increase the number in any year if the circumstances so warrant. Further, not more than **'two teams'** (with maximum of 4 employees each) shall be considered per year for conferring 'CBIC Certificate of Excellence'. In the case of team, the team shall be considered as a unit for purposes

of counting the number of certificates to be conferred in a year. However, in the case of team, 'Certificate of Excellence' shall be given to each of the team member.

11. Withdrawal of Award

The award is liable to be forfeited/withdrawn/annulled when: -

- a) The awardee is convicted by any court of law for such an act or conduct involving moral turpitude which brings the service into disrepute.
- b) The awardee is dismissed from service for such an act or conduct which brings the service into disrepute

12. Restoration of Award

The restoration of award which may have been so forfeited may be considered, if the officer is subsequently exonerated or cleared of the charges framed against him/her by the court of law or his/her department. The Selection Committee, after due examination and in consultation with screening committee shall obtain the approval of the Competent Authority for restoration of award.

13. The Pr. CC/CC and Pr. DG/DG are requested to formulate guidelines and timelines for the award of the 'Certificate of Meritorious Service' and the 'Certificate of Excellence' at their respective Zonal and Directorate levels, in alignment with the prescribed guidelines for the CBIC-CMS and CBIC-CE awards.

Proforma-I

Proforma to be submitted for filling of nomination

'CBIC Certificate of Meritorious Service' / 'CBIC Certificate of Excellence' on the occasion of GST Day, 01 st July		
1	Name of Employee (in full) (as per service records) in Hindi & English	
2	Designation & Pay level	
3	Date of Birth (DD/MM/YY)	
4	Category (SC/ST/OBC/General)	
5	Date of Joining/Years of Service completed as on 01 st January	
6	Present place of Posting along with HOP (as per Annexure C)	
7	Vigilance Clearance certificate Issued on (DD/MM/YY): Name and Designation of Authority who has issued Vigilance Clearance Certificate:	
8	APAR gradings for the relevant period (as per Annexure B)	
9	Whether on deputation If yes, Date of joining on deputation	
10	E-mail id	
11	Mobile Number	
12	Date of filing of Immovable Property Return (IPR) for the relevant period(s)	
13	Details of awards/certificates received from any Ministry/ Department till date	
14	Whether declaration/undertaking given by the officer that no civil/criminal case/FIR is pending against him/her	If yes, date of Undertaking: Copy enclosed <input type="checkbox"/> (as per Annexure A)
15	Outstanding Contribution(s) during the relevant period (not more than 200 words)	
16	Special mention, if any	
17	Supporting Documents (if any)	
18	Whether the application has been self-nominated or whether the name has been recommended <input type="checkbox"/> Self-nomination <input type="checkbox"/> Recommended	Signature of Nominee/recommending HOD name: Designation: Date:

Proforma-II

Proforma for recommendation to be submitted by Screening Committee while recommending the name of employee

CBIC Certificate of Meritorious Service/ 'CBIC Certificate of Excellence' on the occasion of GST Day, 01 st July			
Name of Employee (in full) (as per service records) in Hindi & English			
Designation			
Date of Birth (DD/MM/YY)			
Date of Joining/ Years of Service completed as on 01 st January			
Present place of Posting Along with HOP (as per attached Annexure C)			
Email-id			
Mobile Number			
Administrative & Vigilance status			
APAR Gradings (as per attached Annexure B)			
Date of filling of Immovable Property Return (IPR) for the relevant period(s)			
Details of awards/certificates received from any Ministry / Department			
Deceleration/undertaking given by the officer that on civil/criminal case/FIR is pending against him/her	Yes/No (as per Annexure A)		
Quantitative Score	Criterion	Maximum Marks	Marks obtained
Remarks of the Screening Committee:			
Signature of Chair of the Screening Committee: Name: Designation: Date: Official seal to be affixed			

For CBIC-CMS & CBIC-CE

Annexure 'A'

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 CBICs 'Certificate of Meritorious
Service.'

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

Signature of the Applicant/Recommended Employee

Name:

Designation:

Date:

Annexure 'B'

APAR/ACR grading for the relevant years

Name of the officer:

Designation:

Commissionerate / Directorate:

Year	Grading by Reporting Officer	Grading by Reviewing Officer

Certified by: -

Signature of Forwarding/Recommending Authority
(Commissioner / HOD)

Name:

Designation:

Date:

(Official seal to be affixed)

[Note: If APAR/ACR for any of the year(s) during the last 15 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 APAR/ACR gradings are made available].

History of posting (HOP)

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)

CHECK LIST

Whether the application/proposal is complete in all respects.

Name of the Officer	Whether forwarded or recommended, name of recommending authority (Zone/Directorate/ Other)	Whether received within due date? (Y/N)	Whether Performa-I is Complete? (Y/N)	Whether Performa-II is Complete? (Y/N) (for Screening Committee only)	Whether all the Annexures are duly Completed and enclosed? (Y/N)

Annexure-III

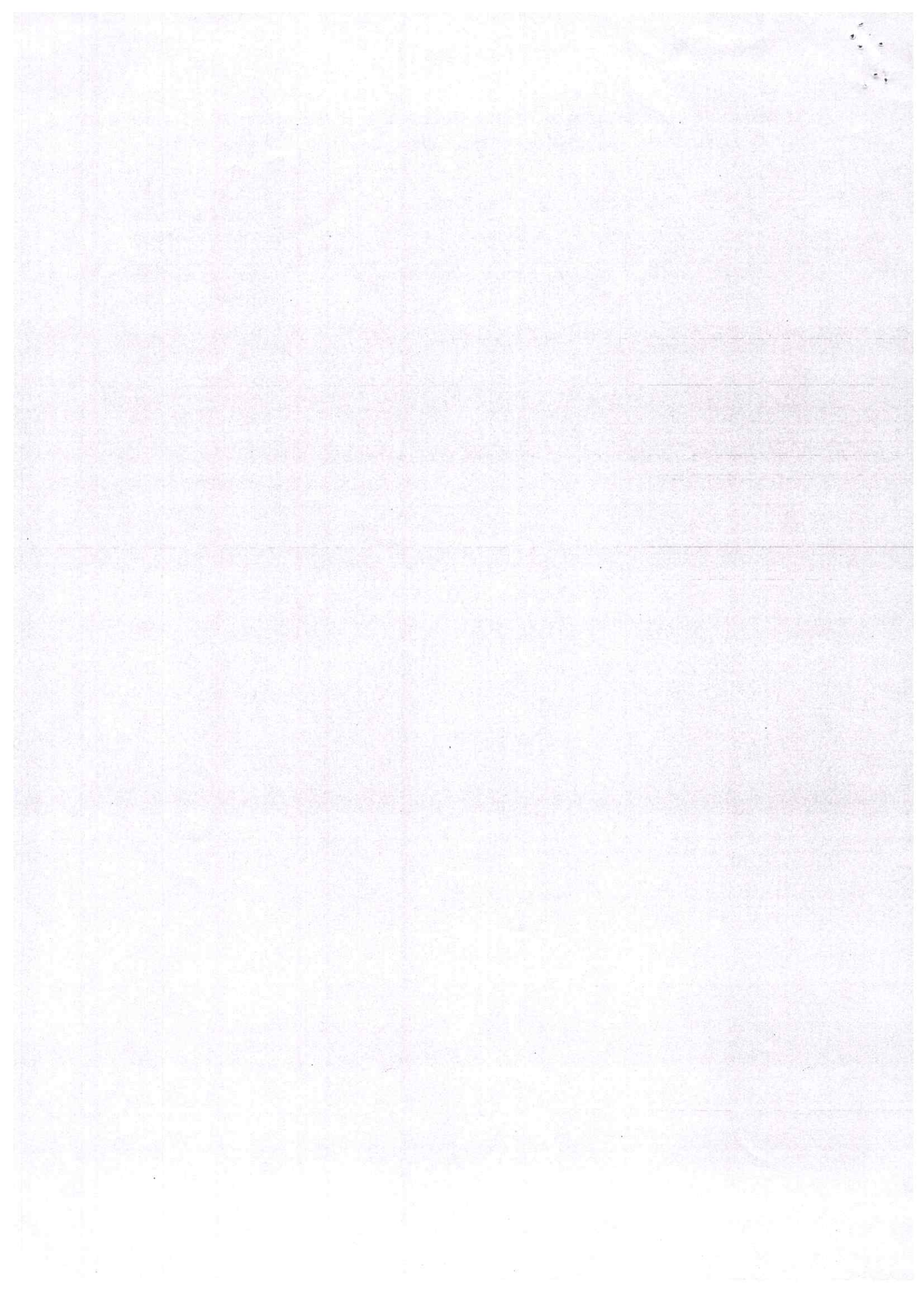
**Timeline for conferment of 'CBIC-Certificate of Meritorious Service' and
'CBIC- Certificate of Excellence' on GST Day, 2026**

S.No	Activity	Timeline for GST Day (01.07.2026) (before or by)
1.	Communication to the employees about the salient features of the scheme	15.05.2026
2.	Forwarding of Nomination to DGHRD	30.05.2026
3.	Processing & Evaluation of Nominations by the Screening Committee	18.06.2026
4.	Recommending names of employees to the Selection Committee	24.06.2026

Annexure-IV

Timeline for conferment of 'CBIC-Certificate of Meritorious Service' and 'CBIC- Certificate of Excellence' for subsequent years.

S.No	Activity	Timeline for subsequent years (before or by)
1.	Communication to the employees about the salient features of the scheme	Last working day of 3 rd week of April
2.	Forwarding of Nomination to DGHRD	Last working day of 3 rd week of May.
3.	Processing & Evaluation of Nominations by the Screening Committee	Last working day of 3 rd week of June
4.	Recommending names of employees to the Selection Committee	First working day of 4 th week of June



Annexure-V

Suggested composition of Screening and Selection Committee for internal recognition at the level of Pr. Chief Commissioner/Chief Commissioner/Pr. Director General/Director General (reference Para 4 of the BMB 08/2025-Annexure-I)

In order to ensure fairness and transparency in the selection process for internal recognition at the Zonal/Directorate level, the Pr. Chief Commissioner/Chief Commissioner/Pr. Director General/Director General may constitute the following: -

- (i) **Screening Committee** comprising of 03 (three) members and may include at least one officer of the rank of Pr. Commissioner/Commissioner/Pr. ADG/ADG, and the remaining members shall not be below the rank of ADC/JC/Addl. Director/Joint Director.
- (ii) **Selection Committee** comprising of 02 (two) members and shall be chaired by the jurisdictional Pr. Chief Commissioner/Chief Commissioner/Pr. Director General/Director General. The second member shall be nominated by the Chairperson and shall not be below the rank of Additional Commissioner/Joint Commissioner/Additional Director/Joint Director.
- (iii) While constituting the said Committees, it shall be ensured that there is no conflict of interest in respect of any member of the committee/s.

ANNEXURE

Scheme for “CC Certificate of Meritorious Service’ & ‘Certificate of Excellence in respect of Customs (Preventive) Zone, Tiruchirappalli.

DGHRD (HRM), New Delhi vide letter F.No.HRM-I/MISC/4/2026 dated 13.05.2026 has informed that as decided in the Minutes of the Board Meeting held on 24.08.2025, a new scheme of Conferment of Certificate of Meritorious Service and Certificate of Excellence at the Zonal / Directorate level of CBIC has been proposed and has directed for formulation of guidelines and timelines for conferment of certificates at the zonal level.

2. Accordingly, the following guidelines for conferment of “Pr. CC / DG – Certificate of Meritorious Service (Pr.CC/DG-CMS) and “Pr.CC/DG – Certificate of Excellence (Pr.CC/DG-CE)” in respect of Customs (Preventive) Zone, Tiruchirappalli is hereby formulated.

(a) Pr.CC / DG - Certificate of Meritorious Service’ (Pr.CC/DG-CMS):

2.1 The above certificate is to be conferred for outstanding contribution or innovative solutions for bringing good-governance (including enhancing transparency, effective administration and enforcement, accountability, inclusiveness, grievance redressal, technology solutions and innovations etc.).

The criteria shall be as follows:

- i. Only officers of Group ‘B’ & ‘C’ services in the Zone shall be eligible for conferment of Pr.CC/DG-CMS.
- ii. Minimum number of years of service shall be 15 years.
- iii. The number of Pr.CC/DG-CMS in one year shall not exceed ten.

(b) Pr.CC/DG - Certificate of Excellence (Pr.CC/DG-CE):

2.2 The above certificate is to be conferred for innovative ideas and special efforts as well as sustained devotion and commitment to duty, contribution towards promoting excellence in the fields relating to Indirect taxes administration and / or for going beyond the call of duty. The criteria shall be as follows:

- i. The period under consideration shall be upto preceding 2 years corresponding to the year for which Pr. CC / DG-CE is being considered.
 - ii. All officers of CBIC upto Pay Level 15 in all grades shall be eligible for conferment of Pr.CC /DG-CE.
 - iii. The number of Pr.CC /DG-CE in one year shall not exceed ten.
 - iv. Individuals as well as teams shall be eligible. Nomination of teams shall be restricted to maximum 2 in a year (with maximum of 4 employees each). The team shall be considered as one unit for grant of Pr.CC /DG-CE, however, certificates shall be given to each team member.
3. While the 'Certificate of Meritorious Service' shall consider the contributions made by the employee during the **last 15 years**, the 'Certificate of Excellence' shall consider the contributions / achievements during the relevant period under consideration i.e. **preceding 2 years** corresponding to the year for which Pr.CC/DG-CE is being considered.

4. Frequency of conferring certificate:

- a. Certificate of Meritorious Service (Pr.CC / DG-CMS) which recognizes the achievements of officer in last 15 years, would normally be conferred to an officer, once in their career.
- b. The Maximum number of times 'Certificate of Excellence (Pr.CC / DG-CE)' shall be conferred to the employee in the service period would be three, provided that such certificate shall be conferred the second time only after 5 years from the previous conferment of the certificate.
- c. An officer who has been conferred with Certificate of Excellence at Pr.CC / DG level (of any region) shall not be considered again for this certificate at the Pr.CC / DG Level (of any region) for a period of next 5 years.
- d. However, an officer who has been conferred with either of the two certificate at the Pr.CC / DG level (of any region) shall be eligible for either of the two certificates at CBIC level from the year subsequent to which the Certificate at Pr. CC / DG level has been awarded..

5. Date of conferment of Pr.CC / DG-CMS and Pr.CC / DG-CE:

The date of conferment of Pr.CC / DG-CMS and Pr.CC / DG-CE shall be GST Day (1st of July).

6. Nomination & Evaluation Parameters:

(i) **Pr.CC/DG Certificate of Meritorious Service:** The Certificate would be conferred upon an employee who has rendered high levels of meritorious service. While consider the proposal, nature and quality of contribution shall be evaluated. In addition, the contributions reflected in the following areas may be considered:

- a. ACRs / APARs of the last 15 years would be considered and out of 15 APARs, minimum 10 APARs must be “Outstanding” and the officer should not have earned any grading below “Very Good”.
- b. Letters of appreciation (if any).
- c. Specific remarks of devotion to duty in reports or other communications of appreciation indicating specific instances of outstanding performance, from supervisory officers or any other person.
- d. The process of nomination shall be by way of self-nomination or otherwise in the specified proforma (**Proforma I**) along with a write-up detailing exceptional performance or achievements during the relevant period.
- e. The Screening Committee of the Commissionerates / CCO on their own can also identify deserving employees and examine admissibility, eligibility and merits of conferment of the Certificates. The Head of the Department where the employee is currently posted can also suo-moto recommend the name of the employee for nomination, to the Screening Committee (**Proforma I**)
- f. Recommendation for Certificate of Meritorious Service will be in respect of such employee who are clear from administrative and vigilance angle and on the basis of APAR gradings. At the time of recommending the names, the Screening Committee shall satisfy itself that the employee is a deserving candidate for the Certificate and also enjoys an excellent reputation.
- g. If there is any change in the Vigilance status of the nominee in the intervening period between the date of sending nomination and the date

of award, the same shall be intimated to CCO. If no report is received in this regard during the intervening period, it will be presumed that the status indicated earlier remains same.

- h. While considering the nomination of the employee, it shall be examined whether the employee has been compliant in filing Immovable Property Returns.

(ii) **Pr.CC /DG Certificate of Excellence:** While considering the proposal, nature and quality of contribution made during the relevant years under consideration shall be evaluated. In addition, specific remarks of devotion to duty as evident in reports, or other communications and / or of appreciation of outstanding performance indicating specific instances by the supervisory officers of the employee may be considered. In addition, the contributions reflected in the following may be considered:

- a. ACRs / APARs for the period under review i.e. preceding 2 (Two) years, must be “Outstanding”.
- b. Letters of appreciation (if any).
- c. Specific remarks of devotion to duty in reports, or other communications of appreciation indicating specific instances of outstanding performance, from supervisory officers or any other person.
- d. The process of nomination shall be by way of self-nomination or otherwise in the specified proforma (**Proforma I**) along with a write-up detailing exceptional performance or achievements during the relevant period.
- e. The Screening Committee of the Commissionerates / CCO on their own can also identify deserving employees and examine admissibility, eligibility and merits of conferment of the Certificates. The Head of the Department where the employee is currently posted can also suo-moto recommend the name of the employee for nomination, to the Screening Committee (**Proforma I**)
- f. Recommendation for Certificate of Excellence will be in respect of such employee who are clear from administrative and vigilance angle. At the time of recommending the names, the Screening Committee shall satisfy itself that the employee is a deserving candidate for the Certificate and also enjoys an excellent reputation.

- g. If there is any change in the Vigilance status of the nominee in the intervening period between the date of sending nomination and the date of award, the same shall be intimated to CCO. If no report is received in this regard during the intervening period, it will be presumed that the status indicated earlier remains same.
- h. While considering the nomination of the employee, it shall be examined whether the employee has been compliant in filing Immovable Property Returns.

7. Procedure for recommendation by the Screening Committee:

- i. The Screening Committee shall define the quantitative evaluation matrix and assign scores to the employees. The Screening Committee will screen, objectively evaluate each application and recommend the cases of individuals for respective certificates, based on their achievements / performance.
- ii. All recommendations shall state the name and rank of the employee(s) so recommended, quantitative evaluation matrix with scores assigned and the particulars of the exemplary or distinguished work / contribution for which Certificate is being recommended.
- iii. While forwarding recommendation to the Selection Committee, the Screening Committee shall forward the evaluation matrix and the score assigned to each employee(s).
- iv. While mentioning the performance / contribution made, the role of the individual employee must be clearly brought out as distinct from that of the organization or team that the employee was a part of. Details of work where the employee had played a prominent role should be mentioned separately indicating the precise role played by the employee.
- v. The employee who is being considered for any certificate will recuse himself / herself, if part of any Committee.
- vi. In case Screening Committee is of the view that there are cases that merit conferring 'Certificate of Excellence' to a group of employees who excelled as a team, it may consider each case subject to over-all limit of 4 employees per team and recommendation of maximum of two teams in a year.

8. Format for sending nominations:

The nomination of officers for consideration by the Selection Committee shall be sent to CCO, Tiruchirappalli as per the following format:

- a. Proforma I - Proforma to be submitted for filing of nomination.
- b. Proforma II – Recommendation of the Screening Committee.
- c. Annexure A - Declaration / undertaking by the Employee.
- d. Annexure B – APAR / ACR for the relevant period.
- e. Annexure C – History of Posting

9. Screening and Selection Committee:

The processing and evaluation of nominations at the Commissionerate level shall be made by the Screening Committee of the Commissionerates comprising of the following officers:

01.	The jurisdictional Principal Commissioner / Commissioner	Chairman
02.	An officer of the Commissionerate of the rank of ADC / JC	Member-I
03.	An officer of the Commissionerate of the rank of ADC / JC	Member-II

The nomination in respect of the officers of CCO, Tiruchirappalli shall be considered by Committee comprising of the following officers:

01.	An officer of CCO of the rank of ADC / JC	Member-I
02.	An officer of CCO of the rank of ADC / JC or an officer of the rank of ADC / JC as nominated by the Chief Commissioner	Member-II

The nominations received from the Screening Committee of the Commissionerates / CCO will be considered by the Selection Committee, comprising of the following officers, for final selection of the awardees:

01.	Chief Commissioner	Chairperson
02.	An officer of the rank of ADC / JC as nominated by the Chairperson	Member

10. Timeline for processing / forwarding nomination:

Sl.No.	Activity	Timeline
01.	Processing and Evaluation of the nomination by the Screening Committee	30 th of May
02.	Forwarding of nominations to CCO, Tiruchirappalli	5 th of June
03.	Processing of the nominations by the Selection Committee and recommendation of name of the officers for conferment of awards	20 th of June

It shall be ensured that nomination of officers by the Screening Committee of the Commissionerates shall be sent to CCO, Tiruchirappalli as per the prescribed format, by the timeline specified as above.

11. The other conditions / instructions on Withdrawal of Award and Restoration of Award as in the 'Scheme for CBIC Certificate of Meritorious Service' & 'Certificate of Excellence' as communicated by the DGHRD vide Annexure II to the letter dated 13.05.2026, will also apply to the Scheme for "CC Certificate of Meritorious Service" & 'Certificate of Excellence in respect of Customs (Preventive) Zone, Tiruchirappalli.

12. The nominations in respect of "CC Certificate of Meritorious Service" and "CC Certificate of Excellence", as per the prescribed formats and complete in all respects, shall be sent by the Commissionerates to CCO, Tiruchirappalli under a proper covering letter. Scanned copy of the same shall also be sent by email.

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PROFORMA I

Proforma to be submitted for filing of nomination for award of CC Certificate of Meritorious Service / CC Certificate of Excellence:

01.	Name of the employee (in full) (as per the Service Records)	
02.	Designation & Pay Level	
03.	Date of Birth (DD/MM/YY)	
04.	Category (SC / ST/OBC / General)	
05.	Date of Joining / Years of Service completed as on 1 st of January	
06.	Present place of posting along with HOP (as per Annexure C)	
07.	Administrative and Vigilance Status	
08.	APAR gradings of the relevant period (as per Annexure B)	
09.	Date of filing of Immovable Property Return (IPR) for the relevant period(s)	
10.	Details of awards / certificates received till date	
11.	Whether declaration / undertaking given by the officer that no civil /criminal/ FIR is pending against him / her (As per Annexure A)	
12.	Outstanding contribution(s) during the relevant period (not more than 200 words)	
13.	Special mention, if any	
14.	Supporting documents (if any)	
15.	Whether the application has been self-nominated or whether the name has been recommended	Signature of the nominee / recommending HOD Name / Designation

PROFORMA II

Proforma for recommendation to be submitted by the Screening Committee while recommending the name of employee for award of CC Certificate of Meritorious Service / CC Certificate of Excellence:

01.	Name of the employee (in full) (as per the Service Records)							
02.	Designation & Pay Level							
03.	Date of Birth (DD/MM/YY)							
04.	Date of Joining / Years of Service completed as on 1 st of January							
05.	Present place of posting along with HOP (as per Annexure C)							
06.	Administrative and Vigilance Status							
07.	APAR gradings of the relevant period (as per Annexure B)							
08.	Date of filing of Immovable Property Return (IPR) for the relevant period(s)							
09.	Details of awards / certificates received till date							
10.	Whether declaration / undertaking given by the officer that no civil /criminal/ FIR is pending against him / her (As per Annexure A)							
11.	Quantitative Score <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 33%;">Criterion</th> <th style="width: 33%;">Maximum Marks</th> <th style="width: 33%;">Marks obtained</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Criterion	Maximum Marks	Marks obtained				
Criterion	Maximum Marks	Marks obtained						
12.	Remarks of the Screening Committee							
	Signature of Chair of the Screening Committee with seal (Name / Designation/ Date)							

ANNEXURE 'A'

Declaration / Undertaking

I, _____ S/o / D/o /
W/o. Shri. _____,
R/o _____ hereby declare that no
proceeding in respect of any Civil / Criminal case / FIR is pending against me
at the time of consideration of CC – Certificate of Meritorious Service / CC –
Certificate of Excellence.

I further undertake to furnish details forthwith if any such Civil /
Criminal instituted against me before investiture ceremony.

Signature of the Recommended Employee.

Name :

Designation :

Date :

ANNEXURE 'B'

APAR / ACR Grading for the relevant years

Name of the Officer :

Designation:

Commissionerate :

Year	Grading by the Reporting officer	Grading by Reviewing officer

Certified by:-

Signature of the Forwarding / Recommending Authority

(Commissioner / HOD)

Name :

Designation:

Date :

(Note : If APAR / ACR for any of the year(s) during the relevant period are not available, NRC for the same should be enclosed. Further for those year(s), it must be ensured that the previous year / years APAR / ACR gradings, equal to the years for which APAR are not available, are furnished).

ANNEXURE 'C'

HISTORY OF POSTING (HOP)

Name of the officer :

Designation :

Commissionerate:

Sl.No.	Place of posting	Post Held	Period	
			From	To

Certified by:-

Signature of the Forwarding / Recommending Authority

(Commissioner / HOD)

Name :

Designation:

Date :