



माल और सेवाकर महानिदेशालय  
**Directorate General of Goods & Services Tax (DGGST)**  
पांचवा तल, टेलीफोन एक्सचेंज(एम. टी. एन. एल.) बिल्डिंग  
**5<sup>TH</sup> Floor, Telephone Exchange (MTNL) Building,**  
**8, भीकाजी कामा प्लेस, नईदिल्ली – 110066**  
**8, Bhikaji Cama Place, New Delhi-110066**  
**Ph. 011-21600091-94, e-mail id: <insp7.dggst@gov.in>**

F. No. I(12)/DGGST/Admn/GST-Day/34/2019 | 17+2-94  
To, 4/6/2019 Date - June 2019

1. All (Pr.) Chief Commissioner of CGST/ Customs/ AR.
2. All (Pr.) Director Generals
3. The Chief Controller of Government Opium & Alkaloid Factories, New Delhi
4. The Narcotics Commissioner, Gwalior.
5. The Commissioner Logistics/ Legal Affairs, New Delhi
6. All Joint Secretaries/ Commissioners in CBIC
7. The Additional Secretary, GST Council, New Delhi

**Sub: Grant of Commendation Certificate on the occasion of GST Day, 2019 – reg.**

**Sir/Madam,**

It has been decided to award Commendation Certificates to the selected officers at the all India Level in different grades of officers, who, by their innovative ideas/continued devotion and commitment to duty, have contributed in promoting excellence in the fields of GST administration. The objective is to give due recognition to officers who may have contributed significantly in diverse areas such as trade facilitation, automation, enforcement, audit, infrastructure development, human resource development, personal management, secretarial work, legislation, policy making, legal, judicial, and training, which often remain unrecognized by way of formal awards. The Commendation Certificates are proposed to be distributed by way of formal awards proposed to be distributed on the GST Day function being organized in New Delhi on 1<sup>st</sup> July 2019.

2. For this purpose, the (Pr.) Chief Commissioners/ (Pr.) Director Generals may kindly send **maximum of three (03)** suitable nominations. The officers, who consider themselves deserving for the commendation may apply to the respective Commissioners/controlling officers (In enclosed proforma) who, after due scrutiny, may forward their applications to the concerned (Pr.) Chief Commissioner/ (Pr.) Director General, for further necessary action. In the description of significant contribution made, the role of individual must be clearly brought out as distinct form that of the organization or team that the officer was a part of. Details of cases where the officer has played a prominent role should be mentioned separately indicating the exact role played by the officer.

3. You may also ensure that the abstract showing the APAR grading of the officer for the last five years duly certified by the sponsoring authority accompany the proposal. The vigilance clearance for the last five years should also be furnished along with the proposal. Care should be taken to send proposals of only such officers whose record of integrity is absolutely beyond doubt. At the time of sponsoring the names itself, the sponsoring authority should satisfy that the officer is really a deserving candidate for the award and also enjoys an excellent general reputation.

4. **In any case, names of those officers who have already been awarded Presidential Award/ Commendation Certificate/ WCO Certificate of appreciation by CBIC should not be forwarded.**


5. it is also requested that wide publicity may be given to this letter to encourage deserving officers in different grades i.e. Group 'A', 'B', 'C' to apply for the grant of Commendation Certificate.

6. The proposal duly verified and with the recommendation of respective (Pr.) Chief Commissioner/ (Pr.) Director General should be sent to this office latest by 10.06.2019. The proposals received after 10.06.2019 shall not be considered. The nomination should be made in the enclosed proforma (in word format) and sent by email to: <[insp7.dggst@gov.in](mailto:insp7.dggst@gov.in)> as well as on <[nilesh.gupta@nic.in](mailto:nilesh.gupta@nic.in)>. A hard copy should also be sent by Speed Post.

7. I would like to reiterate that the proposal should be sent within the stipulated date to enable proper screening by the members of selection committee for selection of the officers for grant of Commendation Certificates.

Yours faithfully,

Encl.: As above.

  
(Archana Pandey Tiwari) 4/6/19  
Pr. Director General

Copy forwarded for kind information to:

1. The Chairman, CBIC, North Block, New Delhi
2. **The Members CX, ST & Legal/ Customs/ Admn./GST/ Budget/IT, North Block, New Delhi.**
3. The Pr. Commissioner (Coordination), CBIC, North Block, New Delhi

Copy to:

The Pr. Director General, Directorate General of Systems, New Delhi, with a request to post the above CBIC website ([www.cbic.gov.in](http://www.cbic.gov.in)) to enable wide publicity of the above.

PROFORMA  
 Proposal for Award of Commendation Certificate  
 On the occasion of the GST Day, 2018

(In word format)

1.	Name of Officer: (Full Name in Block letters)	
2.	Designation	
3.	Father's Name	
4.	Date of Birth	
5.	Educational Qualification	
6.	Date of initial joining the Department (with post)	
7.	If Direct Recruitment then Batch	
8.	Present Post	
9.	Present Place of Posting: - CC Zone/ Commissionerate/ Division/ Range Directorate General/ Zonal Units/ Regional Units	
10.	Date of promotion in the present grade	
11.	Present Pay Scale & Basic Pay	
12.	History of posting with Designation and period	
13.	APAR gradings for the last five years certified by an officer not below the rank of Commissioner	
14.	Significant contribution made by the official in promoting excellence in the field of GST, Central Excise, Service Tax and related matters.	
15.	Commendations/ Appreciation certificates received by the official.	
16.	Any other distinction/ Achievement	
17.	Details of enquiry, if any, pending or contemplated against the official. Vigilance Clearance Certificate may be annexed.	
18.	Remarks of the sponsoring authority justifying the nomination for commendation certificate	
		Signature of Sponsoring Authority
		Name
		Designation

19.	Remarks of jurisdictional Chief Commissioner/ Director General recommending the proposal	
		Signature of Recommending Authority
		Name
		Designation
		Date
		Official Seal to be affixed