

 	<p>माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क प्रधान मुख्य आयुक्त कार्यालय Office of the Principal Chief Commissioner of GST & Central Excise तमिलनाडु एवं पुदुच्चेरी, चेन्नई अंचल Tamil Nadu & Puducherry, Chennai Zone जी एस टी भवन, सं. 26/1, महात्मा गांधी रोड, चेन्नई - 600 034 GST Bhawan, No.26/1, Mahatma Gandhi Road, Chennai -600 034 ई-मेल / Email: budget-prcco@gov.in / zonalbudgetprcco@gmail.com दूरभाष / Ph: 28335007 / 28335011 फैक्स / Fax: 044-28331050 / 1015</p>	 
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जीसीसीओ / GCCO/I/22/OTH/104/2023-ADMN

दिनांक / Date: .06.2024

CIRCULAR

विषय / Sub: GST Day 2024 - Grant of Commendation Certificate by the Principal Chief Commissioner - calling for nominations - Reg.

To give due recognition to officers who 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, the Principal Chief Commissioner has decided to honor such officers for their outstanding contribution to the Department on the occasion of the GST Day celebrations 2024.

2 In view of the above, nominations for grant of Commendation Certificate to meritorious officers in the Zone (**maximum of three (3) from each Commissionerate**) from various Cadres up to the level of AC / DC who have rendered exemplary and dedicated service in the department, may be forwarded to this office taking in to consideration the following criteria:

- a. APAR Gradings for the last five years duly certified by the sponsoring authority along with Vigilance Clearance from the concerned authority (The requisite documents may be forwarded with signature & seal wherever required).
- b. Performance of the officer / Achievements / Initiatives etc. which have bearing on the performance of the department - Role of the officer must be clearly brought out as distinct from that of the organization or team that the officer was a part of & also the details of instances / cases where the officer has played a prominent role should be mentioned separately indicating the exact role played by the officer.
- c. **The officers who had received Commendation Certificate within the past five (5) years may not be re-nominated for this year.**
- d. The nominations / proposals to be forwarded to this office should be duly recommended by the Principal Commissioner / Commissioner of the concerned Commissionerate.
- e. 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.

3 It is requested to forward the nominations along with Vigilance Clearance Certificate, Integrity Certificate and APAR Gradings for last five (5) years **latest by 18.06.2024 without any delay. A soft copy of the nominations may also be sent in PDF format through email to budget-prcco@gov.in & zonalbudgetprcco@gmail.com.**

Signed by

Jayapriya Dharanipathi

Date: 13-06-2024 13:13:50

(डी जयप्रिया / D. JAYAPRIYA)

अपर आयुक्त / ADDITIONAL COMMISSIONER

To

1. All Pr. Commissioners / Commissioners, Chennai CGST & C Ex. Zone.
2. The Chief Accounts Officer, Pr.CCO - for necessary action w.r.t. officers working in Pr.CCO
3. Superintendent, Computer Section (i/c of Pr. CCO) - for uploading the same in departmental website.

PROFORMA

Proposal for Award of Commendation Certificate

On the occasion of the GST Day, 2024 (should be sent in word format)

Sr. No.	Particulars	Details
1.	Name of the officer (Full Name in Block letters)	
2.	Designation	
3.	Father's Name	
4.	Date of Birth (DD/MM/YYYY)	
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. Para 5 of the Forwarding Letter may be referred.	
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	
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Signature of Sponsoring Authority

Name

Designation

19.	Remarks of Jurisdictional (Pr.) Chief Commissioner/ (Pr.) Director General recommending the proposal	
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Signature of Recommending Authority

Name

Designation

Date

Official Seal to be affixed