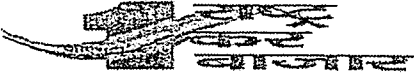

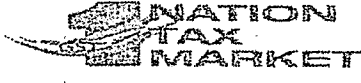


| | | |
|---|---|--|
|  e-mail –cfccasection@gmail.com |  |  Telephone: 28335064/63 Fax: 044-2833 1113 |
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माल और सेवा कर एवं केन्द्रीय उत्पाद शुल्क प्रधान मुख्य आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST& CENTRAL EXCISE

तमिलनाडु एवं पुदुच्चेरीअंचल

TAMILNADU & PUDUCHERRY ZONE

सं. 26/1, महात्मा गांधी मार्ग, चेन्नई -600 034

No.26/1, MAHATHMA GANDHI ROAD, CHENNAI - 600 034

सी. सं./C.No. II/11/11/2020 CF-CCA

दिनांक / Dated: 16.02.2021

To,

The Pr. Commr/Commissioner of GST & Central Excise,
Chennai North/ South/ Outer / Audit I/ Audit II/ Appeals I / Appeals II /
Salem/ Coimbatore/ Trichy / Puducherry/ Madurai /
Coimbatore-Audit / Coimbatore Appeals

The Commissioner of Customs,
Trichy/ Tuticorin.

Sir/ Madam,

Sub: Confirmation on the grade of Inspectors- Particulars called for-Reg.

Please refer to this office letter of even no. dated 04.09.2020 on the above subject.

It is proposed to conduct a DPC for confirmation in respect of the Inspectors who have joined from 01.01.2015 onwards.

In this regard, it is requested that data in respect of the Inspectors working in your Commissionerate may be furnished in the prescribed proforma (**copy enclosed**) at the earliest to complete the confirmation work expeditiously.

The following data in general may be verified and certified:

1. **Employee Code**
2. **Name of the Inspector**
3. **Category in which appointed** (SC/ST/OBC appointed against unreserved vacancies may be specifically mentioned)
4. **Date of Joining in the Department**

5. Date of Birth
6. Educational Qualification
7. Medical Fitness Certificate verified at the time of joining
8. Character and antecedents verification at the time of joining
9. **Date of passing the Departmental Examination:** On perusal of the data furnished by the Commissionerates, it is noticed that the Commissionerates have furnished the data of declaration of results as the date of passing of departmental examination, which is incorrect. The Board vide letter F.No. A.31011/1/74-Ad.IIIA dated 04.02.1975 issued instructions with regard to date of passing the examination for the purpose of allowing increment/confirmation in the grade. As per para 2 of the said Board's letter dated 04.02.1975 "the date of passing the last examination for all purposes should be the last date as per the schedule of the departmental examination". Hence, the date of passing the departmental examination for confirmation would be the scheduled date of the last examination the candidate appeared and thereby passed it in full.

In case the date of declaration of results was incorrectly reported as date of passing of examination, it may lead to a situation where the date of confirmation of the individual may get postponed beyond two years probation, even though the individual might have passed the exam within two years. Hence due care may be taken while furnishing the data regarding examinations.

Wherever exemption from passing departmental examination in Hindi written and viva voce is claimed by the candidates, the same may be specifically mentioned in the data furnished.

If not mentioned in the report furnished earlier, copy of 10th Board Examination mark sheet may be enclosed for availing exemption, or a certificate to this effect may be furnished by the Head of Department.

10. **Probation:** Kind attention is invited to consolidated instructions issued on probation and confirmation issued vide DOPT OM No. 28020/1/2010-Estt.(C) dated 21.07.2014 and DoPT OM No. 28020/3/2018-Estt.(C) dated 11.03.2019. As per the above instructions, the probation shall stand completed on issue of

orders in writing. Kind attention is also invited to the following circulars issued by DOPT :-

F.No. 28020/1/2010-Est(C) dated 30.10.2014 - which is to the effect that induction training is mandatory for declaration of probation.

F.No.28020/1/2017-Estt(C) dated 05.10.2017 - Extension of probation period on account of availing leave during probation period.

Since the declaration of probation and date of passing the departmental examination have a direct bearing on the date of confirmation, it is requested that due care may be taken while furnishing the details.

- 11. Verification of community certificate:** Regarding Community Certificate verification, kind attention is invited to DOPT O.M.No. 36011/01/2012-Estt.(res) dated 08.10.2015 reiterating the instructions already issued.

The orders of confirmation are issued in cases where the verification report regarding genuinity of community certificate is received from the District Authorities. Hence Commissionerates are requested to certify clearly as to whether the process of verification of community certificate with the District Authorities is completed and if so, a copy of the verification report from the District Authorities may be furnished. In case the verification is already initiated by the Commissionerate and the same is pending with District Authorities, i.e. wherever verification is in process, in such cases, copy of the letter addressed to the District Authority may be furnished. It is also informed that a copy of the said letter may be kept in the dossiers of the individual, so that in case of transfer of the officer, correspondence can be continued with the District Authorities in the new office.

- 12. Verification of Educational Qualification:** Regarding educational qualification verification, kind attention is invited to F.No.A-12034/SSC/01/2014-Ad.III B (Vol.-III) dated 05.02.2016 reiterating the instructions already issued.

The orders of confirmation are issued in cases where the verification report regarding genuinity of educational qualification is received from the Universities. Hence Commissionerates are requested to certify clearly as to

whether the process of verification of educational qualification with the Universities is over and if so, copy of the verification report from the Universities may be furnished. In case the verification is already initiated by the Commissionerate and the same is pending with Universities, i.e. wherever verification is in process, in such cases, copy of the letter addressed to the University may be furnished. It is also informed that a copy of the said letter maybe kept in the dossiers of the individual, so that in case of transfer of the officer, correspondence can be continued with the Universities in the new office.

- 13. Vigilance Clearance:** Vigilance clearance as on the date of probation may be furnished in respect of individuals who have completed probation after passing the departmental examination within two years. In case of individuals who have passed the departmental examination beyond the period of 2 years, vigilance clearance as on the date of passing the departmental examination in the final attempt may also be furnished.
- 14. Integrity certification:** Integrity may be certified as on the date of completion of probation or any other date in situations where the passing of departmental examination is beyond two years for any other reasons.
- 15. APAR Grading:** APAR gradings for the first two years in the appointment grade (with year) may be furnished. In case APAR is not initiated in any of the two years, the APAR gradings for the subsequent year may also be furnished.

The data duly certified by the head of the office may be furnished to this office latest by 26.02.2021.

This issues with the approval of the Principal Chief Commissioner of GST and Central Excise, Chennai Zone.

Yours faithfully,


[B. SENTHILVELAVAN]
ADDITIONAL COMMISSIONER

Copy to the Chief Commissioner of Customs (Preventive), Trichy

Copy to the Assistant Commissioner (Vig), CCO, Chennai.

To be uploaded in website.

CONFIRMATION IN THE GRADE OF INSPECTOR OF CENTRAL EXCISE

| Sl. No. | Sen.No. in the Sen.list as on 01.04.2017 | Emp Code | Name Shri/Smt/Ms. | Category | DOB | Edu.Qual. | DOFA | Present Comm'te | Grading 1st year | Grading 2nd year | Whether Medical Fitness Certificate obtained at the time of joining the department and placed in the service book | Date/Month of the Departmental Examination | Date of completion of probation | Vigilance clearance as on the date of completion of probation period of 2 years | Whether community certificate verified by District Authorities with reference No. | Whether educational qualification verified by University with reference No. | Whether Integrity certified | REMARKS | |
|---------|--|----------|-------------------|----------|-----|-----------|------|-----------------|------------------|------------------|---|--|---------------------------------|---|---|---|-----------------------------|------------------|--|
| 1 | | | | | | | | | | | YES OR NO | DATE | DATE | WHETHER FREE | | | | CERTIFIED OR NOT | |
| 2 | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | |

Note : The details furnished in the Annexure shall be attested by the Head of Office