

PROFORMA

Proposal for Award of Commendation Certificate on the occasion of the Central Excise Day

1	Name of the Official :- (Full name in Block letters)	
2	Designation:-	
3	Father's name :-	
4	Date of Birth:-	
5	Educational Qualification :-	
6	Date of joining the department (with Post):-	
7	Present post and place of posting	
8	Date of promotion in the present grade	
9	Present Pay Scale & Basic Pay	
10	Details of posting with designation and period	
11	ACR grading for the last ten years certified by an officer not below the rank of Commissioner	
12	Significant contribution made by the official in promoting excellence in the field of Central Excise, Service Tax or Customs	
13	Commendation/Appreciation certificates received by the official.	
14	Any other distinction / achievement	
15	Details of enquiry, if any, pending or contemplated against the official. Vigilance Clearance Certificate may be annexed.	
16.	Remark of the sponsoring authority justifying the nomination for commendation certificate	
		Signature of Sponsoring Authority
		Name
		Designation

(Official Seal to be affixed)

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