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Government of India  
Ministry of Finance, Department of Revenue  
Central Board of Excise & Customs  
Directorate General of Human Resources Development  
Bhai Veer Singh Sahitya Sadan, Bhai Veer Singh Marg, New Delhi 110001

F. No. 8/DB/62/HRD(HRM)/2014/Part-I

Dated: 24.02.2016

To,

**The Pr. Chief Commissioner/ Chief Commissioner,  
Central Excise / Service Tax Zones (Cadre Controlling Authorities):**  
(Ahmedabad/ Bengaluru/ Bhopal/ Bhubaneswar/ Chandigarh/ Chennai/  
Cochin/ Coimbatore/ Delhi/ Hyderabad/ Jaipur/ Kolkata/ Lucknow/ Meerut/  
Mumbai-I/ Mumbai-II/ Mysore/ Nagpur/ Pune/ Ranchi/ Shillong/ Vadodara/  
Visakhapatnam)

**The Pr. Chief Commissioner/ Chief Commissioner,  
Customs Zones (Cadre Controlling Authorities):**  
(Chennai/ Kolkata/ Mumbai)

**Narcotics Commissioner,**  
Central Bureau of Narcotics, Gwalior

**Sir/ Madam,**

**Subject: Submission of ACR Folders, Integrity Certificate, Vigilance Certificate and Penalty Status for Regularization of ad-hoc promotion from Group 'B' to Group 'A' for the vacancy years 2002-03 onwards - reg.**

I am directed to draw your kind attention to the earlier letter of even number 5274 to 5333 dated 21.11.2014, 1817 to 1893 dated 27.01.2016 and reminder of even no. 9 to 27 dated 11.02.2016 on the above subject. The proposal for regularization of promotion for the grade of Assistant Commissioner (JTS) from the vacancy year 2002-03 onwards is underway in CBEC.

2. Tentative lists of officers whose APAR Folders and other relevant data is required for the purpose of preparing the said proposal were enclosed with letter of even no. dated 27.01.2016.

3. It is, once again requested to provide the following 'on immediate basis':
- i. **Complete ACR Dossier in Original** with respect to officers mentioned in Annexure A-1, A-2 and A-3 with letter of even no. dated 27.01.2016 and working under your respective cadre control.
  - ii. **No Report Certificate/ No Review Certificate, Vigilance status/ Certificate, Integrity Certificate, Minor/ Major penalty statement for the last 10 years, Certificate in terms of DOP&T's OM No. 201011/1/2005 Estt (A) dated 14.05.2009 and Certificate in terms of DOP&T's OM No. 201011/1/2010 Estt (A) dated 13.04.2010** in respect of the officers mentioned in Annexure A-1, A-2, A-3, B-1, B-2 and B-3 with letter of even no. dated 27.01.2016 and working under your respective cadre control.
4. In case, **below bench mark grading** has been communicated to the officer concerned, copies of the order evidencing disposal of the representation so submitted by the officer, may please be provided to DGHRD.
5. **It may please be ensured that all the above-mentioned requisite details should be compiled in Excel Format and forwarded through the concerned Zonal Cadre Controlling Authorities on email id dghrd-cbec@nic.in However, the ACR dossiers along with hard copies of above documents may be forwarded directly to DGHRD through 'Special Messenger' on immediate basis.**
6. All the above requisite details may please be forwarded to **Sh. Aslam Qureshi, Asstt. Director (HRM-I), DGHRD**, Room No. 303, Bhai Veer Singh Sahitya Sadan, Bh ai Veer Singh Marg, Near Gole Market, New Delhi - 110001 - Contact - 9811650345, Fax - 011-23340315, e-mail :dghrd-cbec@nic.in

Yours faithfully,

  
(Vinay Km Singh)  
Additional Director,  
HRM-I, DGHRD