



केंद्रीय उत्पाद शुल्क आयंक्तालय, चंडीगढ़-1

Central Excise Commissionerate, Chandigarh-I
केंद्रीय राजस्व भवन, प्लॉट नं.-9E, सेक्टर-99 सी
Central Revenue Building, Plot No.-19, Sector-17C,
चण्डीगढ़
Chandigarh

C.No. II-7(1)ET.1/2012 / 12-11-12-16

DATED:

To

22/7/14

The Deputy Commissioner,
Central Excise Division,
Chandigarh/Mandi Gobindgarh/ Shimla
Service Tax Division, Chandigarh

Sir,

Sub:- Forwarding of Correspondence to be made with board- regarding.

Please find the enclosed copy of instructions issued under F.No. A-26017/57/2014-Ad.II.A dated 24.06.2014 received from CBEC, New Delhi on the above cited subject alongwith the copy of earlier instructions dated 24.06.2014 for information and necessary action.

Yours faithfully,

Encl.:- As above.

Ssharma
Administrative Officer (ETA) 21/7/14

Copy to:

All branches in Headquarter office, Chandigarh for information and necessary action.

Ssharma
Administrative Officer (ETA) 21/7/14

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No.A- 26017/57/2014-Ad.II.A
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs

P.S. 17/12

ACB

Office of the Chief Commissioner
Central Excise, Chandigarh

North Block
New Delhi the 24th June, 2014.

6/15/14
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6/15/14

To

All Chief Commissioners of Central Excise,
All Chief Commissioners of Customs & Service Tax,
The Director General in CBEC,

Subject: Correspondence to be made with the Board - Instructions regarding.

Sir,

The Board has been receiving a large number of references from individual officers working in different Commissionerate/Directorates regarding miscellaneous issues related to their service matters/grievances. Individual representations/grievances are also being received through PMO's/President's Secretariat. Usually, such representations/references received in the Board are being forwarded to the concerned Chief Commissioner/Director General for their examination and sending factual report to the Board.

2. In this context, the Board has already issued instructions vide letter No.A-26017/164/2011-Ad.IIA dated 24th August, 2012 (copy enclosed) wherein it was pointed out that before sending the communications to the Board, the same may first be thoroughly examined in the Commissionerate and if found that the issue requires clarification from the Board then only pointed reference be made to the Board alongwith their comments/suggestions/recommendations, supported by facts and rules. All the officers working under your charge may be advised to route all communications to the Board only under the signature of CCs/DGs concerned.

3. It is reiterated that the above instructions may be brought to the notice of all officials for strict compliance.

Yours faithfully,

A. K. Qasim

(A. K. Qasim)
Deputy Secretary to the Government of India
Tel. No. 011-23093102

Copy to: All officers in the Board's office for compliance of the above instruction.

(A. K. Qasim)
Deputy Secretary to the Government of India

16/7/14
circulate to all

16/7/14
16/7/14

Most Immediate

F.No. A-26017/164/2011-Ad.II.A

Government of India
Ministry of Finance
Department of Revenue
C.B.E.C.

New Delhi, the 24th August, 2012

To

All Chief Commissioners of Central Excise,
All Chief Commissioners of Customs & Service Tax,
All Directors General in CBEC.

Subject : All correspondence to the Board - Instructions regarding -

Attention is invited to the Board's letters of F.No.A-12034/40/2009-Ad.IIIB dated 29.10.2009 and C.No.C-50/98/2009-Ad.II dated 03.12.2009 on the above subject. Earlier instructions were issued vide aforesaid letters that before sending the communications to the Board, it should be forwarded to the Board under the signature of CCs/DGs.

2. The Board has been receiving a large number of references from the individual officers working in different Commissionerates / Directorates regarding miscellaneous issues related to their service matters / grievances. Individual representations / grievances are also being received through PMO's / President's Secretariat. Usually, such representations / references received in the Board are being forwarded to the concerned Chief Commissioner / Director General for their examination and sending factual report to the Board.

3. It has been observed that the reports / references in these cases are being received by the Board, directly, from the Assistant Commissioners / Joint Commissioners / Addl. Commissioners / Commissioners etc for clarification and not with the approval and the signature of the concerned Chief Commissioners / Director Generals.

4. You will appreciate that such a practice cause avoidable constraint on the time schedule of senior officers and a need for back reference to field offices with the request to refer back the matter under the signature of the concerned CCs/DGs.

5. It is, therefore, requested that before sending the communications, the same may first be thoroughly examined in the Commissionerate. After such examination, if it is still observed that the issue is not within the competence of the Chief Commissioner / Director General to decide, then only pointed reference be made to the Board for decision alongwith their comments / suggestions / recommendations supported by facts and rules or need for clarification, relaxation etc. All the officers working under your charge may be advised to route all communications to the Board only under the signature of CCs/DGs concerned.

6. The above instructions may kindly be brought to the notice of all officials for strict compliance.

Yours faithfully,

(Sarjit Singh)

Under Secretary to the Govt. of India

Tel. No.23095528

e.mail : ad2a-cbec@nic.in

Copy to: All officers/staff in the Board's office for compliance of the above instruction.

(Sarjit Singh)

Under Secretary to the Govt. of India

Use e-mail, save paper, save environment.

OFFICE OF THE CHIEF COMMISSIONER, CUSTOMS & CENTRAL EXCISE
CHANDIGARH(CZ)

11/Zone-14/Admn/Misc/2014/11929

Date: 17.07.2014

Copy forwarded to the Commissioner, Central Excise & Customs Commissionerate, Chandigarh - I/
Chandigarh - II/ Ludhiana / Amritsar and Jammu for information and necessary action please.

Yours faithfully,



[Harinder Kaur Dhillon]
Administrative Officer (CCU)

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