



भारत सरकार

GOVERNMENT OF INDIA
(वित्त मंत्रालय / राजस्व विभाग)

MINISTRY OF FINANCE / DEPARTMENT OF REVENUE

केन्द्रीय उत्पाद एवं सीमा शुल्क बोर्ड

CENTRAL BOARD OF EXCISE & CUSTOMS

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S. RAMESH

SPECIAL SECRETARY & MEMBER

MEMBER (ADMN)

F.No. C-50/64/2016-Ad-II

Date : 24th April, 2017

Dear Chief Commissioner/Director General,

Sub: Un-authorized absence of officers for a period of more than 5 years - Regarding.

Please refer to Board's letter of even number dated 11th April, 2017(copy enclosed) whereby the constitution of a Committee, chaired by Shri Shubh Chintan, ADG HRM-II, DGHRD to examine the cases of unauthorized absence of IRS (C&CE) Group "A" as well as other officers was informed. All Zonal CCs/ DGs shall ascertain the details of the officers, who are presently on authorized leave or are absconding and whose whereabouts are also not known and submit the details of such officers to Shri Shubh Chintan, ADG HRM-II, DGHRD for further appropriate action.

2. As this exercise is required to be conducted in a time-bound manner, I would request you to furnish the details of such officers in the **enclosed proforma** to Shri Shubh Chintan, ADG HRM-II, DGHRD latest by **15th May, 2017**. The information may be sent by email at **atabank.dghrd@nic.in**

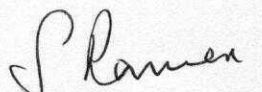
3. A similar exercise may also be conducted by all Cadre Controlling authorities in respect of Group A officers, other than those belonging to IRS(C&CE) as well as and all Group-B & C officers working under their jurisdiction.

4. Appropriate action in terms of FR56(j) may be initiated wherever deemed fit and a report in this matter may also be furnished to Shri Shubh Chintan, ADG(HRD) by **15th May, 2017**.

With best wishes,

Yours Sincerely,

Encl: as above


(S Ramesh)

To

All Chief Commissioners/ Directors General in CBEC.

PROFORMA
(as on 1.5.2017)

1. Zone/Directorate:
2. Total no. of officers posted in the Jurisdiction*:
3. No. of officers found to be on un-authorized leave/absence/absconding:
4. Details of officer found on un-authorized leave:

Sr. No.	Batch/Employee Id	Name of the officer	Rank/Grade	D OB	Date from which on un-authorized leave or absent	Brief facts (enclose all relevant documents)	Action taken in the matter	Recommendation or any other observation

5. Is there any officer who was/is UOP to your Zone/Directorate; whether record of such officer are/were received and the officer has not joined yet? If yes, provide details:
6. This is to certify that except for officers mentioned at S.No. 4 and 5 above, no such case exists in this jurisdiction.

Signature of the CC/DG

Note :

- Separate proforma is to be furnished in respect of Group A IRS (C&CE) officers, other Group-A officers, Group-B officers and Group-C officers.