

भारत सरकार GOVERNMENT OF INDIA  
वित्त मंत्रालय MINISTRY OF FINANCE  
राजस्व विभाग DEPARTMENT OF REVENUE  
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड  
**CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS**  
सीमा शुल्क आयुक्त का कार्यालय  
**OFFICE OF THE COMMISSIONER OF CUSTOMS**  
सीमा शुल्क गृह, विलिंग्डन आइलैंड, कोच्चिन  
**CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009**

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Ph: 0484-2666861-64/774/776

मि.सं. सतर्कता/विविध/03/2019-सी.

दिनांक जून 2019.

F.No.Vig./Misc./03/2019-Cus.

dated / June 2019.

स्थायी आदेश सं. STANDING ORDER No. 3 /2019

**Subject:** Introduction of Single window System in CBIC for submitting records of cases in Appeal / revision/Review under CCS (CCA) Rules, 1965-reg.

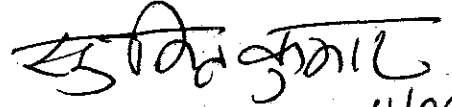
Please find enclosed herewith a copy of a letter F.No. C-16012/01/2012-Ad.V/3373 dated 12 April 2019 (**Annexure I**) from the CBIC on the subject cited above.

2. The Board has decided to extend the Single Window System (SWS), formulated vide Board Circular F. No.C-11016/03/2016-Ad.V dated 23.06.2016 (**Annexure II**), to the cases of Appeals, revision and Review under Rule 23, 29 and 29(A) of the CCS (CCA) Rules, 1965.

3. It has been directed that, henceforth all cases of Appeals/ Revisions/ Review under the respective rules of the CCS (CCA) Rules, 1965 will be received

at CBIC/Ad.V under the SWS only. An officer conversant with the matter shall be deputed to deliver such cases, to the Under Secretary (Ad.V).

4. The instructions of the CBIC/ Ad. V section may be noted for compliance.
5. Hindi version follows.

  
(सुमित कुमार SUMIT KUMAR) 11/06/19

सीमाशुल्क आयुक्त

COMMISSIONER OF CUSTOMS

संलग्नकों: उपरोक्त अनुसार

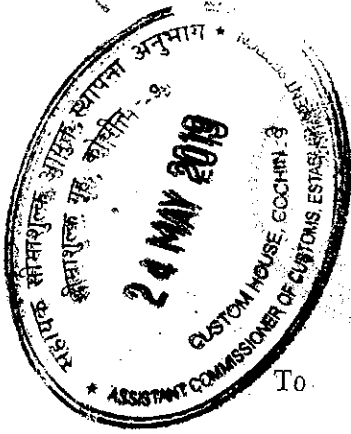
Enclosures. As Above

To

1. Joint Commissioner of Customs, Custom House, Cochin
2. Assistant Commissioner of Customs (Vigilance), Custom House, Cochin.
3. PS to Commissioner of Customs

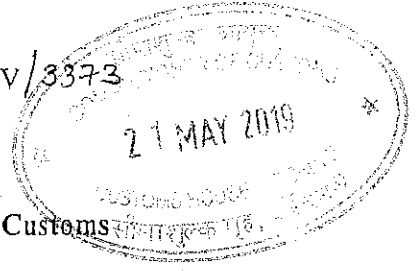
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✓ EDI SECTION - FOR PUBLISHING IN THE WEBSITE OF  
COCHIN CUSTOMS



C-374/24.05.19  
4 MAY 2019

F.No. C-16012/01/2012-Ad.V/3373  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Taxes & Customs  
(Ad. V Section)



6<sup>th</sup> Floor, C-Wing, Hudco Vishala Bldg,  
Bhikaji Cama Place, New Delhi.  
Date the 12 April, 2019.

To

All Director Generals  
All Principal Chief Commissioner/Chief Commissioners Customs, Central  
Excise & Service Tax Zones  
All Principal Commissioner/ Commissioner of Customs, Central Excise & Service  
Tax Zones  
The Narcotics Commissioner  
Directorate of Publicity & Public Relations

Sub: Introduction of Single Window System in CBIC for submitting records of cases in  
Appeal/Revision/Review under CCS(CCA) Rules, 1965- regarding.

Sir/Madam,

As per Board circular F. No. C-11016/03/2016-Ad.V dated 23.06.2016 (copy enclosed)  
a Single Window System in CBIC for submitting proposals which are to be decided under Rule  
9 of CCS(Pension) Rules, 1972 in respect of retired officers other than Group 'A' was  
introduced.

2. It has now been decided to extend the Single Window System for the cases of Appeals,  
Revision and Review under Rule 23, 29 & 29(A) of CCS(CCA) Rules, 1965.

3. Henceforth, all cases of Appeals/Revision/Review under respective rules of CCS(CCA)  
Rules, 1965 will be received in CBIC/Ad.V under Single Window System only. Any proposal  
sent through post/parcel/courier or by any other means will not be accepted in CBIC/Ad.V

4. The concerned authorities are, therefore, requested to depute an officer well conversant  
with the matter in hand to deliver such cases as per enclosed UPSC check list on any Monday  
or Wednesday by prior appointment on phone with US(Ad.V) Shri Mukesh Sundriyal (Tel No.  
011-26171184).

plz check

5. This issue with the approval of CVO, CBIC.

Yours faithfully,

Encl: As above

*(Signature)*  
(Dharmvir Sharma)

Deputy Secretary to the Government of India  
Tel No. 011-26171183

*32/5*  
*Please examine*  
*Ac (Hdypn)*  
*21/05*  
*21/5*

Copy to:

1. The Addl. Director General, Directorate General of Vigilance, Customs & Central Excise, Hotel Samrat, Chanakyapuri, New Delhi.
2. ADG (Vig.) in all Zonal Units of DGoV.
3. The Web Manager, Dte General of Systems, Customs & Central Excise, New Delhi –  
With the request that a copy of this circular along with check list prescribed by UPSC  
(copy enclosed) may be hoisted on the website of CBIC at an early date.
4. Guard File.

F. No. C-11016/03/2016 -Ad. V / 4639-45

Government of India

Ministry of Finance

Department of Revenue

Central Board of Excise and Customs

(Office of Chief Vigilance Officer)

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6<sup>th</sup> Floor, Hudco Vishala Building,  
Bhikaji Cama Place, New Delhi - 66  
New Delhi, dated the 23<sup>rd</sup> June, 2016

To

II Director Generals

All Principal Chief Commissioners/Chief Commissioners/Principal

Commissioners/Commissioners of Customs, Central Excise & Service Tax Zone

The Narcotics Commissioner

Directorate of Publicity & Public Relations

Subject: Single Window System in CBEC for submitting proceedings (including deemed to be proceedings) under Rule 9 of CCS(Pension) Rules, 1972 in respect of retired officer other than Group A.

As per Board's circular F. No. C-11016/5/2010-Ad.V dated 23.09.2010, departmental proceedings (including deemed to be proceedings) under Rule 9 of CCS(Pension) Rules, 1972 in respect of retired officers other than Group A, are required to be sent to CBEC/Ad.V for obtaining orders of President in terms of Rule 9(2)(a) of the said Rules. The said circular lays down that even cases of cessation of minor penalty proceedings on retirement of the officer or on death of the officer are required to be referred to CBEC/Ad.V.

2. CBEC/Ad.V receives a large number of disciplinary cases of retired officers from disciplinary authorities in the field formations for taking a view under Rule 9(2)(a) of CCS(Pension) Rules, 1972. Consideration of such proposals by the President demands that the proposals are accompanied by certified copies of all the documents. The documents which the competent authority may like to peruse are listed in the check list prescribed by UPSC for referring disciplinary cases to the Commission for its advice. Further, if the President tentatively decides to impose a penalty under Rule 9(1), the proposal is required to be submitted to UPSC, for their advice, through single window system. The UPSC does not accept a proposal unless all the documents, as per the check list, duly authenticated, are furnished.

3. It has been experienced that disciplinary cases of retired officers are received in CBEC/Ad.V without certified copies of documents as per the check list prescribed by



UPSC. Often, back references are made by CBEC/Ad.V for furnishing the deficient documents and considerable time is taken in furnishing the requisite documents, resulting into delay in decision making.

4. In order to avoid delay in examination of proposal received from field formations under Rule 9 of CCS(Pension) Rules, 1972, henceforth the disciplinary authorities in the field formations will depute a conversant officer to deliver such proposals, complete in all respect, in CBEC/Ad.V on any Tuesday or Thursday, with prior appointment on phone with US(Ad.V) (Tel.011-26171184). The case documents as per check list prescribed by UPSC will be got checked by the concerned dealing hand in CBEC/Ad.V and if the records are complete in all respect, receipt of the proposal will be duly acknowledged. If the records are not found complete, a deficiency note will be raised for submitting a complete proposal.

5. Any proposal sent through post/parcel/courier or by any other means without following the "Single Window System", will be simply ignored.

Yours faithfully,



(Kabindra Joshi)

Deputy Secretary to the Govt. of India  
Tel. No. 26171183

Copy to

1. The Addl. Director General, Directorate General of Vigilance, Customs & Central Excise, Hotel Samrat, Chanakypuri, New Delhi.
2. ADG(Vig) in all Zonal Units of DGOV.
3. The Web Manager, Dte General of Systems, Customs & Central Excise, New Delhi - with the request that a copy of this circular along with check list prescribed by UPSC (copy enclosed) may be hoisted on the website of CBEC at an early date.
4. Guard File.

*Issued as per list*  
*24/6/2012*

PROFORMA /CHECK LIST FOR FORWARDING DISCIPLINARY CASE TO THE  
UNION PUBLIC SERVICE COMMISSION

PART I : SERVICE AND RELATED PARTICULAR

1		Name of charged officer and the service on which borne	
2	(i)	Whether temporary/ permanent/ contract service	
	(ii)	If confirmed, date of confirmation	
*3		Post held substantively, if in permanent service	
	(a)	Designation	
	(b)	Pay Band and Grade Pay (indicating stages, etc.)	
	(c)	Pay drawn	
	(d)	Date from which pay shown against (c) drawn	
	(e)	Date of increment	
4		Post held at present	
	(a)	Designation	
	(b)	Pay Band and Grade Pay (indicating stages, etc.)	
	(c)	Pay drawn	
	(d)	Date from which pay shown against (c) drawn	
	(e)	Date of next increment	
5		The next lower post (along with Pay Band and Grade Pay), the officer would have held but for his appointment to the present post he is holding	
6		Date of Birth	
7.		Date of joining Govt. Service	
8.		Due date of retirement or actual date of retirement, if already retired	
9	(a)	Amount of monthly pension admissible/ sanctioned	
	(b)	(i) Amount of gratuity admissible (in respect of disciplinary proceedings initiated during service)	
		(ii) amount of gratuity withheld (for disciplinary proceedings after retirement)	
10	(a)	Appointing authority in respect of the post held at present, or the authority which actually appointed the person, if that authority is higher.	
	(b)	Authority competent to impose the penalty in respect of the post held at present.	
	(c)	Appellate authority in respect of the post held at present	
11		Whether an oral inquiry, if required under the rules, has been held	

12	Name and designation of Inquiry Officer, appointed, if any.	
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## PART II : DETAILS OF CASE RECORDS

(All the records are required to be arranged and cross-referenced, as indexed below and page numbers of the file/folders to be indicated against each item.)

	Item	*Reference/ comments
(A)	Original cases (whether the Central Government or the State Government is the Disciplinary Authority and an order or penalty is to be passed for the first time)	
(a)	Complaint, if any, received by the authorities	
(b)	(i) Report of the preliminary enquiry, if any, held in the matter leading to the institution of formal disciplinary proceedings against the C.O. (together with Depositions recorded)	
	(ii) Order, of suspension/ revocation of suspension, if any.	
(c)	Order, if any of the competent authority for joint/common proceedings where two or more Govt. Servants are involved.	
(d)	(i) Charge sheet together with the statement of imputations along with enclosures.	
	(ii) Records of delivery of charge sheet to the charged officer	
	(iii) whether the Charge sheet issued as per the Rules	
(e)	Reply of the Charged Officer	
(f)	A note from the Disciplinary Authority explaining the factual or procedural points, if any, raised in the Charged Officer's reply in minor penalty cases where no enquiry has been held.	
(g)	Order of the disciplinary authority appointing the Inquiry Officer.	
(h)	Order of the disciplinary authority appointing the Presenting Officer.	
(i)	Daily Order Sheet maintained by the Inquiry Officer, indicating the progress of oral inquiry	
(j)	Correspondence of the Inquiry Officer, if any, with the disciplinary authority or the Charged Officer	
(k)	(i) Depositions- oral statements, recorded from prosecution witnesses and defence witnesses	
	(ii) Statement of defence of the Charged Officer	
	(iii) General examination of the charged officer	

		(iv) Whether copies of relevant documents have been supplied to the Charged Officer	
		(v) Exhibits	
		(a) Prosecution	
		(b) Defence	

\*indicate reference in terms of page numbers, file numbers folders etc. Do not leave any column blank, if a document is not enclosed, indicate reasons.

	(l)	(i) Written brief, if any, submitted by the Presenting Officer	
		(ii) Whether a copy of brief of Presenting Officer supplied to the Charged Officer	
	(m)	Written brief, if any, submitted by the Charged Officer	
	(n)	Inquiry Officer's report	
	(o)	(i) Whether Inquiry Officer's report provided to the charged officer	
		(ii) Whether disagreement of the Disciplinary Authority, if any, on the report of the Inquiry Officer, communicated to the Charged Officer	
		(iii) Representation of the Charged Officer on the findings of the Inquiry Officer	
		(iv) Para-wise comments of the Disciplinary Authority on the representation of the Charged Officer, if any.	
	(p)	Whether the disciplinary authority: has considered the merits of the case and come to the conclusion that a formal penalty is called for	
(B)		APPEAL CASE  (Where the order of penalty has been passed by a Subordinate Authority and an appeal lies to the President)  (In these cases all the documents listed in (A) should also be sent)	
	(a)	Order passed by the disciplinary authority together with a note, if any, containing the conclusion arrived at by him in respect of each charge	
	(b)	Appeal of the officer concerned	
	(c)	Whether appeal has been addressed to the competent authority	

	(d)	Comments of the disciplinary authority on the appeal including clarification on procedural points, if any, raised by the appellant	
(C)		REVISION/ REVIEW CASES	
		<p>(i) Whether appeal addressed to the President of India or to some subordinate authorities.</p> <p>(Where the appellate authority is subordinate to the President and a modification of the appellate order is sought by way of revision/ review or where the President has passed the original order)</p> <p>(In these cases all the documents listed in (A) and (B) should also be sent)</p>	
		(ii) Whether the approval of the Competent Authority obtained before referring the Case for Commission's advice.	
	(a)	Appellate Authority's order/ President's order	
	(b)	Petition/ Memorial submitted by the officer	
	(c)	Note indicating the Reviewing Authority's findings on the charges, detailing the reasons warranting modification of the penalty already imposed and the extent of such modification	
	(d)	Additional comments on the procedural or factual points, if any, raised in petition.	
(D)		<p>PENSION CASES</p> <p>(Where the President proposes to withhold or withdraw pension otherwise admissible to the officer as a result of disciplinary proceedings instituted/ deemed to continue in respect of an officer who has retired from service)</p> <p>(In these cases all the documents listed in (A) should also be sent)</p>	
	(a)	Order of the President*, if any, that the disciplinary proceedings should be instituted/ continued under the relevant pension rules.	
	(b)	Show cause notice issued to the officer indicating precisely the quantum of cut proposed to be made in his pension and the period for which it shall be operative	
	(c)	Reply of the officer to the aforesaid notice	
	(d)	Comments on factual or procedural points raised by the officer in his reply	

(E)		GENERAL	
	(a)	Miscellaneous documents regarding evidence such as the exhibits, statements, etc. Referred to in(A) to (D) and extracts of relevant Rules, Codes, Manuals, Acts, Judgements, etc.	
	(b)	Information/ position of disciplinary proceedings instituted against other co-accused officers	
	(c)	Whether complete and up-to-date Confidential Roll of the officer has been enclosed.	