

By Speed Post

F.No. C 30013/68/2016 Ad IVA
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs

5th Floor, HUDCO Vishala Bldg,
Bhikaji Cama Place, New Delhi,
Dated, the 19th December, 2016

To

All the Chief Commissioners/Director Generals/
Commissioners in-charge in Directorates under CBEC

Subject: Streamlining the communications between the Field Formations and the
Administration Wing of the Board.

Sir/Madam,

I am directed to refer to Board's letter F.No. C-30013/66/2008-Ad.IVA dated 29.04.2008 (copy enclosed) whereby the instructions were given to discontinue unnecessary correspondence to the Board and requested to submit Monthly Administrative Report (MAR) in the prescribed proforma.

2. It is reiterated that the Monthly Administrative Report (MAR) for the month of October, 2016 and onwards may be sent to the Board in proforma **Statement-I, Statement-II and Statement-III** (copies enclosed) for "streamlining the communications between the Field Formations and the Administration Wing of the Board" by email followed by hard copy.

Encl: As above

Yours faithfully,



(B. Ginkhan Mang)

Under Secretary to the Govt of India

Tel.No. 011-26162673

email: bg.mang@nic.in

F.No.C.30013/66/2008-Ad.IVA
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise & Customs

New Delhi, the 29th April, 2008

To

All the Chief Commissioners/ Director Generals under CBEC.
All Commissioners in the Directorates under CBEC.

Subject: Streamlining the communications between the Field Formations and the Administration Wing of the Board.

Sir/ Madam,

I am directed to mention that the matter regarding streamlining the communications between the Field Formations and the Administration Wing has been under consideration of the Board. A large volume of correspondence is received in the Administration Wing from the field formations, which is actually not required, resulting in a waste of time, effort and money. It is possible that some of this correspondence was necessary when it was initially started, but in view of changed situations and improved systems, the same may no longer be required. In some cases, the information is not being sent to the officer to whom the same is required to be sent. In most cases, multiple copies of the same communication, addressed to various officers, are sent by post as well as by fax, which creates avoidable paperwork in the Board. For instance, representations/ transfer requests of officers are sent to the Board, in multiple copies, most of the times.

2. The above position has been reviewed in the Board and it has been decided that the information/ correspondence of the nature indicated in the enclosed **Annex-I** should be dealt with in the manner indicated therein i.e. either the same is not to be sent or is to be sent in the manner indicated in the Annex. Regarding the **Monthly Administrative Report (MAR)**, the same should now be submitted in the enclosed Proforma, which consist of 3 parts only, i.e. References Pending with the Board, Status Report on Court Cases and other important Administrative Issues/ Information. The Proforma of the revised MAR is given in **Annex-II**. Thus, the MAR will subsume the information requested earlier by the undersigned vide DO F.No.C.30019/5/2008-Ad.IV dated 17.03.2008.

4. Further, I am also directed to convey that the communications being sent to the Board should normally be signed by the head of the concerned field office like Chief Commissioner or Commissioner and in case the communication is signed by a junior officer, it should be clearly stated as to with whose approval, the communication is being sent.

Yours faithfully,

Ln
(L. K. Gupta)
29/4/08

Joint Secretary to the Govt. of India

List of Papers/ Correspondence, which the Field Formations need not send to the Board or which should be sent in the manner specified hereinunder

A. Papers that need not be sent to Board:

1.	Internal Office Orders of Field Formations relating to Leave Sanction, Retirement/ VRS of Officers/ Staff, ACP of Non-Gazetted Staff, Promotions, Constitution of DPC, Confirmations, Delegation of powers to subordinate officers in the Commissionerate, etc.	Need not be sent to the Board.
2.	Minutes of Internal Meetings of Field Formations	Need not be sent to the Board. If there is any specific action point for the Board, a separate reference should be made to the Board with all necessary details.

B. Papers that may be sent, but in the manner specified below:

1.	Monthly Administrative Report (MAR).	The Report being sent in existing format need not be sent (in fact, different Commissionerates are following different formats). Henceforth, MAR should be sent in the Proforma indicated in Annex.-III to Board Note.
2.	Monthly Disposition List.	Need not be sent to the Board. May be sent to the Commissioner, DOPM only, for incorporation in the Disposition List being prepared by them every month, which is made available to all senior officers in the Board.

3.	Internal Transfer Orders of Group-A, B, C and D officers being issued by the Field Formations.	Need not be sent to the Board. Transfer Orders of Group-A IRS Officers only may be sent to Commissioner, DOPM for incorporation in the Officers' Database and in the Disposition List being prepared by them every month.
4.	Certificate of Transfer of Charge.	Need not be sent to the Board. May be sent to the Commissioner, DOPM only , who updates the Disposition List of Group-A IRS Officers every month.
5.	Correspondence relating to Vigilance cases.	Vigilance is not under the Administration Wing. Hence, any correspondence relating to Vigilance cases should be only with CVO (DG, Vigilance) or Director/ Under Secretary, Ad.V. These papers need not be sent to JS (Admn) or any other Officer under Administration Wing, unless some specific action is required in Administration Wing like promotion/ ACP when Vigilance case is dropped.
6.	Representations, Request for Transfers etc. by Officers/ Staff	Often multiple copies of such letters are sent addressed by the officer/ staff concerned, to a number of Officers in the Ministry/ Department/ Board. Further, such copies are often sent by fax and also by Post. Not only that, advance copies are also sometimes sent. Such practices <u>often results in as many as 15 copies of the same letter reaching the Section</u>, all of which have to be diarised and kept in files. This is completely wasteful. All the Officers/ Staff should be advised to send only one copy to the Board. Once a copy is addressed to a Senior Officer, say, Chairman/ Member, no further copy should be addressed to any other Officer junior to him in the hierarchy. All the Officers/ Staff should be advised to follow these instructions strictly.

Monthly Administrative Report (MAR)

(As on)

A. References pending with the Board (Admn. Wing)

S. No	Ref. No. and Date of the Letter sent to Board	Ref. No. of the relevant File of the Board (if the letter is in reply to Board's letter)	Name & Designation of the Officer in Board to whom sent	Subject Matter	Further information, if any

Statement-II**B. Status Report on Court Cases**

S. No	Case No.	Name of the Court	Petitioner/ Respondent (other than Govt.)	Subject matter of the Case	Date of Order/ Judgement	Contempt (Yes/ No)	Present Status of Action Taken

Note: Please cover only those cases where Hon'ble Courts have passed Order/ Judgement. Status of cases that are still pending before the Courts need not be given in this Statement. Further, the case can be dropped from this List as soon as the immediate action is complete in the case, i.e. either the Order/ Judgement has been implemented or an appeal has been filed against the same and stay obtained.

C. Important Administrative Issues/ Information:

Statement-I

A. REFERENCES PENDING WITH THE BOARD (ADMN. WING), FOR THE MONTH OF OCTOBER, 2016

S. No.	Ref. No. and date of the letter sent to Board	Ref. No. of the relevant file of the Board (if the letter is in reply to Board's letter)	Name & Designation of the officer in Board to whom sent	Subject Matter	Further information, if any

Statement- II

B. STATUS REPORT ON COURT CASES FOR THE MONTH OF OCTOBER, 2016

S. No.	Case No.	Name of the Court	Petitioner/Respondent (Other than Govt.)	Subject	Date of Oder/ Judgment	Contempt (Yes/No)	Remarks

Statement- III

C. IMPORTANT ADMINISTRATIVE ISSUES/INFORMATION