



प्रधान मुख्य आयकर आयुक्त कार्यालय, पश्चिम बंगाल और सिक्किम
**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF
INCOME TAX, WEST BENGAL & SIKKIM**

Aayakar Bhawan, P-7, Chowringhee Square, Kolkata-700069

Admn. & Vigilance Section

Phone: (033) 2213 6150,

Email Id: kolkata.dcit.hq.admin.vig@incometax.gov.in

फा.सं. PCCIT/WBS/Admn/DC/Estt(GZ)/93/Circular/2024-25/ 4339

दिनांक:05.06.2024

To

All Chief Commissioners/ Director Generals of Income Tax, WB & Sikkim Region

All Principal Commissioners/ Principal Directors/Additional Director Generals of Income Tax, WB, Sikkim Region

All Commissioners of Income Tax, WB & Sikkim Region

The President ITGOA, WB Unit

The President ITEF, Bengal Circle

Respected Sir/ Madam,

Sub: CBDT Certificate of Meritorious Service" & "CBDT Certificate of Excellence" and "Pr. CCIT Certificate of Meritorious Service" & "Pr. CCIT Certificate of Excellence" reg.

Ref: F.No. M/97/2023-ADIT(APAR)-HRD/1347 Date 04.06.2024

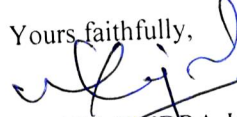
Kindly refer to the above.

1. A scheme has been approved to bestow 'CBDT Certificate of Meritorious Service' & 'CBDT Certificate of Excellence' and 'Pr. CCIT Certificate of Meritorious Service' & 'Pr. CCIT Certificate of Excellence' on the officers and officials of the Income Tax Department in consideration of their rendering exceptional or meritorious service, or displaying outstanding devotion to duty.
2. The Certificate will be bestowed on the Income Tax Day i.e. 24th July.
3. The detailed procedure for nominations of the officers and officials have been explained in letter enclosed.
4. The timelines for "Pr. CCIT Certificate of Meritorious Service" & "Pr. CCIT Certificate of Excellence" will be same as Timeline of 'CBDT Certificate of Meritorious Service' & 'CBDT Certificate of Excellence'.
5. In this regard, I am directed to request to send nominations of Officers/officials posted in your charge. Self nomination by the officer/official is also permitted. Nomination must be backed by cogent objective

reasons and should be supported by suitable statistics, wherever applicable. Nominations may be sent in prescribed proforma (annexed as Annexure "A" of enclosures, Proforma to be submitted for filling of nomination) alongwith undertaking (Annexure "C" of enclosures) by HoD or Officers/Officials concerned (in case of self nomination) through email on the email ID kolkata.addlcit.hq.tech.pccit@incometax.gov.in or by hand **in the office of JCIT(Hqrs.), (Techinal), Kolkata, by 5:00pm on 20.06.2024.**

Encl: as above

Yours faithfully,



(राजेंद्र जयपाल/ RAJENDRA JAIPAL)

DCIT Hqrs (Admn&Vigilance), Kolkata

कुतेप्र.मु.आ.आ., प.ब.ए.व.सिक्किम/ For Principal CCIT, WB & Sikkim



सत्यमेव जयते

GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
HUMAN RESOURCE DEVELOPMENT
CENTRAL BOARD OF DIRECT TAXES

2nd Floor Jawaharlal Nehru Stadium, Pragati Vihar, New Delhi-110003

F.No. M/97/2023-ADIT(APAR)-HRD/1347

Date: 04.06.2024

To,

All Pr.CCsIT (CCA)/Pr.DGsIT

Subject: "CBDT Certificate of Meritorious Service" & "CBDT Certificate of Excellence" and "Pr. CCIT Certificate of Meritorious Service" & "Pr. CCIT Certificate of Excellence" – reg

Respected Madam/Sir,

A scheme has been approved to bestow 'CBDT Certificate of Meritorious Service' & "CBDT Certificate of Excellence" and "Pr. CCIT Certificate of Meritorious Service" & "Pr.CCIT Certificate of Excellence" on the officers and officials of the Income Tax Department in consideration of their rendering exceptional or meritorious service, or displaying outstanding devotion to duty. The approved scheme is enclosed.

2. The Certificates will be bestowed on the **Income Tax Day** i.e. **24th July**.
3. The detailed procedure for nominations of the employees have been explained in the scheme. The timelines for "CBDT Certificate of Meritorious Service" & "CBDT Certificate of Excellence" have been prescribed in Annexure 'A' to this letter. These may please be strictly adhered to.
4. The Pr. CCsIT & Pr. DGsIT are requested to frame timelines for their region for "Pr. CCIT Certificate of Meritorious Service" & "Pr.CCIT Certificate of Excellence" accordingly.
5. This issues with the approval of the Chairman, CBDT.

Yours faithfully,

(Gaurav Sharma)
Addl. DIT (Admn.), HRD

Copy to:
Database cell for uploading on irsofficersonline.com

Annexure- A

Timeline of 'CBDT Certificate of Meritorious Service' & 'CBDT Certificate of Excellence'

S.No.	Activity	Timeline (before or by)
01	Issue of requisite communication to the employees about the salient features of the scheme	07 th June 2024
02	Constitution of the Screening Committees, Notification of designated emails	07 th June 2024
03	Submission of nominations to the Screening Committees	20 th June 2024
04	Processing the nominations and recommending names of the selected employees by the Screening Committees to the Central Committee	2 nd July 2024

**Government of India
Ministry of Finance
Department of Revenue
Central Board of Direct Taxes**

Scheme for CBDT's Certificate of Meritorious Service & Certificate of Excellence

Scheme: To confer 'Certificate of Meritorious Service' and 'Certificate of Excellence' by the Central Board of Direct Taxes (CBDT) upon the Officers and Staff (hereinafter called 'Employee(s)') of the Income Tax Department (hereinafter called 'Department') in consideration of their rendering exceptional or meritorious service, or displaying outstanding devotion to duty.

I. Objective: To promote professionalism and excellence among the employee(s), irrespective of their rank, who have made exceptional efforts and contributed significantly in diverse areas of direct tax administration such as: -

- (i) Taxpayer services and its facilitation, including grievance redressal;
- (ii) Designing and re-engineering business processes to cut redundancies, including automation;
- (iii) Effective communication strategies to maximize outreach;
- (iv) Quality enforcement, including tax assessment, investigation, recovery, and prosecution;
- (v) Widening of the tax base;
- (vi) International taxation and transfer pricing;
- (vii) Litigation management and judicial functions;
- (viii) Audit functions and improving accountability;
- (ix) Infrastructure development, cleanliness drive, environmental protection, social cause;
- (x) Human Resource Management including human resource development, administration, training and capacity building;
- (xi) Policy making, Good Governance and Secretariat functions;
- (xii) Beyond the call of duty.

II. Category of Certificates

A. At the level of CBDT:

Two categories of certificates shall be conferred viz.

- i.) The Certificate of Meritorious Service would be called the '**CBDT Certificate of Meritorious Service**' and
- ii.) The Certificate of Excellence would be called the '**CBDT Certificate of Excellence**'.

B. At the level of the Pr. CCIT:

Two categories of certificates shall be conferred viz.

- i.) The Certificate of Meritorious Service would be called the '**Pr. CCIT Certificate of Meritorious Service**' and
- ii.) The Certificate of Excellence would be called the '**Pr. CCIT Certificate of Excellence**'.

2. The 'Certificate of Meritorious Service' & the 'Certificate of Excellence' shall comprise of a medal and a citation/ certificate;

III. Eligible employee

3. The '**CBDT Certificate of Meritorious Service**' (hereinafter called **CBDT-CMS**) would be conferred upon selected employee (s) at All India Level in different grade (including & upto Pay Level 15). "CDBT Certificate of Excellence (CE)" would be conferred upon selected employee (s) at All India Level in different grades (including & upto Level of Pay Level – 14). In both cases the respective Pay Level shall be considered on 1st Jan. of the year for which conferment of respective certificate is being considered.
4. The CDBT-CMS would be conferred upon selected employee(s) at the All-India Level in different grades (including & upto the level of Pay Level 15) who have
 - i) Rendered at least 20 years of regular service as on 1st January of the year for which such certificate is being considered;
 - ii) During regular service, the officer should have made outstanding contributions or implemented innovative solutions for bringing good governance. The elements of good governance that are relevant include:
 - a. Enhancing transparency.
 - b. Effectiveness of administration and regulatory quality
 - c. Accountability
 - d. Inclusiveness and stakeholder participation
 - e. Grievance Redressal mechanism and feedback system
 - f. Enhancing Quality and Capability of Human Resource and mechanism of capacity building
 - g. Replicability and Sustainability
 - h. Technology solution & innovation

5. The '**CBDT Certificate of Excellence**' (hereinafter called **CBDT- CE**) would be conferred upon selected employee(s) at All India Level in different grades (including & upto the level of Pay Level 14) who have, during the previous financial year corresponding to the year for which the 'Certificate of Excellence' is being considered, by their innovative ideas and special efforts as well as sustained devotion and commitment to duty, have contributed towards promoting excellence in the fields relating to Direct Tax Administration and/or for going beyond the call of duty.
6. The criteria for conferring the '**Pr. CCIT Certificate of Meritorious Service**' and the '**Pr. CCIT Certificate of Excellence**' shall be the same as that of CBDT- CMS & CBDT- CE except that the subject employees shall be selected out of the employees working in the respective regions as on 31st March of the year for which the certificates are being conferred.
7. An employee who is conferred either of the two certificates at the CBDT level shall not be considered for any certificate at the Pr. CCIT level (of any region) for that year and for at least the next 5 years. Similarly, an employee who is conferred either of the two certificates at the Pr. CCIT level (of any region) shall not be considered for any certificate at the CBDT level for that year and for at least the next 5 years.
8. While the 'Certificate of Meritorious Service' shall consider the contribution made by the employee during the service span, the Certificate of Excellence shall consider the contributions/achievements during the relevant previous year.

IV. Dates of Conferring Certificates

9. The 'Certificate of Meritorious Service' & the 'Certificate of Excellence' (both at CBDT & Pr. CCIT level) would be conferred on **24th of July** every year on the occasion of the '**Income Tax Day**'. In case for any reason, the said certificates are not announced/conferred on the above date, the certificates shall be conferred as soon as feasible and on important national days such as 15th August or 26th January falling in the relevant financial year.

V. Frequency of Conferring Certificates

10. The Maximum number of times that 'Certificate of Meritorious Service' shall be conferred to the employee during his/her service would be **two**, provided that such certificate shall be conferred the second time only after 30 years of service and after 5 years of the first conferment of the 'Certificate of Meritorious Service' (both at the CBDT level and the level of the Pr. CCIT) or 5 years of the conferment of 'Certificate of Excellence' (both at the level of the CBDT and the Pr. CCIT). In the case of conferment of 'Certificate of Meritorious Service' for the second time, it shall be ensured that the contributions made by the employee pertains for the period after the first certificate was conferred;
11. The Maximum number of times that 'Certificate of Excellence' shall be conferred to the employee in the service period would be **five**, provided that such certificate shall be conferred the second time only after 5 years of the previous conferment of the certificate;

VI. Nominations & Evaluation Parameters

12. **Certificate of Meritorious Service:** The Certificate would be conferred upon an employee(s), who has rendered high levels of meritorious service. While considering the proposal, nature and quality of contribution shall be evaluated. In addition, the contributions reflected in the following may also be considered:
 - i. ACRs/APARs as reported items of work;
 - ii. Letters of appreciation;
 - iii. Specific remarks of devotion to duty in reports, or other communications of appreciation indicating specific instances of outstanding performance, from supervisory officers or any other person.
13. The employee shall on his own accord or on the request of the Screening Committee (in case of identification of the employee by the committee) submit a comprehensive write-up of the contributions made by him/her during the service span that justifies conferring of the CBDT- CMS or Pr. CCIT- CMS. Nomination will be submitted to the Screening Committee of the region where employee was posted as on 31st March of the year.
14. The process of nominations shall be self-nomination by the employee(s) concerned in the specified proforma as per format enclosed (Annexure 'A') along with a write-up detailing exceptional performance or achievements during the relevant period. The nomination can also be made by other employees of the department justifying the reasons for such nomination. In case of deserving cases the screening committee can also identify deserving employees and examine admissibility, eligibility and merits of conferment of the certificates.
15. The Head of the Department where the employee is currently posted can also suo-motu recommend the name of the employee for nomination to the Screening Committee.
16. Recommendations for Certificate will be made in respect of such employee(s) who are clear from administrative & vigilance angle and on the basis of APAR gradings. The recommendation for the Certificate shall be made in the case of such employee(s) where the record of integrity is absolutely beyond doubt. At the time of recommending the names, the Screening Committee shall satisfy itself that the employee is a deserving candidate for the Certificate and also enjoys an excellent reputation.
17. While considering the nomination of the employee, it shall be examined whether the employee has been compliant in filing of the Immovable Property Returns including the Immovable Property Return of the relevant year (year when the certificate is being conferred and the year for which the certificate is being conferred).
18. **Certificate of Excellence:** While considering the proposal, nature and quality of contribution made during the relevant year shall be evaluated. In addition, specific remarks of devotion to duty as evident in reports, or other communications and/or of appreciation of outstanding performance indicating

specific instances by the supervisory officers of the employee(s) may be considered. It may also be seen whether the employee outshines his/her colleagues/ peers in so far as that area of work is concerned

19. Recommendations for 'Certificate of Excellence' (CE) will be made in respect of such employee(s) who are clear from administrative & vigilance angle. The recommendation for the Certificate shall be made in the case of such employee(s) where the record of integrity is absolutely beyond doubt. At the time of recommending the names, the Screening Committee shall satisfy itself that the employee is a deserving candidate for the Certificate and also enjoys an excellent reputation.
20. While considering the nomination of the employee, it shall be examined whether the employee has been compliant in filing of the Immovable Property Returns including the Immovable Property Return of the relevant year (year when the certificate is being conferred and the year for which the certificate is being conferred).
21. The nominations shall be submitted online on the designated email to be notified for the offices of Pr. CCIT (CCA) of the respective regions or Pr. DGIT (Trg.), as the case may be.
22. The process of nomination to the Screening Committee shall be completed by the 30th April of each year.

VII. Screening Committee

23. The nomination including the self-nomination of the employee(s) shall be submitted to the Committee to be notified/setup by Pr. CCIT, herein called the "Screening Committee", where the employee(s) was/is as on 31st March of the year in which the certificate is being proposed to be conferred. The Chair of the Committee will co-opt such members to the Screening Committee as deemed necessary.
24. In case the work of the employee relates to the region other than the region where employee was/is posted as on 31st March of the year in which the certificate is being proposed, the Screening Committee shall get the same validated from respective region.
25. For the employees posted in the different Directorates (other than Directorates of Investigation & Directorate of Intelligence and Criminal Investigation) and the CBDT, the Screening Committee shall be chaired by the Pr. DGIT (Trg.) and shall comprise of such other members as deemed necessary.
26. Each Pr. CCIT(CCA) region/ Pr. DGIT(Trg.) can send maximum number of nominations in each category as per Annexure 'D'. Nominations for each category must have at least one employee from Group 'A', Group 'B' and Group 'C' each.

VIII. Procedure for Recommendation for CBDT-CMS & CBDT-CE

27. The Screening Committee shall define the quantitative evaluation matrix and assign scores to the employees. The Screening Committee will screen, objectively evaluate each application and recommend cases of individuals for respective Certificate based on their achievement/performance.
28. All recommendations shall state the name and rank of the employee(s) so recommended, quantitative evaluation matrix with scores assigned and the particulars of the exemplary or distinguished work/contribution for which Certificate is being recommended.
29. While forwarding recommendation to the Central Committee, the Screening Committee shall forward the evaluation matrix and the score assigned to the employee(s).
30. While mentioning the performance/contribution made, the role of the individual employee(s) must be clearly brought out as distinct from that of the organization or team that the employee(s) was a part of. Details of work where the employee(s) has played a prominent role should be mentioned separately indicating the precise role played by the employee(s). The employee(s) who is being considered for any certificate will recuse himself / herself, if part of any Committee.
31. In case, the screening Committee is of the view that there are cases that merit conferring 'Certificate of Excellence' to a group of employees, who excelled as a 'team', it may consider each case subject to overall limit of 4 employees per team and recommendation of maximum five teams in a year.
32. The Screening Committee will send the recommendations to the Directorate of HRD by the 31st May of each year on a designated e-mail hrd.certificate@incometax.gov.in.

IX. Central Committee & Function thereof

33. The Directorate of HRD will place the recommendations received from the Screening Committees by the prescribed timelines, before the Central Committee which shall be constituted by the Chairman, CBDT, with Pr. DGIT (HRD) as the Chairperson of the committee for screening and short-listing the nominations received from the different Regions/Directorate of Training.
34. The Central Committee shall objectively evaluate the recommendations of the Screening Committee by adopting/devising appropriate evaluation criterion.
35. After the screening of the candidates, the Central Committee may recommend deserving cases for the 'CBDT Certificate of Meritorious Service' and 'CBDT Certificate of Excellence' and submit its recommendations to the CBDT by the 30th June of each year. While making these recommendations, the committee may also examine cases of suitable employee(s) with exceptionally meritorious service and outstanding devotion to duty that are brought to its knowledge in addition to the recommendations made from Regional/Directorate levels.

36. CBDT shall consider all cases in which Certificates falling in two categories are proposed to be conferred as per the recommendations of the Central Committee. The recommendations of the Central Committee shall be approved by the CBDT, in its meeting or by circulation.

X. Number of Certificates

37. The number of 'CBDT Certificate of Meritorious Service' and 'CBDT Certificate of Excellence' in one year shall not exceed **twenty-five** each but the CBDT would have the discretion to increase the number in any year if the circumstances so warrant. Further, not more than five teams (with maximum of 4 employees each) shall be considered per year for conferring 'CBDT Certificate of Excellence'. In the case of team, the team shall be considered as a unit for purposes of counting the number of certificates to be conferred in a year. However, in the case of team, 'Certificate of Excellence' shall be given to each of the team member.
38. These rules and conditions are basic guidelines for the selection of worthy candidates for conferring the Certificate. In case the need arises, in exceptional circumstances, a Certificate can be processed even outside the prescribed timelines prescribed.

XI. Certificate of Excellence by Pr. CCIT or the Directorate

39. Pr. CCIT(CCA) or the Pr. DGIT(HRD) [in the case of employees in the Directorate or the CBDT] (as the case may be) may confer 'Pr. CCIT Certificate for Meritorious Service' and/or 'Pr. CCIT Certificate of Excellence' on the employees who were recommended by the respective Screening Committee, other than those employees who have been conferred with CBDT-CMS/CBDT-CE. The number of such certificates may not exceed as specified in Annexure 'D' (for each category of 'Certificate of Meritorious Service'/'Certificate of Excellence') in a financial year for each Pr. CCIT charge and for the Directorates (including CBDT).
40. In case of any event/incident which harms the reputation of the employee or the department, the CBDT or Pr. CCIT may take back any certificate conferred.

Proforma to be submitted for filling of nomination

Annexure 'A'

'CBDT Certificate of Meritorious Service' / 'CBDT Certificate of Excellence' on the occasion of Income Tax Day, 24th July	
Name of Employee (in full) in Hindi & English	
Designation	
Date of Birth (DD/MM/YYYY)	
Date of Joining/ Years of Service completed as on date	
Present place of Posting	
email-id	
Mobile Number	
Date of filling of Immovable Property Return	
Details of awards/certificates received from any Ministry/ Department till date	
Declaration/undertaking given by the officer that no civil/criminal case/FIR is pending against him/her	Yes/No If Yes, date of Undertaking: Enclose the copy
Outstanding Contribution(s) during the relevant period	
Special mention, if any	
List of Annexures	
<p>Signature of Nominee/Recommending HoD Name: Designation: Date:</p>	

Format for submission by the employee with the Nomination Form

Area		Parameter	
	Nomination Details	Nominee	
		Nominating Authority	
		Self Nomination	
Abstract			
1	Exceptional Work	Magnitude	
2		Originality of work	
3		Quality of work	
4	Innovativeness	Innovative idea/ Project undertaking	
5		Uniqueness of work	
6		Leveraging Technology for Improving efficiency	
7	Sustainability	Sustainability	
8	Impact	Direct Impact	
9		Derived Impact	
10		Scale of Impact	
11		Impact in sync with the organizational Goals	
12	Scope of work	Sectoral Reach	
13		National Reach	
14		International Reach	
Miscellaneous			
Remarks			

**Proforma for recommendation to be submitted by Screening Committee while
recommendation the name of employee**

'CBDT Certificate of Meritorious Service'/ 'CBDT Certificate of Excellence' on the occasion of Income Tax Day, 24th July			
Name of Employee (in full) In Hindi & English			
Designation			
Date of Birth (DD/MM/YYYY)			
Date of Joining/ Years of Service completed as on date			
Present place of Posting:			
email-id			
Mobile Number			
Administrative & vigilance status			
Date of filling of Immovable Property Return			
Details of awards / certificates received from any Ministry / Department till date			
Deceleration/undertaking given by the officer that on civil/criminal case/FIR is pending against him/her	Yes/No		
Quantitative Score	Criterion	Maximum Marks	Marks obtained
Remarks of the Screening Committee			
Signature of Chair of the Screening Committee:			
Name:			
Designation:			
Date:			
(Official seal to be affixed)			

Declaration / Undertakings

I..... S/o/D/o/W/o Shri.....
R/o..... hereby, declare that no proceedings in
respect of any Civil/ Criminal case/ FIR is pending against me at the time of
consideration of CDBT's 'Certificate of Meritorious Service.'

I further undertake to furnish details forthwith if any such Civil/ Criminal case instituted
against me before Investiture Ceremony.

Signature of the Applicant/Recommended Employee

Name:

Designation:

Date:

Annexure 'D'

S. No	Region / Directorate	Maximum number of nominations in each category	Maximum number of Pr. CCIT Certificates in each category
1	Directorates (including CBDT)	10	10
2	Mumbai	10	10
3	Delhi	10	10
4	West Bengal & Sikkim	10	10
5	Tamil Nadu & Puducherry	10	10
6	Gujarat	10	10
7	North West Region	7	7
8	Karnataka & Goa	7	7
9	Pune	7	7
10	Andhra Pradesh & Telangana	7	7
11	Madhya Pradesh & Chhattisgarh	5	5
12	UP (West) & Uttarakhand	5	5
13	Rajasthan	5	5
14	UP (East)	5	5
15	Bihar & Jharkhand	5	5
16	Kerala	5	5
17	North East Region	3	3
18	Nagpur	3	3
19	Odisha	3	3