

Instruction No.26/2023-Customs

CBIC-21/132/2022-INV-CUSTOMS-CBEC

भारत सरकार
वित्त मंत्रालय
राजस्व विभाग
केंद्रीय अप्रत्यक्ष कर एवं सीमाशुल्क बोर्ड
(अन्वेषण-सीमाशुल्क)

10वां तल, टावर-2, जीवन भारती बिल्डिंग,
संसद मार्ग, नई दिल्ली- 110001.
ई-मेल: inv-customs@gov.in
दू. 011-21400625
दिनांक: 01-09-2023

To,

All Principal Chief Commissioner/ Chief Commissioner of Customs/ Customs (Preventive)/ Customs & CGST Zone,
The Director General, Directorate of Revenue Intelligence (Hqrs.), New Delhi,
All the Members, Joint Secretaries and Commissioners of CBIC,
All the Principal Director General/Director Generals of Directorates under CBIC.

Madam/Sir,

Subject: Union Home Minister's Special Operation Medal- reg.

Ministry of Home Affairs, Government of India (MHA) vide Notification No.11024/05/2018-PMA dated 23rd of July, 2018 (as amended vide Notification No.11024/05/2018-PMA dated 14th of August, 2020 and Notification No.11024/05/2018-PMA dated 02nd of March, 2022) has instituted a medal viz. "Union Home Minister's Special Operation Medal" to be conferred on Members State/UT Police Forces, Central Police Organizations (CPOs)/Central Armed Police Forces (CAPFS) and Security organizations throughout the Indian Union to recognize the successful conduct of the special operations involving high degree of planning, having high significance for the security of the country/State/UT and having significant impact on security of large sections of the society in the areas such as counter terrorism, border action, arms control, left wing extremism, prevention of narcotics smuggling and rescue operations. The personnel of Central Board of Indirect Taxes and Customs (CBIC) have also been made eligible for the medal vide Notification No.11024/05/2018-PMA dated 02nd of March, 2022 under the area "**Prevention of Narcotics Smuggling**".

2. In terms of the rules governing the award, the nomination/proposals for the said medal are to be subjected to two-tier screening. The first level of screening shall be done by the committee constituted in this regard by the Head of the Organization/ Department sponsoring the proposals (i.e. CBIC) which shall then send its recommendations to the designated Committee in MHA. Hence, the following **Screening Committee** is being constituted for the first level screening of the nominations/proposals of CBIC for the said medal:-

- i. The Director General-Directorate of Revenue Intelligence - **Chairman** of the committee;
- ii. The Chief Commissioner, Delhi Customs (Preventive) Zone - **Member**;
- iii. The Commissioner (Investigation-Customs), CBIC - **Member**;

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- iv. The Additional Director General, HRM-I, Directorate General of Human Resource Development, CBIC- **Member**, and
- v. The Additional / Joint Commissioner, O/o the Commissioner (Investigation-Customs), CBIC - **Member Secretary** of the Committee.

3. The "**Terms of Reference**" of the above said Committee will be to process and finalize nominations from CBIC for the Union Home Minister's Special Operation Medal, in accordance with MHA Notification F.No.11024/05/2018-PMA dated 23.07.2018 as amended by Notification F.No.11024/05/2018-PMA dated 14.08.2020 and Notification F.No. 11024/05/2018-PMA dated 02.03.2022 and relevant instructions, Standard Operating Procedure (SOP) and rules governing the award issued by MHA from time to time. The said Committee will submit its recommendations to Member (Compliance-Management) for further necessary action. **The final nominations will to be sent to MHA with the approval of the Chairman, CBIC.**

4. **Timelines in respect of the medal:** The timelines for forwarding the nominations/proposals for the said medals shall be as follows:

| Action/ Activity | Timeline |
|--|--|
| Conduct of Special Operation. | T (Date of conclusion of Operation) |
| Submission of Nomination to the Additional / Joint Commissioner, O/o the Commissioner (Investigation-Customs) by the Directorate/ Zone (which has conducted the special operation) with the approval of the jurisdictional head of the organization (DG or the Chief Commissioner) The proposals should include all the Annexes (I to IV) prescribed in the SOP issued by MHA, along with all the supporting documents. | Within T+30 days |
| Scrutiny of the proposals by the O/o the Commissioner (Investigations-Customs), CBIC. | Within T+45 days |
| Meeting of Screening Committee. | Within T+60 days |
| Submission of recommendations of Screening Committee to the Member (Compliance Management), CBIC. | T+75 days |
| Submission of Nominations to MHA. | T+90 days |

5. The Recommending Authority (Head of Directorate or the Zone) must ensure that officers nominated for the said Medal meet the eligibility criteria as defined by MHA, and the proposals submitted are strictly in consonance with the Notification F.No.11024/05/2018-PMA dated 23.07.2018 as amended by Notification F.No.11024/05/2018-PMA dated 14.08.2020 and Notification F.No. 11024/05/2018-PMA dated 02.03.2022 and relevant instructions, Standard Operating Procedure (SOP) and rules governing the award issued by MHA from time to time.

6. The nominations/proposals should be forwarded to the Additional / Joint

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Commissioner, Office of the Commissioner (Customs-Investigation), CBIC through Dak or e-mail (inv-customs@gov.in), 10th Floor, Tower-2, Jeevan Bharti Building, Parliament Street, New Delhi-11001, within the specified time line. In case of any delay in submission of proposals, the Chairman of the Screening Committee will have discretion, to condone delay, based on the justification submitted in this regard by the Recommending Authority.

7. Difficulties, if any, may be brought to the notice of undersigned.

This issues with the approval of Chairman, CBIC.

Encl:

- i. The extant Notifications, relevant instructions, Standard Operating Procedure (SOP) and rules governing the award issued by MHA in this regard.
- ii. Soft copies of the Annexures (I to IV) prescribed in the SOP issued by MHA.

Yours Sincerely,

Shweta 47
01/09/23

(Shweta Garg)

Deputy Commissioner (Investigation-Customs)
CBIC, New Delhi

Copy to:

1. The Chairman, CBIC.
2. The Principal Director General, Directorate General of Human Resource Development, CBIC.
3. The Principal Additional Director General, HRM-I, Directorate General of Human Resource Development, CBIC.
4. The Webmaster, CBIC- for uploading on the official website of CBIC (www.cbic.gov.in) under **Awards and Certificates** entry and for uploading on **Instructions section** on the Tax Information Portal website (taxinformation.cbic.gov.in).