VIGILANCE CIRCULAR No. 01/2020

Subject: Vigilance – Toning up of Administration – Maintenance of Cash Declaration Register – Regarding.

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To tone up the administration from vigilance angle and eradicate corrupt practices, the officers of all ranks working in various Divisions, Ranges, Sections (in the Headquarters of the Commissionerate) and other offices, are mandated to give a daily declaration of cash carried on their person in excess of Rs.5,000/- (Five Thousand Rupees) in the Cash Declaration Register, prescribed for this purpose, as instructed by the Additional Director General (Vigilance), DGV, New Delhi, vide letters No.V-500/121/2009 dated 08.03.2010 and letter No.V-527/09/2016 dated 28.02.2017.

2. The Cash Declaration Register shall be maintained in the Divisions / Ranges / Sections / Other offices, in the following format:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Date</th>
<th>Name of the officer &amp; Designation</th>
<th>Amount declared in excess of Rs.5000/- at the time of arrival in office</th>
<th>Reasons for possession of the amount in excess of Rs.5000/-</th>
<th>Signature of the Declarant</th>
<th>Signature of the Supervisory officer (ADC / JC / DC / AC)</th>
</tr>
</thead>
</table>

Failure to declare such cash shall lead to the rebuttal presumption that the cash possessed might have been obtained by them as illegal gratification, unless satisfactory explanation is offered.

3. All officers are advised to ensure that before entering into Divisions, Ranges, Sections, and other Offices, declaration of cash carried on their person, if it is in excess of Rs.5,000/- (Five Thousand Rupees), may be made in the Register prescribed for this purpose and thereby to comply with the instructions. JC / DC / AC shall ensure that the system of declaration of cash carried by the subordinate officers on their person, in excess of Rs.5,000/- (Five Thousand Rupees), is put in place and duly monitored. Any deviation from the instructions will be viewed
as a lapse on the part of the officer controlling the Divisions, Ranges, Sections and other Offices,
being subjected to surprise check.

4. The Controlling Officers, namely JC / DC / AC, are also advised to conduct surprise
checks of Divisions, Ranges, Sections, and other Offices falling under their jurisdiction, as a
measure of Preventive Vigilance, to tone up the administration and ensure probity and
accountability.

5. The receipt of this Circular shall be acknowledged and compliance report furnished by all
the JC / DC / AC, for its implementation in all Divisions, Ranges, Sections and other Offices,
falling under their respective charge. Each and every officer and staff of this Commissionerate is
collectively responsible for providing the highest standard of services to the tax payers and
citizens, as laid out by the Government / CBIC and everyone is bestowed with the responsibility
of providing a clean, transparent and responsible tax administration.

To,

1. The Joint Commissioner(s) of CGST & Central Excise (All), Chennai North CGST & Central
Excise, Chennai - 34

2. The Dy. / Assistant Commissioner(s) of GST & C.Ex. Chn. North - Hqrs., All Divisions

Copy Submitted to the Office of the Principal Chief Commissioner of GST & Central Excise,
Tamilnadu & Puducherry Zone, Vigilance Section, No.26/1, Malabar Goodli Road,
Nungumbakkam, Chennai – 600 034.