

No.C7-35412/10/CT

Dear DCs / DC (Int.)s

Kindly recall to the deliberations transpired in the monthly review meeting held on 10-12-2010 at Govt. Guest House, Thycaud, Thiruvananthapuram. Needless to point out the need for strict adherence to the guidelines while recommending the nominations for awards. The whole procedure of selection should be transparent to the CTD staff at large. Merit should be the guiding factor and in no way our personal relationships and friendships should not influence the process of selection and nomination.

It is suggested that at District level DC's may form an Evaluation Committee of Senior Officers for deciding the selection process. If that be so, a joint decision in group may create an environment of confidence among the staff. The DC (Int.) may form a zonal committee and go for evaluation as suggested. This is only our suggestions, and the DC's may take a call and a view on this matter. Kindly forward your nominations at the earliest at any rate on or before 20th December, 2010.

A cultural program by the C.T. D officials in the afternoon is also planned. DCs may go for preliminary evaluation of the program and its time schedule. Please bear in mind that, the program so selected should maintain a minimum standard of presentation. We prefer to have light music sessions, songs, reciting poems, dramas of short duration (30 minutes, Mimicry etc. Besides this, we also plan for presentation of best practices in the department for a duration of 30 minutes followed by a questionnaire session of 1 hour. The Deputy Commissioners may please forward one best practice case history of the District to the Asst. Commissioner II, Office of the CCT, Tvp. not later than 20-12-2010 for preliminary screening. Once it is cleared by the screening committee, we will intimate you for the presentation.

Yours sincerely,

V. MURUKESH KUMAR,
JOINT COMMISSIONER (GENERAL),
COMMERCIAL TAXES,
THIRUVANANTHAPURAM 695 033.

Meritorious service – awards proposed for Commercial Taxes Officials.

The Commercial Taxes Department desires to give cash awards, certificate and memento to different category of employees for outstanding and meritorious service. The details are furnished below.

The Deputy Commissioners shall furnish nominations not more than the following requirements, noting the name designation and remarks in respect of each. The evaluation will be done district wise by the Joint Commissioners of the Commercial Taxes Department. The criteria are attached. If no official is qualified against a particular entry the same may be noted as Nil. For certain categories such as IACs, Managers, Law Officers, Additional Law Officers, the awards will be determined zone wise. The DCs can also nominate officials for Special Awards category for outstanding or notable work outside the normal duty. Nominations are also invited for outstanding performance among daily wage Computer Operators and Drivers category. **Nominations should reach the Commisionarate on or before 20-12-2010.The time limit should be strictly adhered to.**

I. Assessment Wing

Dist.	Maximum number of nominations invited							
	IAC	AC.Spl & WC	CTO,LT & AIT & WC	CTI, ACTO, JS (both Circle offices & Administ rative offices of IAC & DC)	Clerks / Clerical Attenders (both Circle offices & Administ rative offices of IAC & DC)	Typist, CA (both Circle offices & Administ rative offices of IAC & DC)	Drivers	Peons (both Circle offices & Admini strative offices of IAC & DC)
Tvpm	2	2	6	6	8	2	2	2
Klm	2	2	6	6	8	2	2	2
Pta	1	0	4	4	6	2	2	2
Alp	2	2	6	6	8	2	2	2
Ktm	1	2	8	8	10	2	2	2
Idu	1	1	4	4	6	2	2	2
Ekm	1	6	10	10	12	2	2	2
Mty	2	4	8	8	10	2	2	2
Tsr	2	2	8	8	10	2	2	2
Pkd	2	2	8	8	10	2	2	2
Mpm	1	2	6	6	8	2	2	2
Kkd	1	4	8	8	10	2	2	2
Wyd	1	0	2	2	4	2	2	2
Knr	1	2	6	6	8	2	2	2
Ksd	1	2	2	2	4	2	2	2

In addition to the above the names of Mangers and a brief note / remarks on each shall be submitted by all DCs,DC(I)s,DC(Appeals) and DC(Law).

II. Check Posts

District	No. of nominations invited				
	CTO	CTI	Clerk	Clerical Attender	Peon
Tvpm CTCP, Amaravila	2	3	3	2	3
Tvpm (other CTCPs)	0	4	0	0	4
Klm	2	2	2	0	2
Idk- CTCP, Kumily	2	2	2	2	2
Idk (other CTCPs)	0	2	0	0	2
Tsr	0	2	0	0	2
Pkd- Walayar	4	9	4	4	4
Pkd (other CTCPs)	2	6	6	6	6
Mpm	0	2	0	0	2
Kkd	0	2	0	0	2
Wyd	2	2	2	0	2
Knr	0	2	0	0	2
Ksd, CTCP, Bengra Manjeswar	2	2	2	2	2
Ksd (Other CTCPs)	0	2	0	0	2

The Deputy Commissioner, Tvpm, Palakkad and Kasaragod shall submit a brief note / remarks in respect of IACs, Amaravila/Walayar/Bengra Manjeswar

III. Intelligence Wing

Zone	No. of nominations invited					
	IAC (Int) & IAC IB	Int. Squads (Team) (IO & CTI)	Dealing hands viz CTI, ACTO, Clerks (Administrative offices of Int.Squads, IAC(I)s, IAC(IB) and DC(I))	Typist, CA (Administrative offices of Int.Squads, IAC(I)s, IAC(IB) and DC(I))	Permanent drivers (Int.Squads, IAC(I)s, IAC(IB) and DC(I))	Peons Administrative offices of Int.Squads, IAC(I)s, IAC(IB) and DC(I)
South Zone	2					
Tvpm		2	6	2	2	2
Klm		2	2	2	2	2
Pta		2	2	2	2	2
Alp		2	2	2	2	2
Ktm		2	2	2	2	2
Idu		2	2	2	2	2
Central Zone	2					
Ekkm		2	6	2	2	2

Mty		2	2	2	2	2
Tsr		2	2	2	2	2
Pkd		2	2	2	2	2
North Zone	2					
Mpm		2	2	2	2	2
Kkd		2	6	2	2	2
Wyd		2	2	2	2	2
Knr		2	2	2	2	2
Ksd		2	2	2	2	2

IV. Appellate Wing / Law Offices

	Law Officer	Add.Law Officer	Clerks, CA	Typist,	Peons
Tvpm	1	1	1		1
Klm	0	0	1		1
Pta	0	0	0		0
Alp	0	0	0		0
Ktm	1	1	1		1
Idu	0	0	0		0
Ekm	2	2	1		1
Mty	0	0	0		0
Tsr	0	0	0		0
Pkd	1	1	1		1
Mpm	0	0	0		0
Kkd	1	1	1		1
Wyd	0	0	0		0
Knr	0	0	0		0
Ksd	0	0	0		0

One nomination each will be selected for Law Officer, Additional Law Officer, Clerks and Peons in the offices of Deputy Commissioner (Appeals) and Law Officers.

Out of the nominations invited in respect of items I, II, III & IV, one half will be eligible for awards.

V. ITMC & Data Mining

The officials working in ITMC, O/o CCT will be eligible from this category.

VI. Facilitation Centre, W Island.

CTO - 1
CTI - 1
Clerk - 1

VII. Office of the Commissioner & AC (Training)

AC	- 2
Superintendent	- 3
ACTO/Clerk	- 6
Typist/CA	- 2
Drivers	- 1
Peons	- 1

**YARD STICK TO BE ADOPTED FOR NOMINATING OFFICIALS
FOR THE GRANT OF AWARD**

(1) ASSESSMENT WING

10 marks each

01. Achievement of collection target
02. Scrutiny of returns (Quota achieved)
03. Scrutiny
 - (a) Quality of scrutiny and Additional demand created / No. of cases above Rs.50,000/-
04.
 - (a) Collection from such additional demand / No. of cases.
 - (b) If scrutiny results in locating major cases in other districts such cases also be considered.
05. Scrutiny of Form 13 & 13A and the results achieved there from
06. Assessment – Additional demand created from the best judgment assessment and the collection from it (except Ex party)
07. Promptness in disposal of OR and CR files received.
08. Disposal of RC applications, refund claims etc.
09. Promptness in furnishing reply to Audit Enquiries (LAR, DP) giving effect to Appellate Orders and action taken for recovery of old arrears
10. Public relation

(2) INTELLIGENCE WING

12 ½ marks each

01. Percentage of target achieved
02. Result from vehicle checking, booking of RR cases and collection of security amount, except advance tax.
03. Compounding fee collected
04. Number of shop inspection conducted and financial results
05. Take over of check posts / overchecking.
06. Disposal of OR and CR files and the financial results

07. Result of inspection of Railway, Parcel agencies, Omni buses etc.
08. New RC cases booked

(3) CHECK POST

01. Detection and booking of OR cases - 40 marks
02. Behaviour towards public and punctuality - 40 marks
03. Team motivation - 20 marks

(4) GENERAL ADMINISTRATION

01. Promptness in work and submission of reports. - 50 marks
02. Behaviour towards public, punctuality and motivation - 25 marks
03. Contribution in decision making -25 marks

(5) INTERNAL AUDIT WING

25 marks each

01. Detection of cases
02. Revenue involved
03. Actual revenue realized
04. Follow-up action

(6) LAW OFFICE and Appellate Wing

The performance of the Law Officer and Additional Law Officer shall be evaluated and recommended by Joint Commissioner (Law).