



भारत सरकार/ Government of India
वित्त मंत्रालय / Ministry of Finance
केंद्रीय जी. एस. टी. एवं उत्पाद शुल्क आयुक्तालय :सूरत
CENTRAL GST & EXCISE COMMISSIONERATE: SURAT
CENTRAL EXCISE BUILDING, CHOWK BAZAR, SURAT-395001 (GUJARAT)
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F.No. II/39(Vig.)11/2015

Date: 26.09.2017

VIGILANCE CIRCULAR

Subject: Maintenance of Cash Declaration Register.

To tone up the administration from the vigilance angle and combat corrupt practices, the officers of all ranks working in sensitive /non sensitive formations shall give a daily declaration of cash carried on their person in excess of Rs. 5000/- in prescribed register while entering the work premises as per directions contained in letter F.No. II/39(Vig.) Meeting- 02/ AZU2017-18 dated 26.07.2017 of the Additional Director General, Directorate General of Vigilance, Ahmedabad Zonal Unit, Ahmedabad and letter F.No. V-500/121/2009 dated 08.03.2010 of the Director General of Vigilance, New Delhi.

2. The cash declaration register shall be maintained in the following format:

Sr. No.	Date	Name of the Officer & Designation	Amount declared in excess of Rs. 5000/- at the time of arrival at the office	Reason for possession of the amount in excess of Rs. 5000/-	Signature of the declarant.	Signature of the supervisory head.
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It is also made clear that failure to declare such cash shall lead to the rebuttable presumption that the cash possessed may have been obtained by them as illegal gratification unless a satisfactory explanation is offered.

3. The Nodal Officers/Custodians for the safe custody of Cash Declaration Register are mentioned below: -

Sr.No.	Head Quarter/Divisions/Ranges	Nodal Officer/Custodian
1.	Head Quarter	Deputy /Asst. Commissioner (Vig.)
2.	Division office	Deputy /Asst. Commissioner of the Division.
3.	Range office	Superintendent of the Range.

4. The Nodal Officers and the custodians of the register shall be held responsible in the event of non maintenance of cash declaration register under their respective charges. Periodical Surprise visits shall also be conducted by senior officers to verify the correctness of such declarations.

5. The above Instructions shall be followed scrupulously.



(K.S. Mishra)
Additional Commissioner (Vig.)

To,
The Deputy / Assistant Commissioner,
Division Surat –I, II, III, IV, V, Navsari,
Tapi, Valsad, Vapi-I/II/III, Umbergaon.

All Section Heads of Head Quarters,
Central GST & Excise, Surat

Copy to:

1. The Additional Director General, Directorate General of Vigilance, Ahmedabad Zonal Unit, Ahmedabad for information with reference to the letter F.No. II/39(Vig.) Meeting- 02/ AZU/2017-18 dated 26.07.2017
2. The Additional Commissioner (CCO), CGST & Excise, Vadodara Zone, Vadodara for information with respect to letter F.No II/39(Con) 07/CCO/2016 dated 01.08.2017.
3. The Superintendent, Systems, CGST & Excise, Surat for uploading the circular on the Commissionerate website.