



Government of India  
Ministry of Finance, Department of Revenue  
Central Board of Indirect Taxes & Customs  
Directorate General of Human Resources Development  
IRCON Building, Ground Floor, Plot No. C-4, District Centre  
Saket, New Delhi-110017

C.No. INW/WF-I/MISC/4/2021-WLFR

To

2377T02425

Dated: 2.06.2021

The Pr. Chief Commissioners/ Pr. Directors General (All),  
The Chief Commissioners/ Directors General (All),

Sir/Madam,

**Subject: Publication of a booklet of obituary "Shraddhaanjali", in the fond memory of officials and staff under CBIC who have succumbed due to COVID-19 - regarding.**

As you are aware, CBIC lost many of its serving officers and staff to the onslaught of COVID -19 pandemic leaving the organization in a state of shock and disconsolate. This organization will always remember the valuable contributions made by these dedicated officers and staff in the growth of this organization.

2. As a humble tribute to these officers/ staff who have succumbed due to COVID-19 in the line of duty as on 31.5.2021, a booklet of obituary "Shraddhaanjali" in memory of these deceased Departmental officials under CBIC is contemplated.

3. In order to collate the materials for the booklet, it is requested to share the following:

(i) A high definition passport size colour photograph of the deceased official;

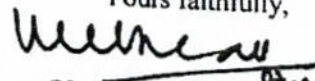
(ii) A brief write up which should ideally be written by a close associate, who the deceased official has worked with or known. The tribute should have a personal touch containing family details, life events, professional life events and the like of the deceased officer and should be a maximum of 200 words.

4. In order to ensure timely compilation of the booklet a Nodal officer in each Zone/Directorate/formation may be nominated. The name, cell phone number and email ID of the Nodal officer, may please be provided to this office urgently, at the email id given below. The Nodal Officer should contact a close associate who was closely known to the deceased official and request him to write a obituary, as mentioned in para 3 (ii) above. It is further requested that the concerned Nodal officer may inform the family of the deceased official about the purpose of the compilation and seek their consent.

5. The write-up, in Word format, and a colour HD photograph should be emailed to dgwelfare.cbic@gov.in so as to reach DGHRD on or before **15.06.2021 (without fail)**. This would help in releasing the booklet on GST Day.

6. This issues with the approval of Chairman (CBIC).

Yours faithfully,

  
(Neeta Lall Butalia)  
Director General (HRD)

Copy to:-

**Web master @ cbic.gov.in** : With a request to put this letter on the Departmental website. The letter may please be shown prominently in the headlines being flashed.