

F. No.\_\_\_\_\_

**INVESTIGATION REPORT FOR THE PURPOSE OF LAUNCHING PROSECUTION AGAINST  
COMMISSIONERATE DIVISION .....**

1. Name & address of the person(s) (including legal person(s)):
2. Central Excise/Service Tax Registration No.(If any):
3. Nature of offence including commodity:
4. Charges:
5. Period of offence:
6. Amount of evasion involved
7. Particular of persons proposed to be prosecuted :

(a) Name:

(b) Father's Name:

(c) Age : Sex:

(d) Address:

(e) Occupation:

(f) Position held in the Company/Firm:

(g) Role played in the offence :

(h) Material evidence available against the accused (please indicate separately documentary and oral evidence).

(i) Action ordered against the accused in adjudication.

1. Brief note why prosecution is recommended :

(Deputy/Assistant Commissioner or  
Deputy/ Assistant Director, DGCEI)

Place

Date

I have carefully examined the Investigation Report and find it in order for filling criminal complaint under Section 9 and 9AA of the Central Excise Act, 1944.

(Commissioner, Central Excise\_\_\_\_\_/)  
General, DGCEI-----)

(Additional Director

Place

Date

1. The proposal should be made in the above form in conformity with the guidelines issued by the Ministry. With regard to column 4 above, all the charging sections in the Central Excise Act/Service Tax and other allied Acts should be mentioned. With regard to column 7, information should be filled separately for each person sought to be prosecuted.
2. A copy of the Show Cause Notice as well as the Order of Adjudication (Wherever adjudication has been issued) should be enclosed with this report.
3. If any appeal has been filed, then this fact should be specifically stated.

**Annexure-II**

**FORMAT OF PROSECUTION REGISTER**

Sl. No.	Case investigated by	Division/ Range	File no.	Criminal complaint no.	Date of detection	Name of assessee and address	Registration no.	Nature of offence
1	2	3	4	5	6	7	8	9

Amount of tax/duty confirmed	Period of evasion	Name of accused person (s)	Date of sanction of prosecution	Date of compounding offer	Date of filing of complaint
10	11	12	13	14	15

Name, address and phone no of the counsel	Date of judgement	Appeal status- date/ court in which filed	Date of hearing	Remarks/sign with name and date (Officer filing the information)
16	17	18	19	20

**ANNEXURE-III**

**FORMAT OF PROSECUTION REGISTER TO BE MAINTAINED BY DGCEI**

Sl.No.	Date of Receipt of O-in-O in DGCEI	Date of submission of Investigation report	Date of Receipt of Sanction Order from DG,CEI	Sanction Order No. & Date
1	2	3	4	5

Date of filing of Complaint in Court	Criminal Complaint No.	File No. of Commission - erate	Name of Commissionerate	Details of Order passed by Court
6	7	8	9	10