All concerned are hereby informed that Ministerial Service Office (MSO) has been formed vide Standing Order No. 20/2018 dated 14.06.2018 with the approval of Competent Authority, inter alia, for maintaining and updating Bio-data, History of posting of Ministerial Officers posted in Zone-II.

In this regard, all Ministerial officers are hereby directed to submit their Bio-data as per enclosed Annexure-A and History of Posting as per enclosed Annexure – B to this circular to the Ministerial Service Office, (MSO), JNCH, Room No. C-107 latest by 31.08.2018.

This issues with the approval of the Competent Authority.
(B. S. AKODE)
Asstt. Commissioner of Customs

MSO, JNCH Nhave Sheva

Copy to:-

1. Office of The Chief Commissioner of Customs, Zone-II
2. Office of The All Commissioner of Customs, Mumbai Zone – II
3. Office of The All Concerned Addl/ Jt. Commissioners of Customs, Mumbai Zone –II
4. All Department / Sections of Zone – II
5. DC/EDI with a request to upload on the website
6. Notice Board:
7. Office Copy.
1. Name of the Officer:-
2. Designation of the Officer:-
3. Date of birth:-
4. Date of joining in present grade:-
5. Date of joining of service in the department:-
6. Present Residential address:-
7. Permanent Residential address:-
8. Mobile Number and E-mail ID:-
9. Present Posting

10. History of posting :- Please fill details in attached Annexure B
Signature: - -----------------
Name of the Officer: ------------
Designation: -------------------
### ANNEXURRE B

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Zone (I/II/III)</th>
<th>Commissionerate (Import/Export/General/Appeal/NS etc)</th>
<th>Section</th>
<th>From (Month &amp; Year)</th>
<th>To (Month &amp; Year)</th>
<th>Office Order No. &amp; date</th>
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</tbody>
</table>

**Note:** Last ten postings required to be filed up are mandatory. Officers are requested to fill up all the columns as far as possible.

Signature:  

Name of the Officer:  

Designation: