

**OFFICE OF THE COMMISSIONER OF CUSTOMS (IMPORT),
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA, TALUKA
URAN, DISTRICT RAIGAD, MAHARASHTRA-400 707.**

F.NO.

S/22-GEN-187/2009 AM(IMP)

JNCH  DATE: 08.07.2010

STANDING ORDER NO -36 /2010

 There have been occasions when some of the officers proceed on leave or are away from the office on training or other official duties.  In order to ensure that the work pertaining to such officers who are on leave/official duty/training is carried on without interruption, and in supercession of earlier Standing Orders Nos. 53/2009 dated 11.08.2009 and 59/2009 dated 14.12.2009, and based on Office Order Nos. 25/2010 dated 25.06.2010 and 24/2010 dated 25.06.2010, the following arrangement for holding additional charge(s) is ordered with immediate effect.  The officers indicated in the Column No. 4 shall automatically assume the charge(s) of the officer on leave/official duty/training mentioned in the Col. No. 2 in addition to their regular charge:

 ADDL./JT. COMMISSIONERS

Sr. No.	Name of the Officer Addl./Jt. Commr- S/shri	Regular Charges	Additional Charge to the Held By- S/shri
01	02	03	04
1	P. Anjani Kumar	SIIB(I), RMS, LRM, IPR Cell, RTI & EDI (Systems Manager), RTI Appellate Authority.	Ataur Rahman
2	V. Soundararajan	Review, Adjudication, RRC, Import Noting, Gr. IIA, IIB, IIC & D, IIE & III.	P. Anjani Kumar
3	Rajan Chaudhary	Gr. VA, Gr. IV & VI, Refund, PCA, CRA.	V.M. Jain
4	V.M. Jain	Docks, MCD, Bonds, DYCC,	Rajan Chaudhary

		Appraising Main (I), Stats, SVB	
5	Ataur Rahman	CSD, GR.I, GR.VB	V. Soundararajan

II. DY./ASSTT. COMMISSIONERS

Sr. No.	Name of the Officer Dy./Asstt. Commr-S/shri	Regular Charges	Additional Charge to the Held By- S/shri
01	02	03	04
1	B.K. Karanje	Group IIB & Adjudication	P.R. Kulkarni
2	Pawan Kumar	Import Docks	M.L. Sukpal
3	S.K. Mohanty	Import Docks	Vijayant Singh
4	Karamvir Singh	CRC- IIA & IIB (III & IV), Appraising Main (Imp)	K.S. Gondhalekar
5	A.U. Kohak	Review-I(OIA, Settlement Commissioner and CESTAT & Review-II(OIO)	Karamvir Singh
6	Vijayant Singh	Import Docks	K.K. Srivastava
7	K.S. Gondhalekar	CRC-I(Refund other than SAD)	A.U. Kohak
8	J.A. Jadhav	MCD	K.S. Gondhalekar
9	P.R. Kulkarni	Group IIC & D, PCA	M.B. Suresh
10	Suresh M.B.	Import Noting, Bonds, RRC	P.R. Kulkarni
11	Akhtar Rashid	Group I, PCA	S.K. Yadav
12	S.K. Yadav	Group VA, Statistics, EDI (Software and Hardware)	Vivek
13	D.P. Singh	Group III, RTI Cell (I)	D.C. Hemram
14	Rahul Rajput	Group IV, IAD/CRA, DYCC	Amit K. Singhal
15	Sudhakar Mishra	SIIB(I), IPR, LRM, RMS	D.P. Singh
16	D.C. Hemram	Group IIA & IIE	B.K. Karanje
17	M.L. Sukpal	Import Docks	Pawan Kumar
18	K.K. Srivastava	Import Docks	S.K. Mohanty
19	Vivek	Group VB, SVC	Akhtar Rashid
20	Amit K. Singhal	Group VI, PCA(Admn.)	Rahul Rajput

1. The Dy./Asstt. Commissioner in charge of a Group/Section/Unit shall entrust the additional charge and transfer the relevant bills of entry/file to any other

AO/Supdt. under his charge, if any of the AO/Supdt. does not report to duty for any reason, by 11.00 a.m., to ensure that the work is not held up.

2. The P.A. to the ADC/JC I/c. Appraising Main (I) would ascertain by 11.00 a.m. everyday as regards the Gr. A officers who are not available on a particular day or further period and convey the officer supposed to hold the additional charge as well as to the ADC/JC/DC/AC I/c. Appraising Main (I) in order to ensure that the concerned officer is aware of the additional charge for the day/period and the work is carried out smoothly without any hardship to the trade and industry. The officer proceeding on leave/training etc., should also inform the officer who has been assigned the additional charge, regarding his absence and ensure smooth functioning.
3. The ADC/JC I/c. Appraising Main (I) is authorized to issue any adhoc orders to assign the additional charge in the grade of DC/AC and AO.
4. In case both the officers holding the regular charge and the officer assigned with the additional charge are on leave/training etc., a separate adhoc additional charge order would be conveyed by the ADC/JC (AM) through a register maintained for this purpose.
5. The officers availing leave beyond two days shall, invariably, obtain prior sanction of the leave.

Sd/-

(MALA SRIVASTAVA)
COMMISSIONER OF CUSTOMS (IMPORT)
JNCH, SHEVA.

To,
All Concerned Officers.

Copy for information to:

1. The Chief Commissioner of Customs, Mumbai-II, JNCH, Sheva.
2. The Commissioner of Customs, Import, Mumbai-II, JNCH, Sheva.
3. The Commissioner of Customs, Export, Mumbai-II, JNCH, Sheva.
4. The Commissioner of Customs, Appeals, Mumbai-II, JNCH, Sheva.
5. Guard File.