

OFFICE OF THE COMMISSIONER OF CUSTOMS, (NS-AUDIT)
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA,
TAL: URAN, DIST: RAIGAD, MAHARASHTRA-400 707.
Tel. 022 27241257; Fax: 022 27242395; Email- audit-jnch@gov.in

F.No. S/2-Audit-Gen-14/2020-21/JNCH

Date: 10.09.2020

OFFICE ORDER No. 86/2020


Sub: Assigning charge of accessing designated email account-reg.

This for information of all concerned that the email id mentioned below has been designated as the official email id and single point of contact with this office for all communication. Accordingly, the responsibility to access and diarize emails received on the designated e-mail id is assigned as under-

Email id	Regular charge	1 st Link Officer	2 nd Link Officer
audit-jnch@gov.in	Sh. Mukesh Yadav, TA	Ms. M.U.Gokhale, STA	Sh. Shammy Kumar, TA
	Ms. M.U.Gokhale, STA	Sh. Shammy Kumar, TA	Sh. Mukesh Yadav, TA
	Sh. Shammy Kumar, TA	Sh. Mukesh Yadav, TA	Ms. M.U.Gokhale, STA

2. Brief description of functions and responsibilities of the charge:

- The above email will be the single point of contact for receipt of electronic communication addressed to the office of the Audit Commissionerate, Jawaharlal Nehru Custom House, Nhava Sheva.
- The designated person will diarize the email and send it on e-Office to the officer to whom it is addressed.
- In case the email contains attachments other than pdf such as word document, excel sheet, ppt etc., which may be required by a user, the email, besides being diarised in e-Office, shall be forwarded to the user on their email after entering comments in 'Remarks' column in e-Office that it has been sent to them.


10.9.2020
(Sunil Kumar Mall)
Commissioner of Customs
Audit Commissionerate, JNCH

To:

- The officers concerned.
- All the officers and staff of JNCH.