

OFFICE OF THE COMMISSIONER OF CUSTOMS NS- IV
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA,
TAL : URAN, DISRICT: RAIGAD, MAHARASHTRA- 400 707.

F.NO. S/12-Gen-119/2015-16- AM(X) Part

Dated: 12.01.2017

OFFICE ORDER NO : 03 /2017

SUB: LINK OFFICERS IN THE GRADE OF AC/ DC- NS (G), NS(II) & NS(IV)

In continuation of earlier Office Order No.01/2017 dated 04.01.2017, the following allocation of additional charges of the officers in the grade of Dy./Asstt Commissioner of Customs who are on leave/training/other official duties is ordered with immediate effect until further orders.

Whenever the regular AC/ DC remain absent due to any reason, the 1st Link officer will assume his charges in addition to his/her regular charges. In case both regular and 1st Link officer remain absent, 2nd Link officer will assume charge in addition to his/her regular charges.

S.No	Regular AC/ DC	1 st Link Officer	2 nd Link Officer
1	AC/ DC, MCD (NS-G)	AC/DC, Licence Cell, Telecommunication Cell, Central Receipt (NS-G)	AC/ DC, BG Cell, Import Noting, EGM Coordination (NS-G)

2. The Dy. / Asstt. Commissioner in charge of a Group/ Section/ Unit shall entrust the additional charge and transfer the relevant Bills of Entry/ files to any other AO/ Supdt. under his charge, if any of the AO/ Supdt. does not report to duty for any reason, by 11 A.M. to ensure that the work is not held up.

3. The P.A. to ADC/ JC, P&E would ascertain by 11 A.M. everyday, about the Group A officers who are not available on a particular day or further period and convey to the officer supposed to hold the additional charge as well as to the ADC/ JC/ DC/ AC, P&E to ensure that the officer concerned 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.

4. The officer proceeding on leave/ training etc. shall also inform his link officer regarding his absence and ensure smooth functioning.

5. Other contents of the Office Order No. 01/2017 will remain same.

6. This issues with the approval of Commissioner of Customs NS- IV.

SD/-

(D. S. RANA)

DY. COMMISSIONER OF CUSTOMS,
APPRAISING MAIN (EXPORT), JNCH.

Copy to:

1. The Chief Commissioner of Customs , Mumbai - Zone II
2. The Principal Commissioner of Customs, Nhava Sheva - General / II
3. The Commissioner of Customs, Nhava Sheva - IV
4. All Addl./Jt. Commissioner of Customs, JNCH,
5. Officer Concerned
6. EDI, with request to upload on website.
7. Office Copy.