



मु ख् य सी मा शु ल् क आयु क् त कार् यालय, मु ं बई  
अं चल -II

**OFFICE OF THE CHIEF COMMISSIONER OF CUSTOMS, MUMBAI ZONE II**

जवा हरला ल ने हरू सी मा शु ल् क भवन, JAWAHARLAL  
NEHRU CUSTOM HOUSE,

पो स् ट: शे वा , . , - , . POST: SHEVA TAL. URAN, DIST-  
RAIGAD, MAHARASHTRA-400707.

दू र भा ष /Tel No.: 022- 27244736; /Fax:022-27242402

Email:ccu-cusmum2@nic.in

F.No. S/V-30-Misc-248/2018-19 CCO M-II ('A'-Cell)

Date: 28.03.2019

**CIRCULAR**

1. It has been observed that officers are not formally handing over-taking over charge when they are relieved for joining another posting either within the Zone or outside on transfer/rotation. Also after the last round of rotation no charge handing over note was found with the relieving orders in the file for transfer and posting of Group A officers.

2. The relieved officers shall ensure that they explain the files to the Relieving officers to ensure continuity of the works undertaken by them and completion of time-bound functions so that important pending matters especially time-bound ones are not lost sight of. They must draw proper handing and taking over note incorporating the file numbers handed and taken over with subject duly signed by the Relieved and Relieving officer and duly attested by the Section Head. Three copies of this handing and taking over note shall be drawn and signed as above one copy each for the Relieved, Relieving officer and one copy for Section Head. The Section Heads are required to maintain original copies of these handing over notes along with relieving orders in their custody.

This issues with the approval of Chief Commissioner of Customs, Mumbai Customs Zone-II.

Sd/-

(R.K. Singh)

Additional Commissioner of Customs  
Chief Commissioner's Office,  
Mumbai Zone-II

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