

**OFFICE OF THE COMMISSIONER OF CUSTOMS (IMPORT)  
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA  
TAL: URAN, DIST: RAIGAD, MAHARASHTRA 400 707**

F.No.S/22-Gen-187/2009 AM(I) JNCH

Date: 14.12.2009

**STANDING ORDER NO. 59/2009**

(Referred / amended vide S.O.No. 41/2011)

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, a Standing Order No.53/2009 dtd.11.08.09 was issued conveying the details of additional charge(s) in the grade of ADC/JC/DC/AC. Consequent to the changes in the charges of certain officers in the recent past, in partial modification to the Standing Order No.53/2009 dtd.11.08.2009, 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:

**I. ADDL. / JT.COMMISSIONERS**

Sr. No.  (1)	NAME OF OFFICER ADDL./JT. COMMR. S / Shri.  (2)	REGULAR CHARGES  (3)	ADDITIONAL CHARGE TO BE HELD BY  (4)
01	M. Srinivas Additional Commissioner	Appraising Main, Statistics, RTI, SVB, Appraising Gr.III, Appraising Gr. VA & charges not specified elsewhere	Ataur Rahman, ADC
02	G.D.Lohani Additional Commissioner	Appraising Gr.I and VB  <b>(Import Charge only)</b>	P.K.Katiyar, ADC
03	P.K.Katiyar Addl.Commissioner	Refunds, PCA, CRA, Appraising Gr. IV, Appraising Gr. VI	Rajan Chaudhary, JC
04	Ataur Rahman Additional Commissioner	EDI (Systems Manager), SIIB (I), RMS, LRM, IPR Cell	M. Srinivas, ADC
05	Rajan Chaudhary Joint Commissioner	Docks, MCD, Bonds, DYCC	K.S.Nautiyal, JC
06	K.S. Nautiyal Joint Commissioner	Review, Adjudication, RRC, Import Noting, Appraising Groups IIA, IIB, IIC / D & IIE	Rajan Chaudhary, JC

**II. DY. / ASSTT. COMMISSIONERS**

Sr. No. (1)	NAME OF OFFICER ADDL./JT. COMMR. S / Shri. (2)	REGULAR CHARGES (3)	ADDITIONAL CHARGE TO BE HELD BY (4)
01.	Yogesh Sharma, AC	Appraising Group I	Pratul Tiwari, AC
02.	P.S. Kukreja, AC	Appraising Gr. IIA & IIE	B. K. Karanje, AC
03.	B. K. Karanje, AC	Appraising Gr. II B	P.S.Kukreja, AC
04.	A.U. Kohak, DC	Appraising Gr. IIC & IID	B. K. Karanje, AC
05.	Pratul Tiwari, AC	Appraising Gr.III & EDI (S.W.)	Yogesh Sharma, AC
06.	Pawan Kumar, AC	Appraising Gr. IV	K.V. Singh,DC
07.	Santosh Kumar Mohanty, AC	Appraising Gr. VA & EDI (Hardware)	Manoj Kumar, AC
08.	Manoj Kumar, AC	Appraising Gr.VB	S.K.Mohanty, AC
09.	Karamvir Singh, DC	Appraising Group VI	Pawan Kumar, AC
10.	Vijayant Singh,DC	SIIB (I), IPR & LRM / RMS	Pratul Tiwari, AC
11.	S. R. Sarkar , AC	PCA	P. K. Bhora, DC
12.	P. K. Bhora, DC	PCA, Adjudication, RRC & SVC	S. R. Sarkar , AC
13.	M. Suresh Babu, AC	PCA, CRA & IAD	P.K.Bohra, DC
14.	S.P. Singh, DC	PCA & CRC ♦ III (SAD Refund claims of Gr. I to Gr. III)	J.A. Jadhav, AC
15.	Pradeep P., AC	Review (I) [O/A & CESTAT Orders]	M.Suresh Babu, AC
16.	K.S. Gondhalekar, AC	Review ♦ II (Orders ♦ in Originals), CRC I & II (other than SAD refund claims) & DYCC Chemical Lab	M.Suresh Babu, AC
17.	J.A. Jadhav, AC	CRC ♦ IV (SAD Refund claims of Appraising Groups IV to VI)	S.P. Singh, AC
18.	B. L. Kasture, DC	MCD	P.R. Kulkarni, AC
19.	G. V. Reddy, DC	PCA, Appraising Main, Statistics & RTI Cell	Pratul Tiwari, AC
20.	P.R. Kulkarni, AC	Import Noting, Bonds, PCA	S.P.Singh, DC
21.	T.Shashi Kumar, AC	IMPORT DOCKS	R. K. Chandan, DC
22.	R. K. Chandan, DC, AC	IMPORT DOCKS	T.Shashi Kumar, AC
23.	K.C.Kala, DC	IMPORT DOCKS	Suresh M.B., DC
24.	Suresh M.B., DC	IMPORT DOCKS	A.D. Petkar, AC
25.	A.D. Petkar, AC	IMPORT DOCKS	K.C.Kala, DC

2. ♦♦♦♦♦♦♦♦ The charge of the A.O./EDI shall be handled by Shri S.S.Gurjar, AO and the charge of AO/Gr.II E shall be handled by the AOs of Gr.IIA whenever the officer holding regular charge of AO/EDI and AO/Gr.IIE, are on leave /training etc.

3. 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.

4. 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.

5. The ADC/JC i/c. Appraising Main is authorized to issue any adhoc orders to assign the additional charge in the grade of DC/AC and AO.

6. 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.

7. The officers availing leave beyond two days shall, invariably, obtain prior sanction of the leave.

**(A.K.DAS)**  
**COMMISSIONER OF CUSTOMS (IMPORT)**

To  
**All the Concerned Officers.**

Copy for information to:

1. The Chief Commissioner of Customs, M- II Zone, JNCH, Sheva
2. The Commissioner of Customs (Export), JNCH, Sheva.
3. The Commissioner of Customs (Appeals), JNCH, Sheva.
4. Guard file.