

**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 : 05.07.2011

STANDING ORDER NO. 54 /2011
(Referred / amended vide S.O.No. [05/2012](#))

Consequent to transfers and postings of officers in the grade of Dy/Asstt. Commissioners of Customs subsequent to issue of [Office Order No. 70/2011](#) dated 29.06.2011, the following allocation of Additional Charges of the officers who are on leave/training/other official duties is ordered with immediate effect in supersession of the [standing order no. 61/2010 dated 14.10.2011](#).

Whenever the Officer shown in Col. 2 of the table is absent due to leave/training or any other duties, the officer shown in Col. 4 of the table will automatically assume charges of the officer shown in Col. 2 in addition to his own regular charges:

Sr. No.	Name of the Officer Dy./Asstt. Commr Shri	Regular Charges	Additional Charge to be Held By Shri
01	02	03	04
1	G.C. Jain	Group-1 & 1A	Ashish Mishra
2	Ravi Tiwari	Group-2	Pattan Imtiyaz Khan
3	Sunil Kumar	Bond, Group-2B to 2F	Hemram
4	S.K. Yadav	EDI, Alternate Systems Manager, Imp[ort Noting, RRC, Container Task Force	Rajiv Kumar Singh
5	Pattan Imtiyaz Khan	Group-2A, EDI, Statistics, PCA	Ravi Tiwari
6	Rajiv Kumar Singh	Group-2G, DYCC, PCA	Sunil Kumar
7	H.R. Shaikh	Group-2H to 2K	Pravin Chandra
8	B. Timothy	Group-3, RTI Cell (Imp)	D.P. Singh
9	R. Sundara Raju	Group-4	R.K. Singh
10	Pravin Chandra	Group-5	S.K. Yadav
11	Ashish Mishra	Group-5A, 5B, SVB, Adjudication Cell	G.C. Jain
12	D.P. Singh	Review Cell I & II, IAD, CRA	B. Timothy
13	R.K. Singh	Group-6, CRC-I	R. Sundara Raju
14	P.R. Kulkarni	PCA Admin	H.R. Tiwari

Sr. No.	Name of the Officer Dy./Asstt. Commr Shri	Regular Charges	Additional Charge to be Held By Shri
15	A.V. Rajguru	SIIB (I), IPR, LRM, RMS, CSD	S.K. Yadav
16	H.R. Tiwari	PCA	P.R. Kulkarni
17	Hemram	CRC-III, MCD	Sunil Kumar
18	P.N. Balachandran	Appraising Main (Imp), CRC-IV	R.K. Singh
19	Akhtar Rashid	Docks	Chetan Lama
20	R.K. Motiani	Docks	Lokesh K. Lihare
21	Chetan Lama	Docks	Akhtar Rashid
22	Lokesh K. Lihare	Docks	D. Senthil Nathan
23	D. Senthil Nathan	Docks	R.K. Motiani

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/-
(B. RAVICHANDRAN)
COMMISSIONER OF CUSTOMS (IMPORT)

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. All Addl./Jt Commissioners of Customs, Import Commissionerate, JNCH, Sheva.
6. Guard File.