



भारतसरकार / Government of India

वित्तमंत्रालय : राजस्वविभाग / Ministry of Finance : Department of Revenue

OFFICE OF THE COMMISSIONER OF CUSTOMS

सीमाशुल्कगृह CUSTOM HOUSE, नवीहार्बरएस्टेट NEW HARBOUR ESTATE, तुतीकोरिन- TUTICORIN -628004
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C.No.II/03/03/2017-CF

Date : 05.07.2018

OFFICE ORDER NO.21/2018

On administrative grounds, the following posting and transfer order, in the post of Inspector, is issued with immediate effect and until further orders.

S. No.	Name of the Officer S/Shri.	Present Place of Posting	Posted to
1	Manoharlal Meena	Adjudication	CSD
2	P.Shanmugaraja	BRC	CSD

02. Further, with the posting of additional staff, the staff strength, working timing and distribution of work and duty roster among the Officers working in CSD shall be as follows.

i) Total staff strength - Inspr 7 and Supdt 4.

ii) Timings - 12 Hrs, as followed in Docks (2 Insprs. + 1 Supdt per shift).

iii) Distribution of work among Officers (in a duty).

Inspr.1 -Gate, weighment, Mobile scanner, reports and returns.

Inspr.2 -Scanning.

Supdt -Imaging.

iv) Duty Roaster in a single day

Details	Insprs	Supdts
Day duty	Officer 1&2	Officer 1
Night duty	Officer 3&4	Officer 2
Off/rest	Officer 5&6	Officer 3
Leave reserve I (LR-1)	Officer 7	Officer 4

Note:-

(As per the duty roaster, in a span of 6 days, an Officer can get a off/rest of 2 days. In case of any leave by the Officer, that can be adjusted by the Officer in LR(Leave reserve).

03. The DC/AC, CSD, based on the instructions above, should prepare a monthly duty chart for smooth functioning of work in CSD and endorse copy to ADC(CSD), Custom House, Tuticorin.

04. The Supdts on duty should also monitor the availability of 1 Marshall and 3 security staff on each shift. An attendance to this effect should also be maintained in the CSD. In case of any absence they should inform the matter to Supdt(Admn) immediately and the fact reflected in the attendance register.

05. This is issued with the approval of the Commissioner of Customs, Tuticorin.

B. Bodduluri 06/07/18
(SURESH BABU BODDULURI)
ADDITIONAL COMMISSIONER

To.

The Officers concerned.

Copy to Addl. Commissioner, CH, Tuticorin.

Copy to Dy. Commissioner/all Asst. Commissioners,
CH/ICD, Tuticorin.

✓ Copy to Superintendent, ^{ED} CSD, Admn, CH, Tuticorin.

Copy to

PS to Commissioner, Custom House, Tuticorin.