



सीमा शुल्क आयुक्त का कार्यालय
नव सीमा शुल्क गृह : पणबूर : मंगलूर - १०
OFFICE OF THE COMMISSIONER OF CUSTOMS
NEW CUSTOM HOUSE: PANAMBUR: MANGALORE-10

C.NO.II/3/07/2009 E-1

Dated: 03.06.2009

ESTABLISHMENT ORDER NO-10/2009

In partial Modification to the work allocation orders issued earlier the following reallocation of work has been made among the dealing Officers / Assistants working in the Establishment /Administration/ Accounts Section with immediate effect and until further orders.

Sl No	Name & Designation/ Section	Work allocation	In charge D.O.S	In charge A.O
1	Vasundhara Kumari , TA - E2	Sanction and correspondence of leave maintenance of Service Books, annual verification of services, disposition statement, maintenance of movement register of Service Books, other relevant register and files, filing of CGEGIS/GPF/DCRG nominations, preparation of Bills for rewards. Entry of rewards in Service Books, Audit objection/inspections notes and any other work entrusted to her	S.K. Gopalakrishna Bhat	R.S.Sheela Rani
2	Purna Chandra Padhi, TA - E3	Preparation of TA and LTC Bills, Sanction of TA Advance, LTC Advance and witness Batta, Sanction of CEA and tuition fees, G.O.T /FPA, Honorariums and any other work entrusted to him	S.K. Gopalakrishna Bhat	K.Sheik Abdul Kareem,
3	Sanjiv Kumar, TA - E4	Pension, Medical claims, Verification of Qualifying Service on completion of 25 yrs, Welfare fund related to Medical & Death and any other work entrusted to him	S.K. Gopalakrishna Bhat	K.Sheik Abdul Kareem,
4	Trilochan Pothal, TA - E5	Sanction and drawal of GPF advances and part final withdrawal and GPF A/Cs in respect of Group D staffs, Motor cycle/Motor Car/ P.C./Leave salary/Festival Advances, sanction of uniform allowances, and any other work entrusted to him.	S.K. Gopalakrishna Bhat	K.Sheik Abdul Kareem,
5	N.Gopalan, STA - E9	Cash Budget Pay bill of Gr-D and any other work entrusted to him.	S.K. Gopalakrishna Bhat	K.Sheik Abdul Kareem,

7	Kesava Kumar.S STA A5	Correspondence relating to land and Buildings, allotment of staff quarters & other related subjects, preparation of Petrol Bills And Repair bills in r/o Vehicles & Vessels and any other work entrusted to him.	D.G.Kumtakar	V.L.Simon
8	Manoj Kartha STA A-1	Dead stock and Stationery Telephone bills Electricity bills Water Charges Office cleaning charges Newspaper and other Misc Bills Uniform Identity Card Books, Publications, Recording and Destruction of Old Records and any other work entrusted to him.	D.G.Kumtakar	R.S.Sheela Rani
10	M.M.Sheik, LDC A-2 & A-3	Outward & Inward Correspondence and any other work entrusted to him.	D.G.Kumtakar	V.L.Simon

Shri S.T.John, Tax Assistant is posted to EDI Section of the Custom House.

This issues with the approval of Joint Commissioner of Customs (P&V)

Hindi version will follow.

(V.L.SIMON)
ADMINISTRATIVE OFFICER

To

The Individual concerned. They should handover/takeover the files and pending papers pertaining to their section.

Copy to:

1. The ACAO/AO, New Custom House, Panambur.
2. The Superintendent, EDI Section
3. The D.O.S., New Custom House, Panambur
4. Junior Hindi Translator, New Custom House, Mangalore