

OFFICE OF THE ASSISTANT COMMISSIONER OF CUSTOMS

OFFICE ORDER NO 01/2020-21

Subj: Allocation of Work, (as per the prepared work schedule) posted in Divisional Office, Nellore.

Consequent upon issuance of O.O. No. 01/2020 dated 01/01/2020 and O.O. No. 01/2020 dated 18/01/2020 issued by the Additional Commissioner of Customs, Customs Preventive Commissioner, Vijayawada, the following work is allocated among the Inspectors and Group C officers in Divisional Office, Nellore with effect from 01/10/2020 and further orders.

No.	Name of the Superintendent (Sd/-/Shri)	Allocation of work
1	Bijesh Meena	Technical, TPC, PPT + Monthly maintenance committee meeting report, Statistics, Tribunal, Audit, Legal, Review, Rebate and Rebate, Drawback work related to R.C.R., 2017 & others. Monitoring of reports and related work of HQ, EC&K and any other work assigned by the DC/AC time to time.
2	K Aruna	Preventive and Intelligence, Investigation, Prosecution, Service, PRO, Adjudication, Co-ordination with other Government Departments, Salary and other pay related bills, RTI, POs and any other work assigned by the DC/AC time to time.
3	P.D. Chowdary	Maintenance of Service Book, Preparation DTE bills, MTA, Children Education allowance, Uniform Allowance, All kinds of leave files, RRT, All bills except Salary bills and other pay related Bills, Inward and Outward Correspondence and any other work assigned by DC/AC.
4	Sk. Mobeena	Assisting Preventive Section and any other work assigned by DC/AC.

- The Officers going on field visits should record the same in NT-1 Diary and submit the same to DC/AC.
- The Officers should note down and follow up the pendency work and should keep their concerned Registers up to date without lag.

(Signature)
 ASSISTANT COMMISSIONER

To
 The Individuals
 Copy submitted to

- The Commissioner, Customs (Preventive) Commissionerate, Vijayawada
- The Addl. Commissioner, Customs (Preventive) Commissionerate, Vijayawada

Copy to the Superintendent of Customs, Customs Preventive Unit, Nellore & Kurnool for information.