



सीमा शुल्क आयुक्त का कार्यालय

नव सीमा शुल्क भवन, पणंबूर, मंगलूर-५७५०१०

OFFICE OF THE COMMISSIONER OF CUSTOMS

NEW CUSTOMS HOUSE, PANAMBUR, MANGALURU – 575 010

Telephone No. 0824-2408164, website -[www.customsmangalore.gov.in](http://www.customsmangalore.gov.in), Email- [commr-cusmnglr@nic.in](mailto:commr-cusmnglr@nic.in)

**F.No. II/(3)/TFR/179/2020-ADMN**

दिनांक/ Date: 18.04.2024

**कार्यालय आदेश सं. /Office Order No. 25/2024 दिनांक/ Dated 18.04.2024**

Consequent upon the resignation of Shri Ningjoy Khumlo Anal, Tax Assistant, the work allocation among the Ministerial Staff is hereby ordered with immediate effect and until further orders.

S.No	Name & Designation of the Officer S/Shri/Ms.	Section	Work allotted
01	Kartrik.N.Deshbhandary, EA	A1	<ul style="list-style-type: none"> <li>➤ Outsourcing of Housekeeping Services &amp; Security service and related bills.</li> <li>➤ Purchase of Books, Dead Stock, Stationery, Perishable Stores and preparation of bills.</li> <li>➤ Delegation of financial powers</li> <li>➤ Preparation of NCH Lab related bills.</li> <li>➤ Processing of application for issue of Departmental Identity Card.</li> <li>➤ Preparation of wages and related correspondences.</li> <li>➤ All GeM related purchases including correspondences and reports.</li> <li>➤ AMC of Photocopier, Air conditioners and related bills.</li> <li>➤ Maintenance of Store rooms and Stock Registers. Recording and destruction / weeding out of old records.</li> </ul>
02	Sunil Kumar, EA	E7	<ul style="list-style-type: none"> <li>➤ Pay bills in respect of OPS and NPS staff including updation of Pay Bill Registers</li> <li>➤ Pay fixation, Drawal of Arrears / Recovery and Uniform Allowance</li> <li>➤ Calculation of Income Tax and issue of Form-16s in respect of OPS and NPS staff.</li> <li>➤ Filing of Quarterly Income Tax Returns of 24Q (Salary) and 26Q (Non Salary)</li> <li>➤ Processing of Pension Cases and Settlement of all Pensionary Benefits.</li> <li>➤ All reports and Correspondences pertaining</li> </ul>

			<p>to Pension.</p> <ul style="list-style-type: none"> <li>➤ Processing of application for issue of Pensioner Identity Card.</li> <li>➤ Maintenance of all Registers concerned.</li> </ul>
03	Asim Debnath, EA	E9	<ul style="list-style-type: none"> <li>➤ Preparation of Budget Estimates, Revised Estimates, Final Estimates, Reallocation of funds under all Object Heads and related correspondences.</li> <li>➤ Filling of monthly TDS returns under GST.</li> <li>➤ Reconciliation and Remittances.</li> <li>➤ Permanent Advance (Cash)</li> <li>➤ Monthly &amp; Quarterly Expenditure Returns / BEAMS</li> </ul>
04	Ajith K. George, TA	E1	<ul style="list-style-type: none"> <li>➤ Appointment, Transfer &amp; Postings of all Cadres.</li> <li>➤ Deputation, Training, Resignation, VRS, Retirement of all Cadres</li> <li>➤ Sanctioned Strength and Working Strength and Vacancy Position of all Cadres including Disposition list / reports.</li> <li>➤ Departmental Exams and all correspondences related to CLTS.</li> <li>➤ Cadre controlling in respect of Marine Wing.</li> <li>➤ Registering AEBAS.</li> <li>➤ Welfare fund correspondences other than Financial Assistance for Medical / Death.</li> <li>➤ Maintenance of registers concerned.</li> </ul>
05	Sowmya.B.Naik, TA	A5 & E4	<ul style="list-style-type: none"> <li>➤ Payment of Electricity (including Generator Fuel Charges), Telephone, Speed post and Water Charges.</li> <li>➤ Payment of RRT bills, Vehicle Hiring and repair bills, Vessel bills and related correspondences.</li> <li>➤ Allotment of Departmental Quarters and related correspondences.</li> <li>➤ Medical Claims and Advances. Welfare fund correspondences for Financial Assistance for Medical / Death.</li> <li>➤ Maintenance of all Registers concerned.</li> </ul>
06	Dipti Kumari, TA	E3	<ul style="list-style-type: none"> <li>➤ Children Education Allowance (CEA)</li> <li>➤ GPF Advance and Part Final Withdrawal</li> <li>➤ Claims pertaining to HTC/LTC and DTE (Transfer TA / Tour TA / Witness Batta)</li> <li>➤ Issue of Drawn Statements called for by outside formations</li> <li>➤ Verification of Qualifying Service in respect of all Cadres</li> </ul>

07	B.Mohandas, TA		➤ CRU (Receipts / Scanning & Diarisation) and Dispatch.
08	Vishal Kumar, Steno	E2	<ul style="list-style-type: none"> <li>➤ Hindi Section, Leave Section, Disposition Statement and Maintenance of movement register of Service Books, other relevant registers / files and related correspondences.</li> <li>➤ Filling of CGEGIS / DCRG and all other nominations</li> <li>➤ Rewards – preparation of bills, Service Book entries and all related correspondences.</li> <li>➤ Audit Objection and Inspection notes and related correspondences.</li> </ul>

This issues with the approval of the Competent authority.

(VASUDEVA NAIK.D)  
ASSISTANT COMMISSIONER (ADMN)

To: The Officers concerned.

Copy submitted to:

- 1.The Commissioner of Customs, New Custom House, Panambur, Mangaluru.
- 2.The Additional Commissioner of Customs, New Custom House, Panambur, Mangaluru.

Copy to:

- 3.The CAO/AO, New Custom House, Panambur Mangaluru.