

OFFICE OF THE COMMISSIONER OF CUSTOMS (EXPORT),  
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA-SHEVA,  
TAL: URAN, DIST: RAIGAD, MAHARASHTRA - 400 707.

F.No.S/43-12/2007 P JCH

Date: 12/08/2011

STANDING ORDER NO. 63 /2011.

Attention of all the Officers/Staff Members of Jawaharlal Nehru Custom House is invited to the Directorate General of Human Resource Development, Infrastructure & Welfare Wing, Customs & Central Excise's letter No. 712/84/HRD/WF-1/2011/3165 dated 03.08.2011.

Considering the hardships faced by the staff of Customs and Central Excise posted at JNCH, Nhava Sheva, Dist. Raigad, Maharashtra, the Governing Body of the Customs and Central Excise Welfare Fund constituted to administer the Customs and Central Excise Welfare Fund has approved the request to provide subsidized transport facility to the staff.

In view of the above, the following procedure is laid down for implementing the said Scheme.

01. The Officers/Staff of Customs and Central Excise posted at JNCH, Nhava Sheva desirous of availing themselves of the subsidized transport facility shall pay the under mentioned fixed amount per month and the balance amount to be paid to the Service Provider shall be provided through financial assistance from the Customs and Central Excise Welfare Fund.

Employee drawing Grade Pay	Equivalent Designation	Employee's monthly contribution towards use of transport facility
Rs. 5400/- and above	CAO	Rs. 1600/-
Rs. 4600/- & Rs. 4800/-	Supdt./Appraiser, Examiner/PO	Rs. 1000/-
Rs. 4200/- and drawing pay in the pay in the band equal to Rs. 7440/- and above.	STA, DOS, ACAO, TA	Rs. 800/-
Below Rs. 4200/- in the pay band below Rs. 7440/-	LDC, Havaladar, Sepoy	Rs. 300/-

The employees' contribution to the subsidized transport facility shall be strictly voluntary. Willingness shall be obtained from willing Officers/Staff members in **Annexure I** by the Superintendent of Customs (Prev), MTO, JNCH.

02. A separate pool account shall be opened in the name of Commissioner of Customs (Export) by the Chief Accounts Officer. On the basis of willingness received from willing Officers/Staff Members, the Chief Accounts Officer shall deduct the eligible amount from the salary of the Officer/Staff Members. The Pay and Accounts Officer shall issue grade wise consolidated cheques in respect of the contribution of subscribing officers in favour of Commissioner of Customs (Export) and handover the cheques to the Chief Accounts Officer who would in turn deposit the cheques in the pool account. A report to this effect shall be submitted by the Chief Accounts Officer to the Superintendent of Customs (Preventive), MTO on monthly basis. The Superintendent of Customs (Preventive) MTO in turn shall submit a proposal on quarterly basis to the (I&W) Wing of DGHRD, CBEC, New Delhi in the prescribed proforma in **Annexure III**

03. The financial assistance received from the Customs & Central Excise Welfare Fund through the PD Account will also be transferred to the designated Pool Account by the Chief Accounts Officer.

04. The amount sought as subsidy from the Customs & Central Excise Welfare Fund would be calculated after deducting the contributions of the subscribing employees as deposited in the designated pool account from the bill raised by the transporter during the quarter.

05. The routes proposed for plying the buses are as follows :

- a) Kalyan via Kalamboli, Panvel
- b) Thane Railway Station (East) via Airoli / Juinagar / Ekta Vihar
- c) Borivali via Goregaon Link Road / Powai/Mankurd/Vashi/ Palm Beach Road
- d) Andheri via Sion, Chembur, Vashi, Palm Beach
- e) Dadar (Pritam Hotel ) via Wadala, Antop Hill, Sion, Chembur, Vashi, Palm Beach Road
- f) Lloyds Estate via Imax Road, Chembur, Vashi, Palm Beach Road
- g) Powai Custom Quarters

Accordingly, a transporter to transport the officers/staff of JNCH Nhava Sheva to and fro from above mentioned pick up points to the JNCH Nhava Sheva shall be engaged as per the provision of GFR 2005 and CVCs Guidelines in this regard. The contract would be on an annual basis from 1<sup>st</sup> September of a year to 31<sup>st</sup> August of following year.

06. Superintendent of Customs (Preventive), MTO shall issue the Bus entry Pass to the employees who are willing to avail the bus facility.

07. Superintendent of Customs (Preventive), MTO shall nominate a Liaison Officer for each bus to monitor the day to day affairs of the bus.

08. The employees availing the bus facility and wishing to discontinue the same shall intimate the Superintendent of Customs (Preventive) MTO in **Annexure II** atleast 15 days in advance.



09. The payment to the bus operators engaged for the subsidized transportation scheme shall be made from the designated pool account through crossed cheque. The said payments shall be processed by the MTO Section.

10. Difficulties faced , if any, in implementing the Standing Order may be brought to the notice of the undersigned.

(C. S. PRASAD )  
 COMMISSIONER OF CUSTOMS  
 EXPORT, JNCH.



Encl : As above.

**ANNEXURE - III**

Proforma for obtaining subsidy as financial assistance from the Customs and Central Excise Welfare Fund towards cost of transportation under subsidized transportation scheme for officers / staff of Customs and Central Excise posted at JNCH, Nhava Sheva Dist Raigad, Maharashtra for the Quarter \_\_\_\_\_

**I**



No. of buses/vehicles hired	Cost of transport per bus / vehicle	Total cost of transport incurred
		
 Total		

( + bills / vouchers to be enclosed )

**II**



ANNEXURE I

**WILLINGNESS TO AVAIL BUS FACILITY**

01. I wish to avail Bus Facility from \_\_\_\_\_ to JNCH, Uran & back.
02. My Grade Pay is Rs. \_\_\_\_\_.
03. I am willing to pay Rs. \_\_\_\_\_ voluntarily.
04. This amount shall be deducted from my salary on a monthly basis.

Date : (Name of the Officer)

Designation.

Identity Card No.

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ANNEXURE II

**WITHDRAWAL OF AVAILMENT OF BUS FACILITY**

01. I have been availing the bus facility from \_\_\_\_\_ to JNCH, Uran & back.
02. My Grade Pay is \_\_\_\_\_.
03. I would like to discontinue the bus facility from \_\_\_\_\_.

Date : (Name of the Officer)

Designation.

Identity Card No.