

सीमाशुल्क प्रधान आयुक्त कार्यालय (एन एस -I)  
OFFICE OF THE PR. COMMISSIONER OF CUSTOMS (NS- I)  
मूल्यनिरूपण मुख्य (आयात)/APPRAISING MAIN (IMPORT)  
जवाहरलाल नेहरू सीमाशुल्क भवन JAWAHARLAL NEHRU CUSTOM HOUSE, शेवा/SHEVA,  
तालुका/ TAL- उरण /URAN.: जिला/DISTRICT- रायगड/RAIGAD, महाराष्ट्र/MAHARASHTRA-400707

फा सं/F. No. S/22-Gen-20/2020-21/AM (I)/JNCH PT-I


दिनांक /Dated: 25.06.2021

STANDING ORDER NO. - 15/2021

Officers and staff have been instructed through counselling since this February against undertaking assessment activity on Bills of Entry during hours after 10 PM and before 8 AM and that in case there is pressing need to discharge assessment function between 10 PM and 8 AM, it should be with the prior approval of the concerned Principal Commissioner / Commissioner.

2. An instance contrary to the above instruction is noticed in the month of May, 2021.
3. The instruction contained in para 1 is reiterated. The concerned Additional / Joint Commissioner shall be repository of any such prior approval and will check, his / her record of any prior approval obtained in the previous fortnight, vis-a-vis SQL generated from Systems with regard to such assessment activity. Such SQL report will be generated invariably every fortnight by ADC / JC EDI for all the Commissionerates.
4. As BE assessment activity is undertaken in the Appraising Halls, any such prior approval obtained must be informed immediately to the Control Room officer by the Additional / Joint Commissioner concerned; and record of this permission shall be maintained in the Control Room register. The Office Order vide F.No. S/43-(G)-305/2021-22/PSO/JNCH dated 23.06.2021 (copy attached) shall also be followed.
5. During 10 PM to 8 AM, the Control Room officer and staff will monitor the entry and exit of officers/staff into the Custom House and especially so the access to the Appraising Halls or any other place where assessing officer have their office.
6. The Control Room officer in day shift shall report any activity between 10 PM to 8 AM that has come to notice in the night shift to the Commissioner NS-General daily in writing including a "Nil" report.

This issues with the concurrent approval of Commissioner, NS – II, III, V and Gen.

  
(उ/निरंजन .U. Niranjana) 25/6/2021

प्रधान आयुक्त, सीमाशुल्क / Pr. Commissioner of Customs

Copy to:

1. The Pr. Chief Commissioner of Customs, Mumbai Zone-II,
2. The Pr. Commissioner/Commissioner of Customs, NS-II, III, IV, V, Gen
3. All ADC / JC / DC / AC of JNCH.
4. Control Room officers and staff / PSO Section.
5. All Sections / Groups/FAG of NS-G, NS-I, NS-II /NS-III/NS- Audit/NS-V, JNCH.
6. All officers and staff through JNCH website

Office of the Commissioner of Customs (Gen)  
Nhava Sheva, Taluka: Uran,  
Dist: Raigad, Maharashtra- 400 707.


F.NO S/43-(G)-305/2021-22/PSO/JNCH

Date: 23.06.2021

OFFICE ORDER

The control room officer is hereby instructed to ensure proper entry and exit of officers/visitors into the JNCH Custom House. The same has to be strictly regulated between 10pm -8am. In this regard, the following specific charter of duties is prescribed for the control room officers :

- a) to monitor and record in the prescribed register, the details of entry/exit of all officers/staff between 10.00 pm to 8.00 am.
  - b) to take round and ensure that all Appraising halls and other rooms in JNCH are properly locked after 10.00 pm to prevent unauthorised access between 10.00 pm to 08.00 am. The keys should be kept securely in the control room.
  - c) to ensure that all the other entry/exit gates are locked at 10.00 PM.
  - d) to make sure that all entry to the JNCH Custom House beyond 10pm to 08.00 am should be through the Main Gate.
  - e) to submit the list of entries of all the officers/visitors beyond 10.00pm to 08.00 am to the Addl. Commissioner /JC (PG) within one day.
2. The above duties prescribed for the control room officer need to be strictly complied and any non-compliance would be viewed seriously

  
23.06.21

(Sanjay Mahendru)  
Commissioner of Customs – Gen

Copy to :

- (i) Additional Commissioner, O/o Chief Commissioner of Customs, Nhava Sheva
- (ii) Pr. Commissioners / Commissioners, NS-I/II/III/V/Audit, Nhava Sheva
- (iii) All Additional/Joint/Deputy/Assistant Commissioners, Nhava Sheva
- (iv) All sections, Nhava Sheva