

OFFICE OF THE COMMISSIONER OF CUSTOMS (G)
Jawaharlal Nehru Custom House, At & Post Sheva, Taluka: Uran,
District: Raigad, Maharashtra – 400 707

F.No. S/5-Gen-24/18-19/P&E/JNCH

Date: 14.06.2018

Standing Order No. 20 /2018

Subject: Re-organization and consolidation of Human Resource Management at Jawaharlal Nehru Customs House (JNCH)-reg.

It has been observed that Human Resource Management (hereinafter HRM) related functions of various Group B and C cadre working at JNCH are scattered across different branches/sections of JNCH having multiplicity of supervisory control which create problems in coordination and effective management of human resources.

2. In order to streamline HRM functions of group 'B' and group 'C' and other cadres at JNCH following reorganisation/restructuring of sections/departments are being ordered with immediate effect.

Controlling Officer		Section
ADC/JC (Establishment and Vigilance)	DC/AC (Establishment)	P&E General
		Preventive Service Office (HR -Supdt. & PO)
		Appraising Service Office (HR- Appraisers & EO)
		Ministerial and Group 'C' Service Office (HR- CAO, ACAO, EA/STA/TA/DOS/ Sepoy cadre, drivers, scaleman etc.)
		Maintenance of APAR/ IPR/ Intimations & permissions under CCS Conduct Rules
		Hindi Anubhag
	DC/AC (Vigilance)	Vigilance
	CAO/ ACAO	Pension Section
		Accounts Pay Bill
		Cash Section

Section wise mandate of work:

(i) P&E General:

- All work related of court cases pertaining to Establishment/Service matters.
- To look after the matters related to CPGRAM, RTI, P.Q etc of Establishment/Service related matter.
- Conducting JCM and taking follow up action thereafter,
- All matters related to staff welfare viz. subsidized transport, canteen, CGHS etc.;
- Constitution and providing secretarial assistance to SC/ST welfare committee, OBC & other minorities' welfare committee, Women welfare committee, proposals related to welfare fund etc.
- Monitoring and managing of Biometric attendance system.
- All work related of casual labourers.
- Any other work as assigned by Chief Commissioner/ Commissioner (G).

(ii) Preventive Service Office (HRM in relation to Preventive Cadre):

- Preparation and maintenance of disposition list of all officers of preventive cadre posted at JNCH.
- Maintaining and updating Bio-data, History of Posting, sanctioned & working strength of preventive cadre.
- Preparation, review and up-dation of deployment policy (or transfer policy) for the officers of preventive cadre.
- Providing secretarial assistance to placement committees (to be notified separately) viz. preparation of minutes & maintenance of record of committee deliberations etc., in case of annual and bi-annual rotations. ***However, it is clarified that for the daily posting and monthly rotations as being done at present, would continue to be handled by PSO & ASO [new HR management version of AM (I) & AM(X)]***
- ***Placing the representations of the officers regarding intra-zonal transfers on compassionate and administrative grounds before the placement committee.***
- Holiday Posting of officers of preventive cadre
- Service Certificate of cadre officers.
- Processing cases for NOC for Passport & Foreign Tour of officers of preventive cadre.
- Processing application for deputation, transfer on ICT & loan basis and maintenance of related records.
- ***All matters related to periodical exercise under FR 56(j) & (l) and Rule 48 (1) (b) of CCS (Pension) Rules, 1972, in respect of the Preventive Cadre.***
- Any other work as assigned by Chief Commissioner/Commissioner (G).

(iii) Appraising Service Office (HR- Appraisers & EO): Same as in para (ii) as applicable in respect of the Appraising cadre comprising Appraisers and Examining Officers.

****It is also hereby directed that the existing records on transfer/ rotation/ postings, HOP, disposition lists, minutes of the Placement Committee meetings etc. concerning Appraising cadre shall be transferred from the P&E, AM (Import) & AM (Export) to the Appraising Service Office within 15 days of the issuance of this order.***

(iv) Ministerial Service Office (HR- CAO, ACAO, EA/STA/TA/DOS/ Sepoy cadre, drivers, scalemen etc.): Same as in para (ii) & (iii) above, as applicable.

(v) Maintenance of APAR/ IPR/ Intimations & permissions under CCS Conduct Rules:

- Initiation, forwarding & maintenance of APARs/ IPR of officers of all cadre including Group 'A' officers.
- Appointment of nodal officers for recording of APARs of Group 'A' officers in SPPAROW.
- Processing various intimations & permissions under Conduct Rules of all Group 'A' (upto and including the level of Additional Commissioner) 'B', 'C' and other cadres.
- Any other work as assigned by Chief Commissioner/Commissioner (G).

(vi) Hindi Anubhag: Same as is being presently done.

(vii) Vigilance: Same as is being presently done, except the work of maintenance of APARs/ IPRs, processing and record of various intimations & permissions under Conduct Rules would henceforth be dealt with by P&E as outlined above.

(viii) Pension, (ix) Accounts Pay bill & (x) Cash Section: Same as is being presently done.

The posting of the officers allocated in all the sections mentioned above will be treated as non-sensitive posting. An indicative list sanctioned strength of officers to be posted in these sections are also enclosed with this order as Annexure-I.

3. Preventive (General) section of JNCH is also being reorganized as below:

Controlling Officer	DC/ AC	Section
ADC/JC, Preventive (G)	DC/AC, P(G)	Preventive General (Technical)
		Boarding
		CHS
		Infrastructure
		MTO
		Library
		Visitor Entry Management
Control Room		

Mandate of work:

(i) Preventive General (Tech.):

- All technical matters pertaining to all Terminals/Gates (except matters related to deployment of staff which would be handled by PSO/ASO).
- Preparation and revision of various Standing Orders, Operating procedures, Public Notices and Circulars on the above subject.
- Any other work as assigned by Chief Commissioner/Commissioner (G).

(ii) Infrastructure: This section shall look after the entire work including coordination with various agencies and departments in relation to upcoming Annexe Building, installation of new lift, and other infrastructure projects etc.

There would be no change in the existing mandate for the remaining sections. An indicative list sanctioned strength of officers to be posted in these sections are also enclosed with this order as Annexure-II.

This issues with the approval of the Chief Commissioner of Customs, Mumbai Zone-II, JNCH.

Sd/-

(UTKAARSH R TIWAARI)
Commissioner (General)

Encl: As above.

Copy to

1. The Chief Commissioner of Customs, Mumbai Zone-II
2. All Pr. Commissioner/ Commissioner of Customs, JNCH
3. All Addl./Jt. Commissioner of Customs, JNCH
4. PS to the Chief Commissioner of Customs, Mumbai Zone-II
5. Office Copy.

Annexure-I**Establishment and Vigilance, JNCH**

Name of the section	Indicative sanctioned strength				
	Supdt.	AO	PO	EO	TA/STA
P&E General	--	1	--	2	2
Preventive Service Office (HR-Supdt. & PO)	1	--	5	--	--
Appraising Service Office (HR- Appraisers & EO)	--	1	--	4	--
Ministerial Service Office (HR- CAO, ACAO, EA/STA/TA/DOS/ Sepoy cadre)	1	--	1	1	2
Maintenance of APAR/ IPR/ Intimations & permissions under CCS Conduct Rules	1	--	1	1	3
Pension Section	Same as before				
Accounts Pay Bill	0	0	0	4	12
Cash Section	0	0	0	0	6
Vigilance	2	1	3	3	3
Total	5	3	10	15	28

Annexure-II

Preventive (General), JNCH

Name of the section	Indicative sanctioned strength				
	Supdt.	AO	PO	EO	TA/STA
Technical (Preventive)	1	--	2	--	--
CHS + MTO + Visitor Entry Management + Library	1	--	3	--	2
Infrastructure	1	--	2	--	--
Boarding Section	3	--	12	--	--
Library	--	--	--	--	--
Total	6	--	19	--	2