



सीमाशुल्क आयुक्त का कार्यालय (एन.एस.-I)
OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-I),
मूल्यनिरूपण मुख्य(आयात)APPRAISING MAIN (IMPORT),

जवाहरलाल नेहरू सीमाशुल्क भवन, न्हावा शेवा, ता .उरण,
JAWAHAR LAL NEHRU CUSTOM HOUSE, NHAVA- SHEVA,TAL-URAN,
जिला रायगड/ RAIGAD-400707, महाराष्ट्र MAHARASHTRA

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F.No. S/22-Gen-133/2017-18/ AM(I)

Date : 14 /06/2019

STANDING ORDER No. 10/2019

Subject:- Constituting a task force for weeding out old office records –reg.

Space has been a constant constraint in JNCH for quite long and record management is a critical area of activity for efficient administration in this regard. While moving in the corridors of JNCH, it is found that steel cupboards containing old files and papers are occupying the space and it also hinders the free movement in the corridors. It is not known that the files kept in these cupboards pertain to which section/Group, hence there is a need to prepare inventory and list out these files. Keeping in view the same, it has been decided to constitute a task force under Deputy Commissioner Shri Sahil Seth, which will have mandate to constitute committee/sub-committees of officers comprising of different ranks of officers as per the need. The role of these officers will also be well defined by an office order to be issued by the said task force.

The mandate of this task force is limited to preparing inventory of the files section wise. All the files taken up for inventory by the officers of the said task force have to be indexed and categorized properly. Once the section is identified, the said files should be transferred to the respective section. Once the files are moved to sections, the respective DC/AC in-charge of the said section should take a call as to whether those files are to be preserved or destructed as per existing procedure.

The above task is to be accomplished by 30.06.2019 positively. The said target date must be strictly observed by all the officers entrusted with the job. Any lapse in this regard, will be viewed seriously.

Sd/-

(Sunil Kumar Mall)
Commissioner of Customs (NS-I)

Copy to:

1. The Pr. Chief Commissioner of Customs, Mumbai Zone-II.
2. All Commissioner of Customs, Mumbai Zone-II.
3. All Addl. /Joint Commissioner of Customs, Mumbai Zone-II.
4. All Deputy/Asst. Commissioner of Customs Mumbai Zone-II.
5. The DC/EDI for uploading on the JNCH Website.
6. Office Copy.