## OFFICE OF THE CHIEF COMMISSIONER OF CUSTOMS MUMBAI ZONE-I, NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI-400 001

F. No. S/II-3 (03) /2013 CCO-I (Unit-I)

Date: .01.2017

## STANDING ORDER NO O\ /2017

It is noticed that the communications by the officials don't follow the protocol of mentioning the name, designation, contact number, e-mail address etc. of the sender.

It is hereby instructed that all official communications including e-mails, with stakeholders, shall necessarily accompany the details viz., Name of the person, designation, contact number, address including e-mail address.

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

RAJESH KUMAR AGARWAL

Addl. Commissioner of Customs, CCO,Mumbai Zone-I