



आयुक्त सीमाशुल्क कार्यालय, आयात-१  
**OFFICE OF THE COMMISSIONER OF CUSTOMS (IMPORT-I),**  
मूल्य निरूपण मुख्य अनुभाग  
**APPRAISING MAIN SECTION,**  
नवीन सीमाशुल्क भवन बल्लार्ड एस्टेट, मुंबई ४००००१  
**NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI 400 001.**

Date: - 05.01.2022

**OFFICE ORDER NO. 45/2022**

In pursuance of the Office Memorandum dated 03.01.2022 vide F. No. 11013/9/2014-Estt-A-III issued by Ministry of Personnel, Public Grievances and Pensions, Physical attendance of Government servants below the level of Under Secretary shall be restricted to 50% of the actual strength and remaining 50% shall work from home.

Persons with disabilities and pregnant lady officers are exempted from attending the office but shall work from home. Accordingly, all section heads shall prepare a roster for the month of January, 2022 and a copy of the same may be forwarded to CCO, Appraising Main (Import-I) and P&E Section. The roster must be prepared in accordance with the said memorandum dated 03.01.2022.

The officers working from home shall be available on phone and other electronic means of communication at all times during office hours. Further the work attended on e-office and physical files be monitored.

All the section heads must ensure the implementation of the Instructions and guidelines as stipulated in the said memorandum.

This issues with the approval of the Commissioner of Customs (Import-I).

Sd/-

**(Arun Kumar Sasmal)**  
Asstt. Commissioner of Customs  
Appraising Main (Import-I)  
Mumbai Zone-I, NCH

Copy to:

1. The Commissioner of Customs Import-I, Mumbai Zone-I,
2. The Addl./Joint Commissioner of Customs, Import-I, Mumbai-Zone-1
3. All Deputy/Assistant Commissioner of Customs, Import-I,

4. EDI Section for uploading on official website,
5. Officer Concerned,
6. Office Copy.

