



प्रधान आयुक्त सीमाशुल्क (सामान्य) का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS
(GENERAL)

कार्मिक एवं स्थापना, नवीन सीमाशुल्क भवन, बेलार्ड इस्टेट, मुंबई - 400 001
P&E SECTION, NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI-
400 001

PHONE NO. 022-22757737, EMAIL: - P.ESTT-MUM-CUS-ZONE1@GOV.IN

F.No. CUS/3611/2024-P&E

Date: - -01-2025

OFFICE ORDER

In pursuance of Establishment Office Order No. 14/2025/P&E (Min.) dated 20.01.2025 and Establishment Officer Order No. 15/2025/P&E (Min.) dated 20.01.2025 work allocation of Administrative Officer of P&E, Ministerial is mentioned below:

Sr. No.	Name of Officer / Designation (Smt.)	Nature of Work	Link Officer (1 st)	Link Officer (2 nd)
1.	Varsha Vilas Ghadge	Appointment/Transfer Posting Table of Ministerial Staff, Loan, Deputation, ICT, Service Certificate of Ministerial Staff, All Administrative work, any other work allotted by senior officers, All Monthly, Quarterly, Half Yearly/Yearly Reports, Misc. Reports., Cost Recovery Matters	Sangita S. Gamre/ Sangita S. Dhotre	Shree Vidhya. S. Iyer
2	Sushma S Nawar/ Mrunmayi Sandeep Gawande	APAR & IPR Table, TA/DA/LTC/Medical Bills of Gr. A Officer (DDO), Contingency Bills, Law Charges, Examinations, Intimation for Examination, Training of all Gr. B&C Officers, Retirement Function of all staffs any other work allotted by senior officers	Shree Vidhya. S. Iyer	Vaishnavi Gawde
3	Sangita S. Gamre/ Sangita S. Dhotre	SC/ST Table, Roster Table, Confirmation of Ministerial & Non ministerial staff, VRS, Resignation, any other work allotted by senior officers	Vaishnavi Gawde	Varsha Vilas Ghadge
4	Shree Vidhya. S. Iyer	Appointments, Promotions Service & Policy (Ministerial & Non-Ministerial), Loan, Deputation, ICT, Service Certificate, Seniority of Gr. C (Hawaldar, Head Hawaldar, MTS Cadre) DPC/MACP of all Ministerial staff including Gr. C, Compassionate and Sports Quata Recruitment in the grade of TA/Hawaldar/MTS. any other work allotted by senior officers	Sushma S Nawar/ Mrunmayi Sandeep Gawande	Sangita S. Gamre/ Sangita S. Dhotre

5	Vaishnavi Gawde	Welfare fund, 56 (J), RTI/CPGRAM, CAT Cases of all Ministerial Staff. Leave Files. Recruitment of staff Car Driver and Canteen, Seniority of Ministerial Staff and allied Cadres like Canteen, Telecommunication etc., JCM and any other work allotted by senior officers	Varsha Vilas Ghadge	Sushma S Nawar/ Mrunmayi Sandeep Gawande
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20/11/25

(Dr. Kundan Yadav)
Addl. Commissioner of Customs,
P&E, NCH,
Mumbai Customs Zone-I

Copy to:

1. Pr. Commissioner of Customs, Mumbai Zone-I.
2. Addl. Commissioner of Customs (P&E), Mumbai Zone-I.
3. Dy. Commissioner of Customs, (P&E), Mumbai Zone-I
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