



प्रधान आयुक्त सीमाशुल्क (सामान्य) का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS
(GENERAL)
कार्मिक एवं स्थापना, नवीन सीमाशुल्क भवन, बेलाई इस्टेट, मुंबई - 400 001
P&E SECTION, NEW CUSTOM HOUSE, BALLARD ESTATE, MUMBAI-
400 001
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F.No. CUS/3611/2024-P&E

Date: - -01-2025

OFFICE ORDER

In pursuance of Establishment Office Order No. 16/2025/P&E (Min.) dated 20.01.2025 and Establishment Officer Order No. 17/2025/P&E (Min.) dated 20.01.2025 work allocation of Executive Assistant, Tax Assistant and Lower Division Clerk of P&E, Ministerial is mentioned below:

Sr. No.	Name of Officer /Designation (Shri. /Smt., Miss.)	Nature of Work	Link Officer (1 st)	Link Officer (2 nd)
1.	MD NAQIB RAHMAN (EA)	Work regarding the Gr. 'C' (Erst while Gr.- 'D'), Appointment, Loan & Deputation, Technical Resignation, Confirmation/Probation, NOC, Reports, Statements, Court Cases of Gr.- 'C', Change of Name, any other work assigned by seniors	DONLUNGLU KAMEI	ARUN DEEP GOSWAMI
2.	DONLUNGLU KAMEI (EA)	Work regarding the Gr. 'C' (Erst while Gr.- 'D'): Promotion, Seniority of Gr.-D, CG Appointment, Sports Quota Appointment, MACP Service Policy Matter of Gr.- 'C' (Head Hawaldar, Havaldar, MTS, ASI Weapons) Work regarding the Gr. 'C' (Erst while Gr.- 'D'): any other work assigned by seniors	MD NAQIB RAHMAN	MONIKA KUMARI
3.	ARUN DEEP GOSWAMI (EA)	TA/DA of Gr.-A Officers, Contingency & other bills, Law Charges	ANKUSH KUMAR	MD NAQIB RAHMAN
4.	ANKUSH KUMAR (TA)	LTC & Medical Bills	ARUN DEEP GOSWAMI	DONLUNGLU KAMEI
5.	MONIKA KUMARI (EA)	IPR Table, NOC for Passport & other	BIPIN KUMAR	ANKUSH KUMAR
6.	BIPIN KUMAR (EA)	IPR Table, NOC for Passport & other	MONIKA KUMARI	DHANANJAY SHRIVASTAVA

7.	JAGDISH KRISHAN PATIL (TA)	APAR Table	JATIN JAIN	THOKCHOM BIRJITKUMAR SINGH
8.	DHARMENDRA KUMAR (EA)	APAR TABLE	THOKCHOM BIRJITKUMAR SINGH	JAGDISH KRISHAN PATIL
9.	THOKCHOM BIRJITKUMAR SINGH (EA)	APAR Table	DHARMENDRA KUMAR	BIPIN KUMAR
10.	PRASHANT KANWAT (EA)	All work related to SC/ST Cell, Maintenance of Roster points of all Cadres & related reports,	DONLUNGLU KAMEI	LOKESH
11.	AJIT KUMAR PANDEY (TA)	Departmental Examinations for all cadre & Confirmation of Ministerial & Non-Ministerial	JAGDISH KRISHAN PATIL	SETHI RAM
12.	SATYAM DWIVEDI (TA)	VRS/Resignation of all Cadres, JCM, Purchase of Books, Training of all Gr. B & C	DHANANJAY SHRIVASTAVA	JATIN JAIN
13.	DHANANJAY SHRIVASTAVA (TA)	RTI Compilation, CPGRAM, Work related to Welfare Committee, 56 (J), Leave Matters of (P&E Staff and other than P&E staff)	SATYAM DWIVEDI	AJAY KUMAR
14.	AJAY KUMAR (EA)	All Monthly/Quarterly/Half Yearly/Yearly reports and all admin work, Cost Recovery Matters	AJIT KUMAR PANDEY	DONLUNGLU KAMEI
15.	NAVJOT SINGH VIRK (TA)	Sports Quota & Compassionate Ground Appointment of Ministerial Cadre, ICT, Transfer & Posting of Ministerial Cadre, Updating HOP and Maintaining record of Joining & Relieving of Ministerial Staff	AJAY KUMAR	AJIT KUMAR PANDEY
16.	ROHIT KADWADKAR (TA)	Appointment and Service Matter, Document Verification (Direct/Local recruitment), Loan/Deputation Posting, Change of Name, Technical Resignation, NOC of Ministerial Staff	SETHI RAM	SATYAM DWIVEDI
17.	SETHI RAM (EA)	Appointment and Service Matter, Document Verification (Direct/Local recruitment), Loan/Deputation Posting, Change of Name, Technical Resignation, NOC of Ministerial Staff	ROHIT KADWADKAR	RAMESH NATHU NAWALI
18.	LOKESH (EA)	Promotion, Policy/Service & Policy matters/Promotion Matters, DPC of Ministerial Staff, Telecommunication.	RAJESH AHUJA	NAVJOT SINGH VIRK
19.	RAJESH AHUJA (TA)	Maintenance of Register, SS/WS/ Vacancy Position of Ministerial Staff, Misc. Report of DPC table (Ministerial),	LOKESH	PRASHANT KANWAT
20.	VISHAKHA (TA)	Recruitment, Maintenance of Register, SS/WS/ Vacancy Position, DPC, Change of Name, Promotion Policy, Service Matters of Staff Car Driver and Canteen Staff.	NAVJOT SINGH VIRK	RAJESH AHUJA

21	JATIN JAIN (TA)	Seniority of Ministerial Staff and Allied Cadres like Canteen, Staff Car Driver, Telecom, etc., Court/CAT Cases, MACP of ministerial Staff	VISHAKHA	DHARMENDRA KUMAR
22	RAMESH NATHU NAWALI (EA)	Receiving & Dispatch of letters and files, Maintaining Stationary Record	RAVINDRA DHAYA PATIL	VISHAKHA
23	RAVINDRA DHAYA PATIL (EA)	Receiving & Dispatch of letters and files, Maintaining Stationary Record	RAMESH NATHU NAWALI	ROHIT KADWADKAR
24	VAMIKA GOUCHWAL (TA)	ON LEAVE		


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.
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