OFFICE OF THE COMMISSIONER OF CUSTOMS (EXPORT)
EDI SECTION, 4TH FLOOR, ANNEX BUILDING, NEW CUSTOM HOUSE,
BALLARD ESTATE, MUMBAI- 400 001
Phone No. 022-22757497, E-mail id: edi.helpdeskmcz1@gov.in

F. No. CUS/12235/2026-EDI **Date:03-11-2026**

OFFICE ORDER NO. / 2026

In supersession of all previous orders on the subject, the daily rotation duty roster for Head Hawaldars / Hawaldars posted in the EDI Section (Export Commissionerate) for the month of **November 2026** is hereby issued as per the schedule mentioned below:

Date	Day Shift (0900 Hrs)	Night Shift (1800 Hrs)	Off Duty
01.11.2026	KULDEEP	AKASH MEENA	SANTOSH M. WADKAR
02.11.2026	AKASH MEENA	SANTOSH M. WADKAR	KULDEEP
03.11.2026	SANTOSH M. WADKAR	KULDEEP	AKASH MEENA
04.11.2026	KULDEEP	AKASH MEENA	SANTOSH M. WADKAR
05.11.2026	AKASH MEENA	SANTOSH M. WADKAR	KULDEEP
06.11.2026	SANTOSH M. WADKAR	KULDEEP	AKASH MEENA
07.11.2026	KULDEEP	AKASH MEENA	SANTOSH M. WADKAR
08.11.2026	AKASH MEENA	SANTOSH M. WADKAR	KULDEEP
09.11.2026	SANTOSH M. WADKAR	KULDEEP	AKASH MEENA
10.11.2026	KULDEEP	AKASH MEENA	SANTOSH M. WADKAR
11.11.2026	AKASH MEENA	SANTOSH M. WADKAR	KULDEEP
12.11.2026	SANTOSH M. WADKAR	KULDEEP	AKASH MEENA
13.11.2026	KULDEEP	AKASH MEENA	SANTOSH M. WADKAR
14.11.2026	AKASH MEENA	SANTOSH M. WADKAR	KULDEEP
15.11.2026	SANTOSH M. WADKAR	KULDEEP	AKASH MEENA
16.11.2026	KULDEEP	AKASH MEENA	SANTOSH M. WADKAR
17.11.2026	AKASH MEENA	SANTOSH M. WADKAR	KULDEEP
18.11.2026	SANTOSH M. WADKAR	KULDEEP	AKASH MEENA
19.11.2026	KULDEEP	AKASH MEENA	SANTOSH M. WADKAR
20.11.2026	AKASH MEENA	SANTOSH M. WADKAR	KULDEEP

21.11.2026	SANTOSH M. WADKAR	KULDEEP	AKASH MEENA
22.11.2026	KULDEEP	AKASH MEENA	SANTOSH M. WADKAR
23.11.2026	AKASH MEENA	SANTOSH M. WADKAR	KULDEEP
24.11.2026	SANTOSH M. WADKAR	KULDEEP	AKASH MEENA
25.11.2026	KULDEEP	AKASH MEENA	SANTOSH M. WADKAR
26.11.2026	AKASH MEENA	SANTOSH M. WADKAR	KULDEEP
27.11.2026	SANTOSH M. WADKAR	KULDEEP	AKASH MEENA
28.11.2026	KULDEEP	AKASH MEENA	SANTOSH M. WADKAR
29.11.2026	AKASH MEENA	SANTOSH M. WADKAR	KULDEEP
30.11.2026	SANTOSH M. WADKAR	KULDEEP	AKASH MEENA

All Head Hawaldars / Hawaldars shall strictly comply with the following operational directives while performing their assigned duties:

1. **Uniform Code:** All Head Hawaldars / Hawaldars shall be in proper prescribed uniform while performing duty.
2. **Attendance & Station Diary:** Officers must sign the Station Diary maintained at the gate at the beginning and end of each shift.
3. **Access Control & Physical Security:** Officers posted shall ensure that no unauthorized person enters the section/premises.
4. **Patrolling:** Regular surveillance rounds and patrolling of designated areas must be carried out throughout the shift.
5. **Shift Timings & Handover:** Day Shift will start from 09:00 Hrs and Night Shift will start from 18:00 Hrs. No Head Hawaldar / Hawaldar should leave his post unless his reliever joins duties and after proper handing over of charge.
6. **Escalation Protocol:** Any difficulty, operational issue, or incident during duty hours must be reported immediately to the Superintendent of Customs (Admin/EDI).

Non-compliance with these directives or unauthorized absence from the place of duty will be viewed seriously and will attract disciplinary action under relevant rules.

Digitally signed by
Mahesh Ashok Keny
Date: 03-11-2026
17:09:44

(Deputy Commissioner of Customs)

EDI Section, Export Commissionerate

Copy to:

1. The Deputy Commissioner of Customs, EDI Section (Export Commissionerate), NCH, Mumbai.
2. Group 'C' Establishment, General Commissionerate, NCH, Mumbai.
3. Concerned Officers (Head Hawaldars / Hawaldars).
4. Notice Board.