



मुंबई सीमाशुल्क अंचल - I

Mumbai Customs Zone - I

प्रधान आयुक्त सीमाशुल्क (सामान्य) का कार्यालय
Office of the Principal Commissioner of Customs (General)

नवीन सीमाशुल्क भवन, बेलार्ड इस्टेट, मुंबई

New Custom House, Ballard Estate, Mumbai,

Maharashtra - 400 001

Telephone - 022-22757736 / 7422

E-mail: p.estt-mum-cus-zone1@gov.in



आजादी का
अमृत महोत्सव

F. No. - CUS/16727/2025-P&E

Date: 01-01-2026

ESTT. OFFICE ORDER NO. 302 /2025 (P&E)

A Departmental Promotion Committee meeting for the Vacancy Year 2026 was held on 15.12.2025 wherein Canteen Staff designated as Canteen Attendant was considered for promotion to the post of Clerk (Group "C", Non-Gazetted, Non-Ministerial). On the basis of the recommendations of the said DPC, the following Canteen Attendant is hereby promoted to the post of Clerk in Level-2 in the Pay Matrix (Rs. 19,900-63,200) on regular basis with effect from 01.01.2026.

Sr. No.	Name of the Officer	Category
01.	Shri S.N.Suvarna	UR

2. The above officer is directed to assume charge not before 01.01.2026 and latest by 15.01.2026 failing which it will be construed that he is not interested in accepting the promotion. Failure to assume charge shall be treated as refusal to accept the promotion offered to the officer and action in terms of OM No. 22011/5/86-ESTT. (D) dated 10.04.1989 shall be initiated.
3. The promotion shall take effect only after assumption of charge at the concerned Zone/place of posting. A copy of the assumption of charge should be endorsed to the Personnel & Estt. Section, New Custom House, Mumbai-I.
4. The pay and allowances of the newly promoted officer will be granted only from the date of assumption of charge. Promoted officer is entitled to exercise the option for fixation of pay on promotion in terms of F.R.-22(1)(a)(i) as per DOPT OM No. 13/02/2017-Estt. (Pay-I) dated 27.07.2017 within one month from the effective date of his promotion.
5. The above promotion shall be subject to the outcome of any relevant pending case in any Tribunal/High Court/Supreme Court of India and/or any review measure undertaken by this department in pursuance of any decision of any Tribunal/Court and/or any direction of the Ministry pursuant to any judicial order.
6. The controlling officer shall ensure that if the officer whose name figure in this order is under suspension or facing any charge-sheet or prosecution, he should not be allowed to assume charge of the post and this should immediately be reported to the P&E Section, NCH, Mumbai Zone-I. Further, if the officer is undergoing any penalty, he should

be allowed to assume the charge of the post only after the expiry of the currency of the penalty period and this should be reported to P&E section, NCH, Mumbai-I.

This issues with the approval of the Competent Authority.

(Varun Rangaswamy)

Digitally signed by
Varun Rangaswamy

Date: 01-01-2026

10:40:58
Address: Commissioner of Customs
Personnel & Establishment
New Custom House, Mumbai-400001

Copy to :-

1. The Pr. Chief /Chief Commissioner of Customs, Mumbai-I, II & III.
2. All the Pr. Commissioner / Commissioner of Customs, Mumbai – I, II & III.
3. The Liaison Officer for SC/ST.
4. Vigilance / CCR / IPR / SC/ST Cell, CAO/PAO.
5. Service Book Table, Seniority Table.
6. Concerned Officers
7. DC/EDI (For uploading on website).
8. Accounts Pay Bill Section.
9. Office copy.