



प्रधान आयुक्त का कार्यालय, सीमा शुल्क, अहमदाबाद
“सीमा शुल्क भवन” पहली मंजिल, पुराने हाई कोर्ट के सामने, नवरंगपुरा ,
अहमदाबाद 380 009.

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OFFICE ORDER No. 10/2021

DATED: 21.04.2021

Subject: Preventive measures to contain the spread of Novel Coronavirus (Covid-19)-Attendance of Central Government Officials-reg.

This office order is issued in pursuance of Office Order 03/2021 dated 19.04.2021 issued by Joint Commissioner, CCO, Customs Gujarat Zone, Ahmedabad and Government of Gujarat Order No. V-1/KAV/102020/482 dated 12.04.2021 and CBIC letter F.No. C.50/30/2020-Ad.II dated 19.04.2021 read with DoPT Office Memorandum dated 19.04.2021, to prescribe the duty roster for Officers/staff at Customs HQ, Ahmedabad.

2. The roster for Group “B” and Group “C” officers/staff posted at Customs HQ, Ahmedabad who would attend office is enclosed in Annexure-I.

3. Any officer staying in containment zones of Ahmedabad city shall be exempted till the containment zone is de-notified by Additional/Joint Commissioner(P&V) from attending office despite being listed in the roster on the condition of he or she submitting mail request to that effect along with supporting documents. Such officer(s) must submit proof of their residential address in containment zone by email on email ID-estta2014@gmail.com.

4. While taking decision in this regard, it may be ensured that necessary office work is not hampered and at the same time it also needs to be ensured that prescribed Covid-19 protocol is followed strictly.

5. All the officers are requested to ensure strict compliance of instructions on Covid-appropriate behaviour issued by MHA, MoH&FW

and DoPT from time to time. Biometric attendance shall continue to suspended and physical attendance register to be maintained until further orders.

6. Those officers/staff who are ordered to work from home, will be accessible to Office through eOffice and over Phone/Mobile and wherever exigency mandates their presence in Office, they shall report to office to perform their Official duties.
7. The above instructions/guidelines shall come into effect immediately and will remain in force up to 30.04.2021 or until further orders whichever is earlier.
8. The Deputy/Assistant Commissioners of division offices and all filed formations are requested to take necessary action with regards to attendance by officers and staff within their respective formations/offices, in compliance of above said orders/O.M./letters.
9. This issues with the approval of the Commissioner of Customs, Ahmedabad.

(Murali Rao R.J.)
Deputy Commissioner (P&V)

Encl-Annexure-I & all relevant orders/letters

Copy to :

1. The Joint Commissioner, CCO, Customs Gujarat Zone, Ahmedabad.
2. The Additional/Joint Commissioners, Customs Commissionerate, Ahmedabad.
3. All Deputy/Assistant Commissioners, Customs Commissionerate, Ahmedabad.
4. Sr. PS to Principal Commissioner of Customs, Ahmedabad.
5. Individual Officers
6. Guard file.

ANNEXURE-I

Date	Section	Name (S/Shri/Ms.)	Designation	Timing
Even Dates	Preventive	K Shaji Methew	AC (in situ)	9 AM TO 5:30 PM
		Dilip Jadav	Superintendent	
		Kundan Kumar	Inspector	
		Manisha Sharma	T.A.	
	Disposal	Prashant Kumar Prasun	Superintendent	9:30 AM TO 6 PM
	Taskforce	T A Bhairapura	Superintendent	10 AM TO 6:30 PM
	O&A	Manish J Malhotra	Superintendent	9 AM TO 5:30 PM
		S.M. Nair	Superintendent	
		Jyothimon Dethan	Superintendent	
		Rishikesh Prasad	Inspector	
Technical/ Technical (DBK)	J C Trivedi	Superintendent	9:30 AM TO 6 PM	
	K. B. Mudaliar	Superintendent		
	Swapna Joseph	Superintendent		
	M Eshwar Rao	Inspector		
	Isha Jaishwal	T.A.		
Vigilance/ Conf	K. K. Mehta	Superintendent	10 AM TO 6:30 PM	
	Vikram Kumar	E.A.		
	Jatin Vyas	T.A.		
O&M	K. N. Chavada	AC(in situ)	9 AM TO 5:30 PM	
CAT/RTI	Ajithadevi R Menon	Superintendent	9:30 AM TO 6 PM	

	Stats	Virendra Singh Dipendra Singh Bhadauria	Superintendent T.A.	10 AM TO 6:30 PM
	Audit	K.D. Chauhan Suman Tahiliani	AC (in situ) Superintendent	9 AM TO 5:30 PM
	Legal/DLC	Mohan Krishnan K. Anup J. Chaurasia Jarnail Singh	Superintendent Superintendent T.A.	9:30 AM TO 6 PM
	Prosecution Cell	Rajkumar C A	Superintendent	10 AM TO 6:30 PM
	RRA	Vivek Srivastava Lalit Kumar Kumari Anurupa	AC (in situ) Inspector T.A.	9 AM TO 5:30 PM
	System	Hitesh Sangani	Superintendent	9:30 AM TO 6 PM
	Admin/Estt	M..A. Nawab Govind Ram Gupta S.A Chauhan Ashish Gautam	Superintendent E.A. T.A. T.A.	10 AM TO 6:30 PM
	CAO	Manoj Makwana Praveen Kumar Sahil Mittal S. B. Barot I S Desai	A.O E.A T.A T.A. Driver (Working as Havaladar)	9 AM TO 5:30 PM
	GSO/PRO	Amit Kumar	Inspector	9:30 AM TO 6 PM
	PS/PA to PC	Rakesh Kumar	T.A	10 AM TO 6:30 PM
	PA to JCs	Abhishek Sharma Mohd. Nafees	Steno Steno	9 AM TO 5:30 PM

	Dispatch/ CRU	Ashwini Kumar	T.A	9:30 AM TO 6 PM
Odd dates	Preventive	R I Rajani	Superintendent	9 AM TO 5:30 PM
		Randhir Kumar	Inspector	
		Linsa Ashok	Inspector	
	Disposal/ Prosecution	P.U. Shah	Inspector	9:30 AM TO 6 PM
		Garima Singh	T.A.	
	Taskforce	Ramani Milin Chandrakant	Inspector	10 AM TO 6:30 PM
	O&A	N. G. Makwana	Superintendent	9 AM TO 5:30 PM
		Rajesh K Agarwal	Superintendent	
		Vishwajeet Singh Shekhawat	Inspector	
		Vinod K Rangi	T.A.	
Technical/ Technical (DBK)	D.B. Raval	Superintendent	9:30 AM TO 6 PM	
	P.B. Modh	Superintendent		
	Tejas Shah	Superintendent		
	Chetan Varma	Superintendent		
	Navin Jakhar	Inspector		
Vigilance/ Conf	Beena Prabhakaran	Superintendent	10 AM TO 6:30 PM	
	Shahjad H Mansuri	Inspector		
	Sunil Kumar	E.A.		
O&M/CAT/ RTI	Vijaya Pawar	Superintendent (in situ)	9 AM TO 5:30 PM	
Stats	Dhiraj Kumar	Superintendent (in situ)	9:30 AM TO 6 PM	
Audit	S S Jadav	Superintendent	10 AM TO 6:30 PM	

		Himanshu Khattri R K. Pujara	Superintendent (in situ) T.A.	
Legal		S K Meena Himanshu Shrimali	Superintendent Superintendent (in situ)	9 AM TO 5:30 PM
RRA		C G Patel B. B. Joshipura Aman Garg	Superintendent Superintendent Inspector	9:30 AM TO 6 PM
System/E-Office		Ram Naresh Meena	Superintendent (in situ)	10 AM TO 6:30 PM
Admin/Estt		Tarun Ayani Pradeep Bhushan Sandeep Singh Sachin Yadav Jaish Meena	Superintendent E.A T.A. T.A. T.A.	9 AM TO 5:30 PM
Rajbhasha		Lavesh Kumar	JHT	9:30 AM TO 6 PM
CAO		Neha Patel Munesh Beniwal Hiren Katara Puneet Sharma J.M. Patel	Superintendent E.A T.A. T.A Driver (Clerical work)	9 AM TO 5:30 PM
GSO/PRO		R.K Chauhan	Superintendent	9:30 AM TO 6 PM
PS/PA to PC		Prashant Lokhare	Sr. PS	10 AM TO 6:30 PM
PA to JCs		Rajat Sharma	Steno	9 AM TO 5:30 PM
Dispatch/		Manoj Kshatriya	LDC	9:30 AM TO 6 PM

	CRU			
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