



# सीमाशुल्क आयुक्त (आयात) का कार्यालय

OFFICE OF THE COMMISSIONER OF CUSTOMS (IMPORT),  
जन संपर्क अनुभाग, हवाई माल संकुल सहर, अंधेरी (पूर्व), मुंबई-

४०० ०९९

PRO CELL AIR CARGO COMPLEX SAHAR, ANDHERI (EAST), MUMBAI - 400 000

F.No. S/3-Misc-PRO-39/2018-19/ACC(I)

Date: 17.08.2020

## WORK ROSTER

In pursuance to directions contained in CCO letter F. No. S/II-03(03)/CCO-III/Admn/2013 dated 30.07.2020 and MHA, GOI Order No.40-3/2020-DM-I(A) dated 29.07.2020, read with GOM Order No.DMU/2020/CR.92/DisM-1 dated 29.07.2020, in continuation of the earlier Work Roster issued vide this office letter of even file number, dated 31.07.2020, the Work Roster of following officers and staff required to render essential and critical services, w.e.f. 18.08.2020 to 31.08.2020, is as under:

### (I) AC/DC:

Date	Name of AC/DC		
	Assessment/Shed		
18-08-2020	Prashant Gawande	Ravi Suvarna	Roshan Lal
19-08-2020	Prashant Gawande	Ravi Suvarna	Ashwini Bandekar
20-08-2020	Bipin Jadhav	Ravi Suvarna	Ashwini Bandekar
21-08-2020	R.P. Borkar	Bipin Jadhav	Roshan Lal
22-08-2020	R.P. Borkar	Roshan Lal	
24-08-2020 (Mon)	Bipin Jadhav	Ravi Suvarna	Ashwini Bandekar
	M.H. Hingorani*		
25-08-2020	Bipin Jadhav	Ravi Suvarna	Ashwini Bandekar
26-08-2020	R.P. Borkar	Bipin Jadhav	Roshan Lal
27-08-2020	R.P. Borkar	Bipin Jadhav	Roshan Lal
28-08-2020	R.P. Borkar	Prashant Gawande	Roshan Lal
29-08-2020	Prashant Gawande	Ravi Suvarna	Ashwini Bandekar
31-08-2020 (Mon)	Bipin Jadhav	Ravi Suvarna	Ashwini Bandekar
	M.H. Hingorani*		

\*The officers marked (\*) shall attend PRO/EDI/Admin related work only.

### (II) Import Shed:

Date	Name of A.O. / Supdt. / E.O.		
18-08-2020	Kripashankar Kori, AO 9594121420	Anuj Jain, AO 9718218151	Surendra Ram, Supdt. 8080546877
	N.U. Shringarpure, Sup 9833493598	Gaurav Mann, A.O. 9015915415	Manohar Burade, A.O. 8779785294
	Harsh Mohan, EO 9930333771	B S Bairwa, EO 8369382937	Pramod Kumar, EO 7531038606
	Navneet Meena, EO 9555085700	Kishor G Karalkar, EO 8828696875	
19-08-2020	Lalaji Tirpude, A.O. 8879466450	Deepak Nandanwar, AO 9372950322	Vijay K Modak, Supdt. 9773011533
	Deepak Kumar, A.O. 7977811632	Arvind Kadam, AO 9773287511	Brijesh K Verma, AO 7666885660
	Vikas K Akela, E.O. 9711768654	Vinay Malik, EO 8446557264	Sudhir, EO 8828393400
	Ujwala V Mahakal, EO 8169791506	Ajay Meena, EO 7891266366	
20-08-2020	Lalaji Tirpude, A.O. 8879466450	Deepak Nandanwar, AO 9372950322	Vijay K Modak, Supdt. 9773011533
	Deepak Kumar, A.O.	Arvind Kadam, AO	Brijesh K Verma, AO

	7977811632	9773287511	7666885660
	Vikas K Akela, E.O. 9711768654	Vinay Malik, EO 8446557264	Sudhir, EO 8828393400
	Ujwala V Mahakal, EO 8169791506	Ajay Meena, EO 7891266366	
21-08-2020	Lalaji Tirpude, A.O. 8879466450	Deepak Nandanwar, AO 9372950322	Vijay K Modak, Supdt. 9773011533
	Deepak Kumar, A.O. 7977811632	Arvind Kadam, AO 9773287511	Brijesh K Verma, AO 7666885660
	Vikas K Akela, E.O. 9711768654	Vinay Malik, EO 8446557264	Sudhir, EO 8828393400
	Ujwala V Mahakal, EO 8169791506	Ajay Meena, EO 7891266366	
22-08-2020	Kripashankar Kori, AO 9594121420	Anuj Jain, AO 9718218151	Surendra Ram, Supdt. 8080546877
	N.U. Shringarpure, Sup 9833493598	Gaurav Mann, A.O. 9015915415	Manohar Burade, A.O. 8779785294
	Harsh Mohan, EO 9930333771	B S Bairwa, EO 8369382937	Pramod Kumar, EO 7531038606
	Navneet Meena, EO 9555085700	Kishor G Karalkar, EO 8828696875	
24-08-2020	Kripashankar Kori, AO 9594121420	Anuj Jain, AO 9718218151	Surendra Ram, Supdt. 8080546877
	N.U. Shringarpure, Sup 9833493598	Gaurav Mann, A.O. 9015915415	Manohar Burade, A.O. 8779785294
	Harsh Mohan, EO 9930333771	B S Bairwa, EO 8369382937	Pramod Kumar, EO 7531038606
	Navneet Meena, EO 9555085700	Kishor G Karalkar, EO 8828696875	
25-08-2020	Kripashankar Kori, AO 9594121420	Anuj Jain, AO 9718218151	Surendra Ram, Supdt. 8080546877
	N.U. Shringarpure, Sup 9833493598	Gaurav Mann, A.O. 9015915415	Manohar Burade, A.O. 8779785294
	Harsh Mohan, EO 9930333771	B S Bairwa, EO 8369382937	Pramod Kumar, EO 7531038606
	Navneet Meena, EO 9555085700	Kishor G Karalkar, EO 8828696875	
26-08-2020	Lalaji Tirpude, A.O. 8879466450	Deepak Nandanwar, AO 9372950322	Vijay K Modak, Supdt. 9773011533
	Deepak Kumar, A.O. 7977811632	Arvind Kadam, AO 9773287511	Brijesh K Verma, AO 7666885660
	Vikas K Akela, E.O. 9711768654	Vinay Malik, EO 8446557264	Sudhir, EO 8828393400
	Ujwala V Mahakal, EO 8169791506	Ajay Meena, EO 7891266366	
27-08-2020	Lalaji Tirpude, A.O. 8879466450	Deepak Nandanwar, AO 9372950322	Vijay K Modak, Supdt. 9773011533
	Deepak Kumar, A.O. 7977811632	Arvind Kadam, AO 9773287511	Brijesh K Verma, AO 7666885660
	Vikas K Akela, E.O. 9711768654	Vinay Malik, EO 8446557264	Sudhir, EO 8828393400
	Ujwala V Mahakal, EO 8169791506	Ajay Meena, EO 7891266366	
28-08-2020	Lalaji Tirpude, A.O. 8879466450	Deepak Nandanwar, AO 9372950322	Vijay K Modak, Supdt. 9773011533
	Deepak Kumar, A.O. 7977811632	Arvind Kadam, AO 9773287511	Brijesh K Verma, AO 7666885660
	Vikas K Akela, E.O. 9711768654	Vinay Malik, EO 8446557264	Sudhir, EO 8828393400
	Ujwala V Mahakal, EO 8169791506	Ajay Meena, EO 7891266366	
29-08-2020	Kripashankar Kori, AO 9594121420	Anuj Jain, AO 9718218151	Surendra Ram, Supdt. 8080546877
	N.U. Shringarpure, Sup 9833493598	Gaurav Mann, A.O. 9015915415	Manohar Burade, A.O. 8779785294

	Harsh Mohan, EO 9930333771	B S Bairwa, EO 8369382937	Pramod Kumar, EO 7531038606
	Navneet Meena, EO 9555085700	Kishor G Karalkar, EO 8828696875	
31-08-2020	Kripashankar Kori, AO 9594121420	Anuj Jain, AO 9718218151	Surendra Ram, Supdt. 8080546877
	N.U. Shringarpure, Sup 9833493598	Gaurav Mann, A.O. 9015915415	Manohar Burade, A.O. 8779785294
	Harsh Mohan, EO 9930333771	B S Bairwa, EO 8369382937	Pramod Kumar, EO 7531038606
	Navneet Meena, EO 9555085700	Kishor G Karalkar, EO 8828696875	

NB:AC/Shed may, however, requisition other officers in case regular officer is unable to attend office or there is increased workload noticed in Shed. In such case, the requisitioned officers shall comply with such orders.

### III. Appraising Groups:

Date	Name of A.O.		Name of E.O.	
18-08-2020	Rohit Narang 7045660667	Narendra Kuldeep 9460243806	Sarath Kumar NV 9029661535	Anil Kumar 9996539555
	Atul Goel 8826384738	Vijay Sontakke 9869363242	Amar Gupta 9650975559	Pankaj Saini 9466683250
	C B Nair 9930238838			
19-08-2020	Rohit Narang 7045660667	Narendra Kuldeep 9460243806	Sarath Kumar NV 9029661535	Anil Kumar 9996539555
	Atul Goel 8826384738	Vijay Sontakke 9869363242	Amar Gupta 9650975559	Pankaj Saini 9466683250
	C B Nair 9930238838			
20-08-2020	Rohit Narang 7045660667	Narendra Kuldeep 9460243806	Sarath Kumar NV 9029661535	Anil Kumar 9996539555
	Atul Goel 8826384738	Vijay Sontakke 9869363242	Amar Gupta 9650975559	Pankaj Saini 9466683250
	C B Nair 9930238838	Ravindra Singh 9821642184		
21-08-2020	Pawan Agarwal 9969056636	Ranjit Kumar 9920950170	Hemant Pandey 9137138217	Raman Kumar 8291063631
	Ajay G Gaikwad 9923045972	Kalpesh Desai 9821250149	Amit K. Panwar 7011562392	Pradeep K Sharma 9821360788
	C Ramanathan 9833933450	Ravindra Singh 9821642184		
22-08-2020	Pawan Agarwal 9969056636	Ranjit Kumar 9920950170	Hemant Pandey 9137138217	Raman Kumar 8291063631
	Ajay G Gaikwad 9923045972	Kalpesh Desai 9821250149	Amit K. Panwar 7011562392	Pradeep K Sharma 9821360788
	C Ramanathan 9833933450			
24-08-2020	Pawan Agarwal 9969056636	Ranjit Kumar 9920950170	Sarath Kumar NV 9029661535	Anil Kumar 9996539555
	Ajay G Gaikwad 9923045972	Kalpesh Desai 9821250149	Amar Gupta 9650975559	Pankaj Saini 9466683250
	C Ramanathan 9833933450	Ravindra Singh 9821642184		
25-08-2020	Rohit Narang 7045660667	Narendra Kuldeep 9460243806	Sarath Kumar NV 9029661535	Anil Kumar 9996539555
	Atul Goel 8826384738	Vijay Sontakke 9869363242	Amar Gupta 9650975559	Pankaj Saini 9466683250
	C B Nair 9930238838			

26-08-2020	Rohit Narang 7045660667	Narendra Kuldeep 9460243806	Hemant Pandey 9137138217	Raman Kumar 8291063631
	Atul Goel 8826384738	Vijay Sontakke 9869363242	Amit K. Panwar 7011562392	Pradeep K Sharma 9821360788
	C B Nair 9930238838			
27-08-2020	Rohit Narang 7045660667	Narendra Kuldeep 9460243806	Hemant Pandey 9137138217	Raman Kumar 8291063631
	Atul Goel 8826384738	Vijay Sontakke 9869363242	Amit K. Panwar 7011562392	Pradeep K Sharma 9821360788
	C B Nair 9930238838			
28-08-2020	Pawan Agarwal 9969056636	Ranjit Kumar 9920950170	Hemant Pandey 9137138217	Raman Kumar 8291063631
	Ajay G Gaikwad 9923045972	Kalpesh Desai 9821250149	Amit K. Panwar 7011562392	Pradeep K Sharma 9821360788
	C Ramanathan 9833933450	Ravindra Singh 9821642184		
29-08-2020	Pawan Agarwal 9969056636	Ranjit Kumar 9920950170	Sarath Kumar NV 9029661535	Anil Kumar 9996539555
	Ajay G Gaikwad 9923045972	Kalpesh Desai 9821250149	Amar Gupta 9650975559	Pankaj Saini 9466683250
	C Ramanathan 9833933450	Ravindra Singh 9821642184		
31-08-2020	Pawan Agarwal 9969056636	Ranjit Kumar 9920950170	Hemant Pandey 9137138217	Raman Kumar 8291063631
	Ajay G Gaikwad 9923045972	Kalpesh Desai 9821250149	Amit K. Panwar 7011562392	Pradeep K Sharma 9821360788
	C Ramanathan 9833933450	Ravindra Singh 9821642184		

NB: AC/Group may, however, requisition other officers in case regular officer is unable to attend office or there is increased workload noticed in Group. In such case, the requisitioned officers shall comply with such orders.

#### (IV) PRO, EDI& Misc.:

Date	AO/Supdt.	Name of EO/PO		
18.08.2020	Girijesh Kumar, AO 9321606463	Alok Kumar, EO 9681589636	Ambuj Kumar, EO 9718576296	Sunil Kumar, EO 7400450057
19.08.2020	Girijesh Kumar, AO 9321606463	Alok Kumar, EO 9681589636	Ambuj Kumar, EO 9718576296	Sonkusare Gunwante, PO 7039528510
20.08.2020	Dipali Karangutkar, Supdt. 9167345595	Alok Kumar, EO 9681589636	Ambuj Kumar, EO 9718576296	Sonkusare Gunwante, PO 7039528510
21.08.2020	Devendra Kumar, AO 9702455923	Sunil Kumar, EO 7400450057	Santosh Meena, EO 8209908244	Deepesh Bansal, EO 9599665924
22.08.2020	Sarvindu Chaubey, AO 9082358342	Sunil Kumar, EO 7400450057	Santosh Meena, EO 8209908244	Rohitashwa Singh, EO 9819315279
24.08.2020	Devendra Kumar, AO 9702455923	Rohitashwa Singh, EO 9819315279	Santosh Meena, EO 8209908244	Deepesh Bansal, EO 9599665924
25.08.2020	Girijesh Kumar, AO 9321606463	Sunil Kumar, EO 7400450057	Santosh Meena, EO 8209908244	Alok Kumar, EO 9681589636
26.08.2020	Sudhir Yadav, Supdt. 9082718615	Alok Kumar, EO 9681589636	Santosh Meena, EO 8209908244	Sonkusare Gunwante, PO 7039528510

27.08.2020	Sudhir Yadav, Supdt. 9082718615	Sunil Kumar, EO 7400450057	Ambuj Kumar, EO 9718576296	Sonkusare Gunwante, PO 7039528510
28.08.2020	S Suresh, Supdt. 9987331934	Rohitashwa Singh, EO 9819315279	Ambuj Kumar, EO 9718576296	Deepesh Bansal, EO 9599665924
29.08.2020	Sarvindu Chaubey, AO 9082358342	Rohitashwa Singh, EO 9819315279	Sonkusare Gunwante, PO 7039528510	Deepesh Bansal, EO 9599665924
31.08.2020	Devendra Kumar, AO 9702455923	Rohitashwa Singh, EO 9819315279	Ambuj Kumar, EO 9718576296	Deepesh Bansal, EO 9599665924

NB: AC/PRO may, however, requisition other officers in case regular officer is unable to attend office or there is increased workload noticed in PRO/EDI/ Misc. work. In such case, the requisitioned officers shall comply with such orders.

**(V) Appraising Groups, PRO & EDI:**

Date	Name of STA/TA/LDC		
18.08.2020	Ankit Goel 9899220643	Devendra Kumar 7039541185	Dev Narayan 7977890034
	Jay Prakash Kumar 7903457730	Mahendra K Meena 8058525345	Ashok Pipliwal 9660379779
19.08.2020	Ankit Goel 9899220643	Devendra Kumar 7039541185	Dev Narayan 7977890034
	Jay Prakash Kumar 7903457730	Mahendra K Meena 8058525345	Ashok Pipliwal 9660379779
20.08.2020	Ravi Kumar 9920528710	Rahul Chhikara 9671414248	Manoj Yadav 8447044455
	Madan Chavan 9930783361	Dilip R. Ghadigaonkar 9987488939	Amita Vijay Pawar 9769575205
21.08.2020	Ravi Kumar 9920528710	Rahul Chhikara 9671414248	Manoj Yadav 8447044455
	Madan Chavan 9930783361	Dilip R. Ghadigaonkar 9987488939	Amita Vijay Pawar 9769575205
22.08.2020	Ankit Goel 9899220643	Devendra Kumar 7039541185	Dev Narayan 7977890034
	Jay Prakash Kumar 7903457730	Mahendra K Meena 8058525345	Ashok Pipliwal 9660379779
24.08.2020	Ankit Goel 9899220643	Devendra Kumar 7039541185	Dev Narayan 7977890034
	Jay Prakash Kumar 7903457730	Mahendra K Meena 8058525345	Ashok Pipliwal 9660379779
25.08.2020	Ravi Kumar 9920528710	Rahul Chhikara 9671414248	Manoj Yadav 8447044455
	Madan Chavan 9930783361	Dilip R. Ghadigaonkar 9987488939	Amita Vijay Pawar 9769575205
26.08.2020	Ravi Kumar 9920528710	Rahul Chhikara 9671414248	Manoj Yadav 8447044455
	Madan Chavan 9930783361	Dilip R. Ghadigaonkar 9987488939	Amita Vijay Pawar 9769575205
27.08.2020	Ankit Goel 9899220643	Devendra Kumar 7039541185	Dev Narayan 7977890034
	Jay Prakash Kumar 7903457730	Mahendra K Meena 8058525345	Ashok Pipliwal 9660379779
28.08.2020	Ankit Goel 9899220643	Devendra Kumar 7039541185	Dev Narayan 7977890034
	Jay Prakash Kumar 7903457730	Mahendra K Meena 8058525345	Ashok Pipliwal 9660379779
29.08.2020	Ravi Kumar 9920528710	Rahul Chhikara 9671414248	Manoj Yadav 8447044455

	Madan Chavan 9930783361	Dilip R. Ghadigaonkar 9987488939	Amita Vijay Pawar 9769575205
31.08.2020	Ravi Kumar 9920528710	Rahul Chhikara 9671414248	Manoj Yadav 8447044455
	Madan Chavan 9930783361	Dilip R. Ghadigaonkar 9987488939	Amita Vijay Pawar 9769575205

NB: On duty AC/DC may, however, requisition other officers in case regular officer is unable to attend office or there is increased workload. In such case, the requisitioned officers shall comply with such orders.

**1) Roster for staff of other sections viz. Adjudication, TSK, SIIB(Imp), CRC, Review/Legal/TCU,etc. shall be prepared by respective Sections with the approval of their Addl. Commissioner of Customs, Import, ACC, separately. The officers shall keep record of work done by them while working from home.**

**2) The officers whose names are listed on Roster duty shall be responsible for ensuring enforcement of social distancing. They have to maintain their own safety measures as well as of that of other officers. Shed(AC) is responsible for ensuring officers deputed for Shed work/examination adhere to all safety measures utilizing safety equipment provided by PRO Cell.**

3) If any officer needs exemption from Roster duty due to health reasons or restriction placed by Municipal authorities etc., he shall intimate the Commissioner of Customs, Import, ACC, Sahar well in advance and shall avail the leave after ascertaining sanction thereof or work from home as directed. The officer not available for roster duty shall submit application for commuted leave.

4) AC/DC in charge of assessment will allot work among TA/STAs on Roster basis. AC/DC on Roster shall intimate the officers attending duty as per Roster and intimate PRO Section in case of any absence .

5) The Group/Shed Appraisers/Supdt. posted as per above roster have to attend work of other essential charges of Import Noting, BBG, Bond, registration, etc. The remaining staff and officers shall work from home and while working from home, they are directed to be available on telephone and electronic means of communication at all times. They shall collect files from office and a Register for the purpose shall be maintained by concerned AC/DC in charge of Sections. They shall attend office, if called for, in case of any exigencies of work.

6) In view of the CCO F.No. S/II-03(03)CCO-III/Admn/2013 dated 20.04.2020, all officers are required to submit a report of work done from home on weekly basis starting from week ending 24.04.2020, as per format mentioned below:

Sl. No.	Section/ Nature of Work	Details of work attended/disposed

7) It shall be ensured that seating arrangement in every Section are made in compliance with social distancing norms specified in the Guidelines and that sanitization norms prescribed herein are duly observed. The officers are directed to maintain the norms of social distancing and hygiene as prescribed

by Govt. of India from time to time.

- 9) **AC/DC in charge of assessment and rostered officers of Appraising Groups** shall co-ordinate all mails for all online request of Penalty waiver, and BE Amendments, and other request for relaxation in assessment received in respective Appraising Groups email ids as mentioned in Public Notice No. 98/2020 dated 13.07.2020, and have to make sure the same are attended by AC/DC, Group same day only.
- 10) Any unauthorized absence from the duty will be viewed seriously.
- 11) This issues with the approval of Commissioner of Customs, Import, ACC.

Sd/17.08.2019  
(M. K. Sarangi)  
Addl. Commissioner of Customs (Import),  
Air Cargo Complex, Sahar,  
Mumbai Customs Zone-III

F.No. S/3-Misc-PRO-39/2018-19/ACC(I)  
Date: 17.08.2020

Copy to:

1. PS to Chief Commissioner of Customs, Mumbai Customs, Zone-III.
2. PA to Commissioner of Customs(Import), ACC.
3. Joint Commissioner of Customs, Import/Gen, ACC, Mumbai.
4. All DC/ACs, Import, ACC, Mumbai.
5. All concerned Officers.