



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी,
NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES & NARCOTICS,
पाल समुद्रम, एन एच - 44, गोरंटला मंडल, श्री सत्य साई जिला, आंध्र प्रदेश
PALASAMUDRAM, NH-44, GORANTLA MANDAL,
SRI SATHYA SAI DISTRICT, ANDHRA PRADESH - 515241
E-mail: estt-nacinspm@gov.in



OFFICE ORDER No.11/2025 (Admn)

In supersession to the earlier officer orders and consequent to issuance of Office Order No.07/2025 dated 20/03/2025, the following work allocation is hereby ordered with immediate effect in Administration vertical until further orders :

S.No	Name & Designation of the officer S/Shri/Smt./Ms.	Charges allotted	Name of the Inspector /EA/TA/Steno attached S/Shri/Smt./Ms.
1	Dr. Sreeparvathy S.L., Additional Director	Office Administration, Establishment, Vigilance, Accounts and Budget, Maintenance of Buildings and Residential Estate, Hostel Management, References to all ZTIs, Development of NACIN website and its maintenance, Maintenance of Computer systems and Implementation of e-Office, Hindi Implementation Cell, Legal, RTI, CPGRAMS, DG Office Work, Vehicle Management, Governance & Operation including Monetisation, GRIHA and other Certification	Harsh, TA
2	Mandeep Sangha, Additional Director	Monitoring of Integrated Facility Management Services, Security Services, Manpower Supply Services, Pest Control Services including processing of related bills.	S Suresh, Inspector
3	Mishal Queeni D'costa, Deputy Director	Development of NACIN Website and its maintenance, Maintenance of Computer Systems and Implementation of e-Office and references received from ZTIs, Hostel Warden	Manish Meena, TA Pranjali Garg, Inspector (Hostel management)
4	K N Prasad, Assistant Director	Office Administration, Air ticketing Physical Dak & diarizing sec.email	Vinay Krishna Dasi, EA Aditya Kaushik, Inspector T Rajeshwara Rao, Steno
5	B S Umesh,	Vehicle Management, Maintenance	Digvijit Singh, Inspector

	Assistant Director	of Buildings and Residential Estate, Governance & Operations Including Monetisation and GRIHA & Other Certifications	
6	R Manmohan Reddy, Assistant Director	Establishment & Vigilance. Legal, PQs, RTI, CPGRAMS.	K Mahidhar Reddy, AAD (in Situ) S Ashok Kumar Raju, Inspector Pranjal Garg, Inspector
7	Shivkumar K Iyer, Assistant Director	Monitoring of Integrated Facility Management Services, Security Services, Manpower Supply Services, Pest Control Services including processing of related bills	Aditya Kaushik, Inspector
8	V Venkateswara, Deputy Director (OL)	Hindi Implementation Cell	--
9	K Sudha, CAO	Accounts and Budget	Sayyad Imran Basha, EA Surender Singh, EA, Abhishek Rai, EA, Vishwa Teja, EA Deepender Kr.Gupta, EA

2. The above officers shall attend to any other work assigned/entrusted to them by the undersigned and by other senior officers in their workflow.

3. All the e-office files pertaining to Establishment, Vigilance and Office Administration shall be routed through Shri G Ananda Hari Gopal, Additional Assistant Director.

4. The following is the link officer arrangement in the cadre of DD/AD.

Name of the Officer (S/Shri)	First Link Officer (S/Shri)	Second Link Officer (S/Shri)
Mishal Queeni D'costa	R. Manmohan Reddy	Shivkumar K Iyer
K.N.Prasad	B.S. Umesh	R.Manmohan Reddy
Shivkumar K Iyer	Mishal Queeni D'costa	B.S. Umesh
R. Manmohan Reddy	Shivkumar K Iyer	K.N.Prasad
B.S. Umesh	K.N.Prasad	Mishal Queeni D'costa

5. This issues with the approval of Principal Additional Director General (Admin).

(Dr. Sreeparvathy S.L.)
ADDITIONAL DIRECTOR

To
All the officers concerned.

Copy submitted to

1. The Pr. Director General, NACIN, Palasamudram.
2. All the Pr. ADG / ADGs, NACIN, Palasamudram.
3. All the Additional Directors / Joint Directors, NACIN, Palasamudram.