



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 - 515251
 E-mail: dg-nacinspm@gov.in



Date: as e-Signed

OFFICE ORDER No.20 of 2025

Consequent upon issuance of the Office Order No.15 of 2025 dated 23/05/2025 among ADD/JDs in Admin & Project wing, Officer Order No. 19/2025 dated 20.06.2025 in the Cadre of DDs/ADs and Office Order No.18/2025 dated 16/06/2025 iro of Group B & C in NACIN, Palasamudram, the following work allocation among the cadres of DD/AD, AAD, Inspectors, EA, TA and Stenographers is hereby order with immediate effect and until further orders.

Dr. Sreeparvathy S L, Additional Director		
S/Shri./Smt.	S/Shri./Smt.	Work Allocation
DD/AD/DD (OL)/CAO	AAD/Inspector/EA/TA/Steno	
K N Prasad, AD	G Ananda Hari Gopal, AAD	SPARROW-CBIC Custodian, e-HRMS Nodal Officer
	M Chandrakanth Reddy, Inspector	Administration – Obtaining of Administrative Approvals of indented items, Procurement through GeM or Open Market, Receiving of Stocks, Updating Stock Registers, Disbursement of indent, Processing of related Bills/Invoices for financial sanction, Generation of Sanction Orders, Entry into PFMS and forwarding of bills to Accounts Section for payments, etc.,
	M Chandrakanth Reddy, Inspector (Addl. Charge)	CoE – Research Centre for Customs/GST/CBIC, HRD/Training and any other related work as assigned from time to time)
		Administration – Processing of Service Tenders, related monthly Bills including recurring & non-recurring expenses. Processing of

	Aditya Kaushik, Inspector	reimbursement claims by the officers such as telephone bills, Office Bags/Purse, Newspaper etc. Processing of related Bills/Invoices for financial sanction, Generation of Sanction Orders, Entry into PFMS and forwarding of bills to Accounts Section for payments, etc., Air Ticketing SPOC, SPARROW-CBIC PAR Manager.
	Digvijit Singh, Inspector	Administration - Infrastructure & Estate Management, Processing of Vehicles (Buggies, e-Bikes, cars, Bus) related Tenders, related monthly Bills. Disbursement of indent, Processing of related Bills/Invoices for financial sanction, Generation of Sanction Orders, Entry into PFMS and forwarding the bills to Accounts for payment, etc., Allotment of Residential Quarters.
	Harsh, TA (Addl. Charge)	Management of Aeroplane and Ship
V Venkateswar Rao, DD(OL)		Hindi implementation Cell
D Shailaja Reddy, CAO	Surender Singh, EA A Vishwa Teja, EA Sayyad Imran Basha, EA Deependra Kumar Gupta, EA Harsh, TA	Accounts and Budget
Shri. Arjun Benarjee, Joint Director		
	M Srikanth Reddy, AAD (Addl. Charge) M Aditya, Inspector	Facility Management including management of Hostels, Senior Faculty Residence (SFR), Guest Houses, Sports Facilities, Governance & Operations

Shivkumar K Iyer, AD		including Monetization, Implementation of Swachhta Projects/Greening, Technical Evaluation Team, Liaison with NACIN ZTIs on Administrative/Infra related aspects.
R Manmohan Reddy, AD	<p>Gaurav Kumar Pandey, AAD</p> <p>R Naveen Kumar, Inspector</p> <p>R Naveen Kumar, Inspector (Addl. Charge)</p>	<p>Purchase Committee Member</p> <p>PQ, RTI and CPGRAMS, CBLR and GST Examination Cell, Departmental Examination for confirmation and Promotion; Limited Departmental Competitive Examination for recruitment to various posts in CBIC</p> <p>CoE – All associated works including building Knowledge Forum, Collaboration with DOR Chair etc.,</p>
Shri. Madala Venkata Durga Praneeth, Joint Director		
Padmaraj E, DD	<p>M Srikanth Reddy, AAD</p> <p>K Rajasekhar Reddy, Inspector</p> <p>Shaik Aneesha, Inspector (Addl. Charge)</p> <p>Manish Kumar Meena, TA</p>	<p>PRO as per Office Order issued earlier. PRO work includes liaising with State Govt. and other agencies, Monitoring all outsourced staff/Manpower (Security, Hospitality, Gardeners, Office boys, DEOs, Drivers, etc.,)</p> <p>Project work, GRIHA and Other certifications, Implementation and Monitoring of Jan-Bhagidari projects and assisting PRO, Pest Control Monitoring.</p> <p>CoE – studies pertaining to GST business processes, robust dispute resolution mechanisms and effective enforcement strategies, Project work.</p> <p>Project work, Systems Development and Maintenance of Website, Management of Media Lab, EMD Manager, Coordination with JJ School of</p>

		Arts.
	Md. Faheem, Steno-I	Project work, Management of Cyber Forensic Laboratory (CFL), Development of Training Management systems
	Md. Faheem, Steno-I (Addl. Charge)	Central Registration Unit (CRU) related work
R Manmohan Reddy, AD (Addl. Charge)	S Ashok Kumar Raju, Inspector	Project work, Establishment – processing of leave applications, intimations of further studies and NOC for other jobs, Circulation and nomination for Trainings and all monthly Administrative, Establishment related reports from DGs Office, etc.,
	Shaik Aneesha, Inspector	Project work, Vigilance, Legal, etc.,

2. All the above officers shall attend to any other works entrusted by their senior officers in workflow.
3. This issues with the approval of Principal Additional Director General, NACIN, Palasamudram.
4. Hindi version follows.

(Madala Venkata Durga Praneeth)
Joint Director

To

All the individuals.

Copy to:

1. All the Pr. ADGs/ADGs of NACIN Palasamudram.
2. All the ADDs/JDs of NACIN Palasamudram.
3. All the DDs/ADs of NACIN Palasamudram.
4. The PS to DG, NACIN Palasamudram.
5. The EMD Manager, NACIN Palasamudram.
6. Webmaster, NACIN website, Palasamudram.