



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](mailto:dg-nacinspm@gov.in)



**Date: as e-Signed**

**OFFICE ORDER No.24 of 2025**

Consequent to issuance of Office order no. 23/20205 dated 15.07.2025, in partial modification of Office Order No. 20/2025 dated 02.07.2025, the work allocation among various cadres of officers pertaining to Admin/Project/CoE Wing of NACIN, Palasamudram is reassigned as stated below with immediate effect and until further orders.

| <b>Smt. Dunna Satya Divya Ramya, Joint Director</b> |   |   |
|---|---|---|
| S/Shri./Smt.<br>DD/AD/DD<br>(OL)/CAO                | S/Shri./Smt.<br>AAD/<br>Inspector/EA/<br>TA/Steno | <b>Work Allocation</b>  |
| <b>K N Prasad,<br/>AD</b>                           | <b>G Ananda Hari<br/>Gopal, AAD</b>               | SPARROW-CBIC Custodian, e-HRMS Nodal Officer  |
|   | M<br>Chandrakanth<br>Reddy,<br>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., <i>with addnl. charge of CoE</i> – Research Centre for Customs/GST/CBIC, HRD/Training and any other related work as assigned from time to time |
|   | Aditya Kaushik,<br>Inspector                      | Administration – Processing of Service Tenders, related monthly Bills including recurring & non-recurring expenses. Processing of 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,                                   | Administration - Infrastructure & Estate Management, Processing of Vehicles (Buggies, e-Bikes, cars, Bus) related Tenders, related  |

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|---|---|---|
|   | Inspector<br><br>Harsh, TA<br>(Addl. Charge)  | 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.<br><br>Management of Aeroplane and Ship                                 |
| <b>V Venkateswar Rao, Deputy Director (Official Language)</b>     |   | Hindi implementation Cell   |
| <b>PSVSRK Siva Prasad, Assistant Director (Official Language)</b> |   |   |
| <b>D Shailaja Reddy, CAO</b>                                      | Surender Singh, EA<br><br>A Vishwa Teja, EA<br><br>Sayyad Imran Basha, EA<br><br>Deependra Kumar Gupta, EA<br><br>Harsh, TA | Accounts and Budget   |
| <b>Dr. Arjun Banerjee, Joint Director</b>                         |   |   |
| <b>R Manmohan Reddy, AD</b>                                       | <b>Gaurav Kumar Pandey, AAD</b>   | Purchase Committee Member   |
|   | Naveen Kumar, Inspector   | Technical Evaluation Team, Liaison with NACIN ZTIs on Administrative/Infra related aspects. PQ, PAC, Technical, Legal, RTI and CPGRAMS, CBLR and GST Examination Cell, Departmental Examination for confirmation and Probation; Limited Departmental Competitive Examination for recruitment to various posts in CBIC |
|   | Shaik Aneesha, Inspector  | Vigilance, 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., Liaison with NACIN ZTIs on  |

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|  |   | administrative/ infra related aspects <i>with additional charge</i> of Centre of Excellence – All associated works including building Knowledge Forum, Collaboration with DOR Chair etc.  |
| <b>Shri. M.V. Durga Praneeth, Joint Director</b> |   |   |
| <b>Padmaraj E, DD</b>                            | <b>M Srikanth Reddy, AAD</b>                        | PRO [PRO work includes liaising with State Govt. and other agencies, Monitoring all outsourced staff/Manpower (Security, Hospitality, Gardeners, Office boys, DEOs, Drivers, etc.,)]  |
|  | K Rajasekhar Reddy, Inspector                       | Project work, GRIHA and Other certifications, Implementation and Monitoring of Jan-Bhagidari projects and assisting PRO.  |
|  | M Aditya, Inspector                                 | Project work, Integrated Facility Management – II [Management of Auditorium, Amphitheatre, Parade ground, Officer’s Mess and other facilities not elsewhere mentioned], Systems Development and Maintenance of Website, Management of Media lab.  |
|  | S Ashok Kumar Raju, Inspector                       | Project work, Integrated Facility Management -I [Management of Hostels, Senior Faculty Residence (SFR), Guest Houses, Sports Facilities, Governance & Operations including Monetization]  |
|  | M Chandrakanth Reddy, Inspector (Additional charge) | Management of Cyber Forensics laboratory (CFL) and Development of Training Management System  |
|  | Manish Kumar Meena, TA                              | Project work, Systems Development and Maintenance of Website, Management of Media Lab, EMD Manager, Coordination with JJ School of Arts, <i>with addnl. charge</i> of Center of Excellence- studies pertaining to GST business processes, robust dispute resolution mechanisms and effective enforcement strategies |
|  | Md. Faheem, Steno-I                                 | Project work with Addl. Charge of CRU.  |
| <b>Meena Madhusudhan, AD (Addl. Charge vide</b>  | M Aditya, Inspector (Addl. Charge)                  | Implementation of Swachhta Projects/Greening  |

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| <b>Office Order<br/>No. 19/2025<br/>dated<br/>20.06.2025</b> |  |  |
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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 Additional Director General, NACIN, Palasamudram.
4. Hindi version follows.

**(M.V. 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.