



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 & Customs



राष्ट्रीय सीमाशुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी,
National Academy of Customs, Indirect Taxes & Narcotics,
पालसमुद्रम, एन एच - 44, गोरंटला मंडल, श्री सत्य साई जिला, आंध्र प्रदेश-515251
Palasamudram, NH-44, Gorantla Mandal, Sri Sathya Sai Dist, Andhra Pradesh – 515251
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दिनांक Date: as e-signed

OFFICE ORDER No. 30 of 2025

In partial modification of Office Orders No. 24/2025 dated 18.07.2025 and 26/2025 dated 01.08.2025, the work allocation among various cadres pertaining to Admin/Project/CoE is revised as under, with immediate effect and until further orders:

Smt. Dunna Satya Divya Ramya, Joint Director		
Shri/Smt/Mr./Ms.	Shri/Smt/Mr./Ms.	Work Allocation
DD/AD/DD/CAO	AAD/Inspector/ EA/TA/Steno	
K N Prasad, AD	G Ananda Hari Gopal, AAD	SPARROW-CBIC Custodian, e-HRMS Nodal Officer.
	Aditya Kaushik, Inspector	Administration - Processing of Service Tenders including AMCs of all goods, through GeM / CPPP /Open Market, related monthly Bills including 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. All works related to Pest control and management
	Digvijit Singh, Inspector	Administration - Infrastructure & Estate Management - allotment of Residential Quarters and Transit accommodation, collection of license fees, user fees, common amenities and electricity charges. Processing of Vehicles (<i>Buggies, e-Bikes, bicycles, cars, Bus</i>) 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. All works related to Souvenir shop and Saloon.
	Mithun Kumar Yadav, AAD	Administration - Obtaining of Administrative Approvals of purchase of goods and other indented items (like stationary, material supplies, consumables, etc), Procurement through GeM / CPPP /Open Market, Receiving of Stocks, Store keeping, Updating Stock Registers, Disbursement of indent, Processing of related non-recurring Bills/Invoices

	M Chandrakanth Reddy, Inspector	for financial sanction, Generation of Sanction Orders, Entry into PFMS and forwarding of bills to Accounts Section for payments, etc. Purchase Committee report; any other work as assigned from time to time. [With addl. Charge of CoE - Research Centre for Customs/GST/CBIC, HRD/Training.]
	Harsh, TA (<i>Addl. Charge</i>)	Management of Aeroplane and Ship, Procurement and tender processing under the GeM / CPP for SFR, hostels, transit accommodation, Atithi, library, Mess, etc.
	Manish Meena, TA (<i>Addl. Charge</i>)	Procurement and tender processing under the GeM / CPP for medical facilities, logistics, gym, indoor sports complex, etc. Coordination with JJ School of Arts,
V Venkateswar Rao, DD (OL)	Rohit Solakhe, STO	Hindi Implementation Cell (OLIC); Hindi sessions for trainees
PSVSRK Siva Prasad, AD (OL)		
D Shailaja Reddy, CAO	Surender Singh, EA A Vishwa Teja, EA Sayyad Imran Basha, EA Deependra K Gupta, EA Harsh, TA	Accounts and Budget
Dr. Arjun Banerjee, Joint Director		
R Manmohan Reddy, AD	Gaurav Kumar Pandey, AAD	Technical Evaluation Team, PQ, PAC, Technical, Statistics, Reports, brochures for meetings, Legal, RTI and CPGRAMS, Centre of Excellence - All associated works, including building knowledge Forum Collaboration with DOR Chair, etc.
	Naveen Kumar, Inspector	
	Shaik Aneesha, Inspector	CBLR and GSTP Examination Cell; Departmental Examinations for confirmation and promotion; LDCE matters; liaison with NACIN ZTIs on administrative/infra-related aspects; and all administrative & establishment reports from DG's Office, including Chintan Shivir, etc.
	Ravi Ranjan Kumar, EA	Vigilance, Establishment - processing of leave applications, intimations of further studies and NOC for other jobs, Circulation and nomination for Trainings and Examinations, SAADHIT.

Shri. M V Durga Praneeth, Joint Director		
Padmaraj E, DD	M Srikanth Reddy, AAD	PRO (work includes liaising with State Govt. and other agencies, monitoring all outsourced staff/Manpower (<i>Security, Hospitality, Gardeners, Office boys, DEO, Drivers, etc.</i>). <i>Processing of welfare proposals</i> Project work including monitoring of construction progress, taking over completed building/ premises, identifying snags and following up with CPWD; GRIHA and Other certifications, Implementation and Monitoring of Jan-Bhagidari projects. Assisting PRO.
	K Rajasekhar Reddy, Inspector	Maintenance of Buildings; Water supply; Power supply; Emergency issues; Garbage management & cleanliness of the campus; Reports related to project.
	M Aditya, Inspector	Project Work, Integrated Facility Management-II, (<i>Management of Auditorium, Amphitheatre, Parade ground, Officers' Mess and other facilities not elsewhere mentioned</i>), Systems Development and Maintenance of Website, Management of Media lab.
	S Ashok Kumar Raju, Inspector	Project Work, Integrated Facility management-I, (<i>Management of Hostels, Senior Faculty Residence (SFR), Guest Houses, Sports Facilities - Complete operational & administrative matters including room allotment, collection of accommodation charges, license fees, user-fee, maintenance, cleanliness, inventory control, policy implementation, vendor coordination, monetization activities, and related approvals</i>), Governance & Operations including Monetization.
	M Chandrakanth Reddy, Inspector (Addl. Charge)	Management of Cyber Forensics Laboratory (CFL) and Development of Learning Management System/Training Management System.
	Manish Kumar Meena, TA	Project work, Systems Development and Maintenance of Website, Management of Media Lab, EMD Manager, with addl. Charge of Centre 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.
	Meena Madhusudhan, AD <i>(Addl. Charge vide Office Order No. 19/2025 dated 20.06.2025</i>	M Aditya, Inspector (Addl. Charge)

2. All the above officers shall attend to any other works entrusted by their senior officers in workflow. The officers concerned shall also be responsible for maintenance of corresponding records and registers in accordance with relevant OMs and Officer Procedures with respect to the work allotted.
3. This issues with the approval of the Additional Director General (Estt & Admin), NACIN, Palasamudram.
4. Hindi version follows.

अर्जुन बनर्जी Dr. Arjun Banerjee
संयुक्त निदेशक Joint Director
(स्था. & प्र. Estt & Admin)

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.