



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  
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दिनांक Date: as e-signed

File No.: NACIN/II/15/2025-ESTT-NACIN-PALASAMUDRAM

### कार्यालय आदेश / OFFICE ORDER NO. 41/2025

In supersession of previous office orders, the work allocation among various cadres pertaining to Establishment/Vigilance/Admin/Legal/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 (OL)/CAO	AAD/Inspector /E/TA/Steno	
K N Prasad, AD	G Ananda Hari Gopal, AAD	Administration - Processing of service tenders /AMCS through GeM/CPPP/Open Market and related monthly/recurring bills.
	Aditya Kaushik, Inspector	Handling/processing of bills related to outsourced manpower (security, hospitality, gardeners, office boys, DEOs, coaches, doctors, nurses etc.). Handling/processing of reimbursement claims (telephone, office bag/purse, newspaper, etc.), PFMS entry and liaising with Accounts for payment. Air Ticketing SPOC. Pest control.
	Digvijit Singh, Inspector	Administration - Infrastructure and Estate Management, Quarters, Management of vehicles (buggies, e-bikes, cars, bus/cycles) tenders and related monthly bills. Indents, processing bills for sanction & payment, PFMS entry and liaising with Accounts for payment.
Giridhar Bandiwad, AD	Mithun Kumar Yadav, AAD	Administration - Procurement of goods (materials, consumables, etc.) through GeM/CPPP/ Open Market with requisite administrative approvals. Responsible for stock receipt & maintenance, and indent disbursement. Processing of non-recurring bills sanction and PFMS entry, and liaising with Accounts for payment. Preparation of Local Purchase Committee reports and other tasks assigned from time to time. (With additional charge of CoE - Research Centre for Customs/GST/CBIC, HRD/Training.).
	M Chandrakanth Reddy, Inspector	

	Harsh, TA (Addl. Charge)	Management of Aeroplane and Ship, Procurement and tender processing under the GeM / CPP for SFR, hostels, transit accommodation, Atithi, library, Mess, Gym, Indoor Sports Complex, medical facilities etc. Coordination with JJ School of Arts.
<b>V Venkateswar, DD (OL)</b>	Rohit Solakhe, STO	Hindi Implementation Cell: Submission of consolidated and periodical reports on Hindi usage in training and examinations, review and guidance to Hon'ble Parliament Committee; Conduct of quarterly workshops and OLIC meetings, Translations; Inspections, Hindi books across NACIN.
<b>PSVSRK S Prasad, AD (OL)</b>		
<b>D Shailja Reddy, CAO</b>	Surender Singh, EA	Preparation and processing of all Pay Bills, Arrear Bills, GPF, NPS, UPS related matter of NACIN Staff and AC OTs, issuance of Form-16, Correspondence relating to, rewards, and Co-ordination with PAO Bengaluru office and submission of bills to PAO Bengaluru, Creation of Challan and depositing the amount in the bank received from hostels, filing of returns for GSTR-7. Updation of Service Books.
	A Vishwa Teja, EA	Pension-related correspondence, verification of service records, processing of pension papers, and settlement of retirement benefits including EL Encashment and CGEGIS. Tour/Transfer and LTC claims of NACIN Staff and Updation of Service Books.
	Sayyad Imran Basha, EA	Budget Estimates (BE), Revised Budget Estimates (RBE), fund allocation, submission of monthly expenditure statements, and reallocation /diversion of funds as required. reconciliation of accounts and Processing of all Administration /Accounts bills. CEA, Medical Claims and maintenance of all relevant Registers pertaining to pay, leave, and financial matters. Updation of Service Books, etc.
	Deependra K Gupta, EA	Processing of advances and final Tour/Transfer TA, LTC Claims of OTs and Maintenance of Service Books and all relevant Registers pertaining to pay, leave, and financial matters and Updation of Service Books.
	Harsh, TA	Processing of advances and final Tour/Transfer TA, LTC Claims of OTs and PD Account matters and all other correspondence concerned regarding OTs.
<b>Dr. Arjun Banerjee, Joint Director</b>		
	<b>G Ananda Hari Gopal, AAD (Addl. Charge)</b>	Custodian: SPARROW-CBIC, Nodal Officer: eHRMS.
	<b>Gaurav K. Pandey, AAD</b> Shaik Aneesha,	CBLR and GSTP Examination Cell; Departmental Examinations for confirmation and promotion; LDCE matters; liaison with NACIN ZTIs on administrative/infra-related aspects including MAR; and all reports, including SAADHIT, Chintan Shivir, and monthly administrative and

<b>R Manmohan Reddy, AD</b>	Inspector	establishment reports from the DG's Office.
	<b>Gaurav K. Pandey, AAD</b> Ravi Ranjan Kumar, EA	<b>Vigilance:</b> Intimations under CCS Rules; Coordination with Ad.5 for Vigilance Clearance for Group A officers and CCAs for all other officers of HQ/ZTIs; IPR processing, Permissions for: foreign visit, Passport Renewal, Publication of Books/Articles, Intimations regarding acquisition of movable/Immovable assets, Reports related to Vigilance. <b>Establishment:</b> Processing of leave applications, Processing of VRS, Pension Matters, Half Yearly Brochure, Monthly Disposition List, Loan/Deputation posting matters-extensions, approvals, Relief & Joining of Officers, AGT matters, Intimations /permissions, further studies permissions, and NOC for other jobs, Circulation and nomination for Trainings and Examinations, Various administrative reports related to Pension, 56J, issues with Board, etc. SAADHIT, Alternate Custodian SPARROW CBIC.
<b>Vasudeva Murthy C R, AD</b>		Central Public Information Officer
	R. Naveen Kumar, Inspector	PQ, PAC, Technical, Statistics, Reports, brochures for meetings, Legal, CPGRAMS 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>Dr. Shashi Kiran S, DD</b>	<b>M Srikanth Reddy, AAD</b>	PRO - Liaison with State Govt. and other agencies; monitoring of outsourced manpower (security, hospitality, gardeners, office boys, DEOs, drivers, etc.); processing of welfare proposals.
	K Rajasekhar Reddy, Inspector	Project works - monitoring construction progress, taking over completed buildings/premises, snag identification and follow-up with CPWD, obtaining GRIHA and other certifications, and implementing/monitoring Jan-Bhagidari projects. Responsible for building maintenance, water and power supply, emergency issues, garbage management, campus cleanliness, and project-related reports. Assists PRO in related activities.
	M Aditya, Inspector	Project Work, Integrated Facility Management-II, (Management of Auditorium, Amphitheatre, Parade ground, Officers' Mess and other facilities not elsewhere mentioned), Systems Development and Maintenance of Website, Management of Media lab, Implementation of Swachhta Projects / Greening of Campus.
		Project Work, Integrated Facility management-I, (Management of Hostels, Senior Faculty Residence (SFR), Guest Houses, Sports

S Ashok Kumar Raju, Inspector	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), <u>Governance &amp; Operations including Monetization.</u>
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	ADG (Admin) office, Project work, with Addl. Charge of CRU.

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. Hindi version follows.

(डॉ. स्टीफन एल. Dr. Steephen L)

Additional Director General / अपर महानिदेशक

**प्रतिलिपि Copy to:**

1. The Director General, NACIN, Palasamudram / महानिदेशक, नासिन, पालसमुद्रम
2. All Pr. ADGs/ADGs of NACIN, Palasamudram / नासिन, पालसमुद्रम के सभी प्रधान अपर महानिदेशक/अपर महानिदेशक
3. All officers concerned / सभी संबंधित अधिकारी
4. Webmaster, NACIN Website, Palasamudram / वेबमास्टर, नासिन वेबसाइट, पालसमुद्रम