

F.No.S5/410/2017-Accts.
Accounts Section,
Date: 30.01.2018.

NOTE

With reference to this section note dated 20.11.2017, it is to regret that most of the officers and staff have not submitted their personal details to the Accounts Section to enable processing of salaries for the month of January, 2018. Hence this Section could not process salaries in EIS System for the month of January, 2018. The same were processed manually for January 2018 month only. It is once again requested to furnish the personal details required as called for vide note dated 20.11.2017. **The proforma was uploaded in Vizag Customs website on 20.11.2017.**

As there are clear instructions from Pr.CCA received through PAO and also from CCO that there should not be any manual processing of Salary Bills w.e.f. January, 2018, all the officers and staff are once again requested to furnish the required personal details in the proforma by this Friday (02.02.2018) to Accounts Section without which **salaries for the month of February-2018 cannot be processed.**

This issues with the approval of the competent authority.



(N.V. RAMADAS)
ASST. COMMISSIONER OF CUSTOMS