



सीमा शुल्क प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS
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F.No. S17/01/2015 - Estt.

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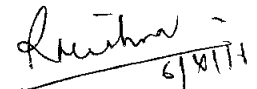
STANDING ORDER

Sub: Handing over of charge - Need for proper handing over note - reg.

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Directorate General of Vigilance, Customs and Central Excise, New Delhi vide letter F.No.V.575/13/2014/7775 dated 26.09.2016 has issued the following instructions/ guidelines on the above subject.

2. Recently a few cases have been brought to the notice of DGOV wherein due to no proper handing over of important records at the time of transfer/ superannuation of Officer, the SCNs involving substantial revenue became time barred resulting into disciplinary proceedings against the concerned officials.
3. The Central Vigilance Commission (CVC) has also taken a serious note of the non-compliance of proper handing over of records at the time of transfer resulting into time bar and not taking timely action in disciplinary proceedings.
4. Need for proper Handing/ Taking over note along with registers and files in the Custody of an Officer at the time of transfer/ superannuation needs no emphasis. The officials cannot be just allowed to abandon the files/records resulting into loss of the said records/ files, time barring the requisite action/ jeopardy revenue and disciplinary proceedings.
5. Instruction No 954/15/2011 dated 15.09.2011 issued from F.NO: 296/125/2011-CX-9 by the DGOV, regarding proper Handing/Taking over note may also be referred to.
6. Above instructions may be strictly complied with by all the officers and staff.



SUDHAKAR MISHRA
(ADDITIONAL COMMISSIONER OF CUSTOMS)

Circulation:

1. PA to Principal Commissioner
2. All DCs/ ACs
3. All Section Heads
4. EDI (for uploading on CH website)