



OFFICE OF THE COMMISSIONER OF CUSTOMS
CUSTOM HOUSE :: PORT AREA :: VISAKHAPATNAM :: 530 035


F.No.S10/29/2011-Prev (Bldgs)

Dated : 09.02.2015

CIRCULAR

It has come to the notice of the under signed that presently files are being carried by the contingent staff and sometimes also by the CHAs/Trade from the chambers of JC/ACs to the concerned sections and vice-versa. Hence, it is hereby instructed that the files should invariably be carried by the concerned Hawaldar/Head Hawaldar of the section and not by the contingent staff/trade and all the section heads are directed to ensure the same. It is also directed that all the section heads should maintain a file movement register to monitor the movement of the files from their respective sections till the same is received back.

The said instructions should be followed scrupulously and any deviation shall be viewed seriously.


(S. K. DUTTA)
ASST COMMISSIONER OF CUSTOMS (CHS/BLDGS)

Copy to :

- 01) CHS/Buildings/Admn
- 02) Ware House
- 03) Cash section
- 04) Accounts section
- 05) Establishment section
- 06) Examiners
- 07) PA To Commissioner
- 08) EDI section
- 09) All Appraisers
- 10) SIIB
- 11) Appraising section
- 12) General Preventive
- 13) ITP cell
- 14) RI & I section
- 15) Legal cell
- 16) Refunds cell
- 17) Imports & Exports section.
- 18) PA to Joint Commissioner.
- 19) MCD section
- 20) IAD Section