



Office of The Principal Commissioner of Customs (General)

प्रधान आयुक्त सीमा शुल्क (सामान्य) का कार्यालय

P & E Section, New Custom House, Ballard Estate, Mumbai-400 001

कार्मिक एवं स्थापना अनुभाग, नवीन सीमा शुल्क भवन, बलार्ड एस्टेट, मुंबई-400001

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Date:11-04-2025

Minutes of the JCM meeting held on 02.04.2025 at 12:00 Hrs

The JCM meeting for the quarter ending March, 2025 was held on 02.04.2025 at 12:00 Hrs in the Conference Hall under the Chairmanship of **Shri Nitish Kumar Sinha, Principal Chief Commissioner of Customs, Mumbai Zone-I.**

The meeting was attended by the following officers/representatives: -

Sr. No.	Name of the Officers	Designation
01	Shri Rajan Chaudhary	Pr. Commissioner of Customs (G), Mumbai Zone-I
02	Shri Kundan Yadav	Addl. Commissioner of Customs, P&E, Mumbai Zone-I
03	Shri Arvind Ghughe	Addl. Commissioner of Customs, Prev.(G), Mumbai Zone-I
03	Shri S. Suresh	Deputy Commissioner of Customs, CHS, Mumbai Zone-I
04	Shri Afaq Giri Ahmad	Deputy Commissioner of Customs, P&E, Mumbai Zone-I
05	Shri Prakash Chaudhary	Deputy Commissioner of Customs, P&E, Mumbai Zone-I
06	Smt. Yamini Patil	Supdt./CHS, Mumbai Zone-I
07	Shri Udaya. S. Kunder	All India Central Government Canteen Employees & Workers Association
08	Shri Jag Mohan Sagar	Appraiser, P&E, NCH
09	Shri Manak Chand Meena	Appraiser, P&E, NCH
10	Shri Manmeet Singh	Examiner, P&E, NCH
11	Shri Rajat Joshi	P.O, CCO, NCH
12	Shri Dilip Salunke	Mumbai Customs Preventive Vehicle Drivers Association
13	Shri Vimal Dixit	TA, APB, NCH

2. The Chair, welcomed all the Participants to the meeting and sought their wellbeing. The chair checked status of action taken on the directions given in

last JCM Agenda Points. The meeting agenda points proposed by the participating associations of Mumbai Customs were placed before the chair for discussion.

3. The following Points were discussed in the meeting:-

1. Agenda point sponsored by All India Central Government Canteen Employees & Workers Association

1.1: Filling up of vacancies for the Group 'B' posts and Group 'C' posts

- i) Manager
- ii) Manager-Cum-Accountant
- iii) Accountant/ Manager Grade-II
- iv) Canteen Attendant

Discussion: -

- The chair was informed that the letter dated 28.02.2025 addressed to AO/Admin Table, P&E, have been sent for reporting of vacancies as on 01.01.2025 in respect of Group B posts of Manager (01) posts and Manager-Cum-Accountant (02 posts). The letters already issued to ask the nominations on the basis of deputation. A letter dated 01.04.2025 sent to DGHRD for reporting the said vacancies to SSC.

For the canteen attendant, as per the SOP dated 07.02.2025 to be followed by all CCAs for carrying recruitment of staff Car Driver (Ordinary Grade), Canteen Attendants & Marine Post in CBIC a letter has been sent to DHRD dated 24.02.2025 for obtaining NOC from Surplus Staff Cell. Reply is for which is awaited.

Directions: -

- The chair directed to follow up with DGHRD regarding this matter and also keep the side option open of local recruitment.

- Further, the chair also instructed to provide the housekeeping staff to canteen for smooth working.

(CHS Section, Canteen Recruitment Table)

2. Agenda point sponsored by Mumbai Customs Preventive Vehicle Drivers Association

2.1: It is requested to kindly speed up **Driver Recruitment** as per Guideline letter dated 30th December 2024.

Discussion: -

- The chair was informed that as per the SOP dated 07.02.2025, to be followed by all CCAs for carrying recruitment of Staff Car Driver (Ordinary Grade), Canteen Attendants & Marine Post in CBIC, a letter has been sent to DGHRD dated 25.02.2025 for obtaining NOC from Surplus Staff Cell. Reply is for which is awaited.

Directions: -

- The Chair informed that after down gradation of Driver Cadre, the vacancies reach to 49. On behalf of these vacancies, new vehicles may be demanded from the Board. The letters regarding to obtain the total number of drivers and vehicles were already sent to Zone-II and Zone-III, now we have to follow up.

(Driver Recruitment Table)

2.2: As four drivers have retired from service after 01/01/2024 and three drivers have been promoted o Special Grade, it is requested to kindly prepare a new **Seniority List** as on 01.01.2025 incorporating he changes.

Discussion: -

- The chair was informed that any representation against this tentative seniority list should be submitted within 10 days from the date of issue of **circular 18/2025-P&E**. If no representations are received within 10 days, this seniority list will be treated as final. Draft of seniority list is also uploaded on the website

"mumbaicustomszone1.gov.in".

(Point Closed)

2.3: It has been one year since service books of four drivers were sent to PAO Section, 9th Floor, New Custom House for verification. However, the verification work has not yet been carried out. If the service book verification is not being done, it is requested to send back the service books to Accounts Paybill, 5th Floor, New Custom House, Mumbai.

Discussion: -

- The chair was informed that Account Pay Bill Section has issued letters dated 24.04.2024 and 01.10.2024 to PAO along with the Service books of four drivers viz. Shri Hemant Keshav Dalvi, Driver Grade-I, Shri Dilip T Salunke, Driver Grade-II, Shri Jayendra Keshav Koli, Driver Grade-I and Shri D.K. Bhosle, Driver Grade-I. Account Pay Bill Section issued reminders dated 24.10.2024, 23.12.2024 and 06.03.2025 to PAO and also personally requested before several times to PAO staffs to do it on priority basis.

(Point Closed)

3. AGENDA POINT SPONSORED BY MUMBAI CUSTOMS APPRAISING OFFICER'S ASSOCIATION

3.1: - Non availability of adequate toilets and sanitation issue- It has been observed that the current toilet facilities in the building are insufficient, with a lack of water coolers on each floor, resulting in significant inconvenience for the staff. Additionally, there are serious sanitation concerns with the existing washrooms, which are in unhygienic condition due to irregular cleaning and inadequate water supply. We kindly request that immediate action be taken to ensure that the toilets are maintained in a clean and usable condition all times. Further, it is requested that adequate toilet facilities and water coolers be installed to promote better hygiene and enhance the convenience of the staff.

Discussion: -

- The chair was informed that the renovation work of washrooms has been started and same will be completed soon. So far, the work in

the washrooms is under process and likely to be completed within 10 days. The water supply issue has been resolved and CHS Section have not received any complaint of no water supply for past one month. Regular cleaning of toilets is done in the morning as well as in the afternoon.

CHS Section has deputed officers on rotation basis to monitor the cleanliness in the entire building on daily basis and immediate action is taken to resolve the issues on basis of their daily observations. Further, to provide dedicated housekeeping staff on each floor of building, this office has requested ADG/DGHRD vide letter dated 09.12.2024 for allocation of additional funds for housekeeping expenses so that strength of housekeeping staff can be increased by utilizing HOD powers of two more HODs of this Mumbai Zone-I. However, reply to the same is still awaited. Moreover, a dedicated whatsapp group consisting of selected two officers from each floor of Heritage building and Annex building to provide feedback and suggestion.

Regarding, watercoolers, 10 watercoolers have been procured and installed in the Main Building and Annex Building.

Directions: -

- The chair directed to clean the toilets and washroom on daily basis.
- Further, the chair also ordered to provide the image of washrooms before and after the renovation.

(CHS Section)

3.2: Delay in disbursement of printers and other stationeries- It has come to our attention that essential stationery items, such as printer cartridges, printing sheets, and computers, are not being provided in a timely manner. This delay is adversely affecting the productivity and efficiency of the staff's work. We request that the concerned authorities ensure a continuous and timely supply of these essential items to avoid disruptions in work.

Discussion: -

- The chair was informed that Delay is due to unavailability of items, availability in small quantity and budget not available.

(Point closed)

3.3: Posting of Appraisers to Export Examination, being core appraising work – It is also requested that Appraisers be assigned to the Export Examination section, as this is a core appraising responsibility, ensuring that work is carried out effectively and in line with operational requirements.

Discussion: -

- The chair was informed that Appraising P&E Section is also in the process of implementing necessary changes and modifications to the HR policy regarding the posting of Appraisers in Export Examinations. A committee regarding review of transfer/posting of Appraisers/Examiners has been constituted on 11.12.2024. Once the committee completes its review and provides its recommendations, the policy will be revised accordingly.

(Point Closed)

3.4: Tenure of posting in Zone-I should be reduced to 02 years from present tenure i.e. 03 years.

Directions: -

- The chair informed that the matter will be review in upcoming meetings and at the time of next AGT.
- (Appraising P)**

(Appraising P&E)

4. AGENDA POINT SPONSORED BY MUMBAI CUSTOMS GROUP 'C' OFFICER'S ASSOCIATION

4.1 Regarding Bi-Annual transfer posting of Group 'C' officers.

- (i) Allocation of Head Hawaldar/ Hawaldar posted in following departments/ sections: CESTAT, DRI, Settlement Commission, Audit, Systems, RMD, CAAR, Valuation etc.

- (ii) Transfer policy of Group 'C' officers against whom disciplinary proceedings are pending.

- **Reply from Group 'C' Estt. Section: -** Posting of Head Hawaldars/ Hawaldars to different directorates other than Mumbai Customs is done on diversion basis.
Transfer of Group 'C' officers against whom disciplinary proceedings are pending is done on the basis of Standing Order 01/2010 dtd. 27.12.2010.

Directions: -

- The chair instructed to collect the data of the total no. of head Hawaldars/ Hawaldars on the basis of loan/diversion/deputation and office wise.

(Group 'C' Estt. Section)

4.2 Regarding pendency of medical bills due to insufficient fund.

Discussion: -

- The chair was informed that as on date 44 MRCs amounting to Rs. 357146/- have been sanctioned but bills could not be drawn for want for fund under Medical Head. As the said MRCs have been sanctioned the same cannot treated as pendency in respect of Accounts Pay Bill Section, NCH.
However, as and when the grant for new financial year 2025-26 is available under medical head in April, 2025 the aforesaid bills will be drawn and disbursed.

(Point Closed)

5. AGENDA POINT SPONSORED BY THE ASSOCIATION OF SUPERINTENDENTS OF CUSTOMS MUMBAI

5.1: In this regard, the following agenda points are submitted for kind consideration:

- 1) Request to communicate with CGHS authorities to establish more dispensaries in Navi Mumbai localities.

Directions: -

- The chair instructed to communicate the AD/CGHS.
(CHS Section)

ii) Periodical health check-up camp in coordination with a govt. hospital or CGHS.

Discussion: -

- The chair was informed that a camp already organised regarding periodical health check-up camp in coordination with a govt. hospital or CGHS.

Directions: -

- The chair instructed to organise more camps in future and use some amount of fund of Swachh Abhiyan, if needed.
(CHS Section)

iii) Finalization of seniority list of Superintendents till 2024.

- **Reply from Preventive P&E Section:** - Draft Seniority Circular from 2018 to 2025 has already been put up to Deputy Commissioner for approval.

(Point closed)

iv) Disbursal of long pending NFU arrears to Superintendents - request to take up with higher authorities of PAO.

Discussion: -

- The chair was informed that NFU arrear bills of relevant officers presently posted at Mumbai Customs, Zone-I were drawn and forwarded to PAO, NCH, Zone-I for clearance of the same. However, PAO, NCH, Zone-I at a later date, returned back some of the bills stating that they have sought clarification from Pr. Accounts CBIC New Delhi and the bills would be expeditiously cleared on receipt of proper instructions received from their end, which as conveyed by them is still awaited.

(Point Closed)

v) Request to issue directions to Pay Bill Section to clear all the pending bills before transferring Service Book to other zones on transfer of officer.

Discussion: -

- The chair was informed that hence forth the matter will be kept in mind.

(Point Closed)

vi) Audit of Customs Quarters and repair thereof.

Discussion: -

- The chair was informed that the process of audit of Customs Quarters is done as following: -

- Darbhangha House (Peddar Road):** - The Audit for Customs quarters situated at Darbhanga House (Peddar Road) was done on 13.09.2023.
- Five Gardens:** - The Audit for Customs quarters situated at Five Gardens was done on 02.05.2022 by department of Civil Engg. Of Indian Institute of Technology, Mumbai (Powai) and report was submitted on 02.06.2022.
- IT Colony Belapur:** - The Structural Audit for Customs Quarters situated at IT Colony Belapur for Quarters of Type-I, II & III was done on 06.12.2024.
- Valley Shilp:** - Structural Audit cannot be undertaken in this building as the building is maintained by a Private Cooperative Society. However, a survey was conducted by the CPWD (Civil and Electrical work) in Feb-2025, to undertake one time repair and maintenance of the interiors of all the 210 quarters. A comprehensive Preliminary Estimate is expected to be submitted by 15th of April, 2025.
- Bhandup:** - A letter to the Chief Engineer of CPWD was sent on 06.02.2025 to undertake the audit of all the Customs Quarters situated at Bhandup. A re-estimate for the structural audit has been received, amounting to Rs. 16.47 lakhs. However, the CPWD

- has been requested to revise this estimate. The matter is currently pending with the CPWD.
- vi. **Mhada, Powai:** - The Structural Audit of building No 17 and building no 14 was done in the month of April-May 2019 and the report of the same has been received in the month of July 2019.
 - vii. **Raheja Vihar, Powai:** - CPWD vide letter dated 29.08.2024 asked to conduct the structural audit Pr. Commissioner authorised CPWD to conduct structural audit and submit PE for the same vide letter dated 08.10.2024. CPWD submitted PE for structural audit vide his letter dated 10.02.2025. Amounting to Rs. 4.39 Lakhs and the same will be accorded on receipt of funds from DGHRD for the year 2025-26.
 - viii. **Lloyd's estate, Wadala:** - CPWD vide letter dated 03.03.2025 intimated that an estimate of Rs 8.85 Lakh is provided by IIT Bombay for structural audit of building and parking area. After receiving payments, IIT Bombay will start structural Audit work.
 - ix. **Antophill Quarters:** - Structural audit for building 57 in Antophill conducted by IIT. IIT had submitted report to CPWD. CPWD is supposed to submit preliminary estimate for carrying out repair works. Preliminary estimate is awaited from CPWD. Same had been discussed with CPWD in meetings on 15.11.2024 and 07.01.2025.

In addition to the efforts mentioned above, it is important to note that this office consistently addresses the concerns raised by the residents of the Quarters with CPWD and other relevant authorities. Regular follow-ups with these authorities, including personal visits to the residential quarters, are conducted to ensure the issues are being addressed. However, despite these persistent efforts, a positive response is often not received for the completion of required repair and maintenance work.

Monthly meetings are held with CPWD at the level of Chief Commissioner, Zone-I, Principal Commissioner (General) and Additional Commissioner, CHS to discuss on all the pending matters related to repairs and maintenance, and Additional Commissioner, CHS and AC/CHS frequently visit the offices of higher authorities of CPWD. Above all the superintendents and Pos posted to look after the respective quarters used to visit more frequently. Unfortunately, despite numerous attempts and considerable efforts, there has been a lack of response from CPWD.

Directions: -

- The chair instructed to organize a meeting with CPWD and inform about the said requirements.

(CHS Section)

5.2: Tenure of posting in Zone-I should be reduced to 02 years from present tenure i.e. 03 years.

Directions: -

- The chair informed that the matter will be review in upcoming meetings and at the time of next AGT.

(PSO Section)

Further these, the chair also directed the Account Pay Bill Section to reserve the emergency fund upto 10%.

(Account Pay Bill Section)

This issues with the approval of the Pr. Chief Commissioner of Customs, Mumbai Zone -I.

Signed by

Prakash Chaudhary

Date: 11-04-2025 15:15:59

Yours faithfully,

Deputy Commissioner of Customs
P&E,NCH,Mumbai Zone-I

Copy to:-

1. The Under Secretary, Central Board of Indirect Taxes & Customs, New Delhi.
2. The Pr.Chief Commissioner of Customs, Mumbai Zone-I, II & III.
3. The Pr.Commissioner of Customs General/Import-I/Import-II/Export/Audit New Custom House, Mumbai-I.
4. The Addl. Commissioner of Customs, Preventive General, NCH, Mumbai-I.
5. The Dy.Commissioner of Customs, Preventive General, NCH,

Mumbai - I.

6. The Dy.Commissioner of Customs, CHS, NCH, Mumbai - I
7. The Dy.Commissioner of Customs, Group C Estt. Section, NCH, Mumbai - I
8. The Dy.Commissioner of Customs, EDI Cell, NCH, Mumbai - I
9. The Superintendent of Customs(P), PSO, NCH, Mumbai-I.
10. The Superintendent of Customs(P), Vigilance Section, NCH, Mumbai-I.
11. The CAO, Account Pay Bill Section, NCH, Mumbai - I.
12. The ACAO/AO, P&E Section for necessary action.
13. All Association of Mumbai Customs, NCH, Mumbai-I.
 - a. The Mumbai Customs Preventive Service Association.
 - b. The Mumbai Customs Appraising Officer Association.
 - c. The Mumbai Customs Ministerial Officer's Association.
 - d. The Mumbai Customs Group 'C' Officers Union. ,
 - e. The Mumbai Customs Preventive Vehicle Drivers Association.
 - f. The Mumbai Customs Departmental Canteen Employees Association.
18. The EDI Section for uploading