



भारत सरकार

GOVERNMENT OF INDIA

सीमा शुल्क प्रधानआयुक्त का कार्यालय(विमानपत्तन व एयर कार्गो कोम्प्लेक्स )

OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS(AIRPORT & A.C.C. )

15/1 स्ट्रैंड रोड, सीमा शुल्क सदन, कोलकाता-01

15/1, STRAND ROAD, CUSTOM HOUSE,KOLKATA-01

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## OFFICE ORDER

In terms of Office Order dated 17.04.2020, it was directed to report for office with effect from 20/4/20 as per CBIC's instructions read with Ministry of Home Affairs instruction dated 15/4/20. However, the attendance of the officers /staff in both the Port and Airport & ACC Commissionerate is rather thin. Further, it is noticed that the officers / staffs who are absent, have not given any intimation seeking exemption / leave.

2. In view of the above, all the staff / officers are requested to intimate the Asst. Commissioner (P&E) in writing about reasons for their absence from office with effect from 20/4/20 by sending email at [personnelestablishment@gmail.com](mailto:personnelestablishment@gmail.com).

3. Further, SCH Section is directed to maintain Centralized Attendance Register and all are requested to give their manual attendance in SCH Section as Biometric Attendance System is not operating now in view of COVID-19.

4. This issues with the approval of the Principal Commissioner of Customs (Airport & A.C.C).

(P.C.Nayak) 21/4/2020

Additional Commissioner of Customs (Airport & A.C.C.)  
Custom House, Kolkata.

F.No:S51(Misc)-55/2009 Estt(Pt-II)

Dated:- 21.04.2020

Copy to :

1. Sr. P.S to Chief Commissioner of Customs, Customs Zone, Kolkata.
2. P.S. to Principal Commissioner(Airport &A.CC.).
3. All the ADC/JC/DC/ACs.
4. Notice Board.
5. EDI to upload on website.
6. All Officers/Staff
7. All Associations.

(P.C.Nayak) 21/4/2020

Additional Commissioner of Customs (Airport & A.C.C.)