



**OFFICE OF THE COMMISSIONER OF CUSTOMS, (NS-GEN)  
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA,  
TALUKA-URAN, DISTRICT- RAIGAD, MAHARASHTRA-400 707.**

F. No. S/5-Misc. – 606/2017-18/APB/JNCH

Dated : 22/01/2018

**CIRCULAR NO. 02/2018**

In continuation of this Office Circular No. 01/2018 dated 02.01.2018 regarding rolling out of Employees Information System (EIS) Module & Cheque Drawing & Disbursing Officer (CDDO) Module, it is to state although all the Officers were requested to fill in the form available on [www.jawaharcustoms.gov.in](http://www.jawaharcustoms.gov.in) website and submit to Account Pay Bill Section by 15<sup>th</sup> January, 2018.

However, till date only handful of forms have been received in the Section, which resulted into non submission of Pay Bills through EIS Module. The Controller of Accounts, CBEC has issued a stern warning against such a lackadaisical attitude of the employees and has issued instructions that salary bills will not be accepted except through EIS Module.

**It is therefore once again requested to feed the data in the file Offline Data Entry file uploaded on the above website as instructed in user manual also available on the same website and send the generated \*.csv file to the cadrewise E-mails provided in the table below and also submit the hard copy of the duly filled EIS forms viz. Form : 1) EIS/B/1, 2) Form : EIS/Q/2 (staff holding Govt. Quarters), 3) EIS/L/3 (staff taking loans) & 4) Disability Certificate (wherever applicable) to this Section on or before 29.01.2018 without fail. Please mention the name and Designation in the forwarding E-mail.**

In brief the steps for feeding the data are as follows. The employee has to enable EDITING provided above the Ruler in Excel Sheet and then click on the 'ADD EMPLOYEE' Icon whereupon the Offline Data Entry window will open. All the fields in same have to be filled **COMPLETELY & ACCURATELY** (as details fed are not modifiable) and saved. Thereafter, he/she has to click on 4<sup>th</sup> Icon & generate .csv file, of the data fed into ADD EMPLOYEE. The generated CSV file then has to be mailed to the Accounts Pay Bill Section on the correct E Mail ids (cadrewise) created as under :

Sr. No.	Salary Table	Email ID	Name	Mobile Number
1	Group A	grpa.apb.jnch@gmail.com	Shri Anish Kashyap	98923 25820
2	Appraising Officer	ao.apb.jnch@gmail.com	Shri Manoj Kumar	84529 38200
3	Examiner	eojnchapb@gmail.com	Shri Md. Firoz	95941 96715
4	Superintendent	supdt.apb.jnch@gmail.com	Shri Md. Asif	76666 78229
5	Tax Assistant	<a href="mailto:ta.apb.jnch@gmail.com">ta.apb.jnch@gmail.com</a>	Shri Harihar Satpute	98701 20639
6	Preventive Officer	po.apb.jnch@gmail.com	Shri Riteshkumar	93779 27647
7	DYCC, other Group C staff and remaining staff.	ministerial.apb.jnch@gmail.com	Shri Ajay Suhag	95601 29955

All the members of staff are earnestly requested to complete the above without fail by the 29.01.2018 so as to enable this Section to process the Cadrewise Salaries of the staff members.

This issues with the approval of Additional Commissioner, Accounts Pay Bill, JNCH.

Sd/-  
( Umesh B. Palav )  
Asstt. Commissioner, APB,  
Customs, JNCH, Nhava Sheva.

P. S. : For Quarter Holders: please contact your Estate manager for Allottee Account No. or any other details. Other details: DDO Code: 254518; PAO Code: 054515; PF Series No. JCH/NS/

Copy to ACs, EDI (for uploading on website along with Offline Data Entry File of EIS module), CCO, P & E (Gen), Appraising Main (Export), Appraising Main (Import) & for circulation.