



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
सीमा शुल्क आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS
सीमा शुल्क गृह, विल्लिंगडन आईलैंड, कोचिन
CUSTOM HOUSE, WILLINGDON ISLAND, COCHIN-682009

Website: www.cochincustoms.gov.in
E-mail: cochincustoms@nic.in

Control Room: 0484-2666422
Fax: 0484-2668468

दिनांक Dated यथा ई-हस्ताक्षरित

प्रशासनिक परिपत्र ADMINISTRATIVE CIRCULAR 12/2024

विषय: आपदा प्रबंधन प्रकोष्ठ के लिए स्वैच्छिक योगदान का आह्वान – के संबंध में

Sub: Calling for Voluntary Contribution towards the Disaster Management Cell – Reg'

कृपया मुख्य आयुक्त, तिरुवनंतपुरम क्षेत्र से दिनांक 01.08.2024 को जारी पत्र D.O.C.No.I/Misc/CC(TZ)/2024 देखें, जिसमें वायनाड में भूस्खलन के पीड़ितों के राहत और पुनर्वास के लिए हमारे आयुक्तालय के आपदा प्रबंधन प्रकोष्ठ हेतु स्वैच्छिक योगदान का अनुरोध किया गया है (प्रतिलिपि संलग्न है)। इस संबंध में, इस कार्यालय के सभी अधिकारियों और कर्मचारियों से अनुरोध है कि वे उदारतापूर्वक योगदान दें और सितंबर महीने के वेतन से अपना योगदान काटने के लिए संबंधित अनुभाग प्रमुखों को 19.09.2024 तक या उससे पहले अपना सहमति पत्र जमा करें (प्रारूप संलग्न है)। साथ ही, अनुभागों के प्रभारी अधिकारियों से अनुरोध है कि वे प्राप्त सहमति पत्रों को 19.09.2024 तक admncuschn@gmail.com पर

अग्रेषित करें। जो अधिकारी इस अवधि के दौरान छुट्टी पर हैं, वे अपने सहमति पत्र सीधे उपर्युक्त ईमेल आईडी पर भेज सकते हैं।

(हस्ता/-)

(राजेश जैकब के. Rajesh Jacob K.)

उप आयुक्त(प्रशा.) Deputy Commissioner (Admn.)

संलग्नक: उपर्युक्त अनुसार

प्रतिलिपि:- अपर आयु./संयुक्त आयु./सहा. आयु/उप आयु/ /सभी अनुभाग प्रमुख (सीआरयू के माध्यम से)/ईडीआई (वेबसाइट पर अपलोड करने के लिए)

प्रतिलिपि संलग्न: आयुक्त की फाइल



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ADMINISTRATIVE CIRCULAR 12/2024

Sub: Calling for Voluntary Contribution towards the Disaster Management Cell – Reg'

Please refer the letter D.O.C.No.I/Misc/CC(TZ)/2024 dated 01.08.2024 from The Chief Commissioner, Thiruvananthapuram Zone, requesting voluntary contribution towards the Disaster Management Cell of our Commissionerate, for the relief and rehabilitation of the victims of the landslides in Wayanad (copy enclosed).

In this regard, all the Officers and Staffs of this Office are requested to contribute generously and submit their consent letter to the respective section heads, for deducting their contribution from September month's salary, on or before **19.09.2024** (format enclosed). Also, the Officers in charge of the Sections are requested to forward the received consent letters to **admncuschn@gmail.com**, on or before **19.09.2024**. Those Officers who are on leave during this period may forward their consent letters directly to the above mentioned email ID.

Yours Faithfully,

Signed by
Rajesh Jacob Koottummel
Date: 13-09-2024 17:02:52

Deputy Commissioner of Customs (Admin)

Enclosures: as above

Copy To

ADC/JC/AC/DC/All Section heads (through CRU)/ EDI (for uploading in the website)

Copy submitted to Commissioner's file

UNDERTAKING

I hereby authorize DDO to deduct one day salary or Rs. from my salary for the month of September 2024 as my contribution towards the Disaster Management Cell.

Yours faithfully,

Name
Designation
Employee Code



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
केंद्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
मुख्य आयुक्त का कार्यालय OFFICE OF THE CHIEF COMMISSIONER
केंद्रीय माल एवं सेवा कर, केंद्रीय उत्पाद शुल्क और सीमा शुल्क
CENTRAL GST, CENTRAL EXCISE & CUSTOMS
तिरुवनंतपुरम क्षेत्र, THIRUVANANTHAPURAM ZONE
केंद्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई.एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI - 682 018
E-mail : cccochin@nic.in Fax : 0484 - 2397614
Ph : 0484 - 2394100 / 2390404
D.O.C.No.I/Misc/CC(TZ)/2024
Dated: 01.08.2024

मनोज कु. अरोड़ा भा.र.से
Manoj K. Arora I.R.S.
मुख्य आयुक्त
Chief Commissioner

Dear colleagues,

The devastating landslides that hit Wayanad on 30.7.2024 have claimed over 250 lives, left many more injured and displaced countless families. The survivors are in dire need of support and assistance.

2. In this distressing moment, our collective efforts can make a significant difference. I urge all our officers and staff to contribute financially to the Disaster Management Cell of their respective Commissionerate. If the Cell has not yet been constituted in your Commissionerate, steps may be taken to urgently establish the same under section 36 of the Disaster Management Act, 2005 (CBIC Circular on formation of the DMC enclosed).

3. We can give the option of giving consent for deductions from our salary through the DDO. We may also appeal to our colleagues outside the Zone, retired officers, and key stakeholders to contribute generously to the Disaster Management Cell of your Commissionerate.

4. Once we are able to raise a substantial amount, we will collectively utilise the same at the Zonal level for providing meaningful and long-term relief and rehabilitation for the affected communities. This could include measures like building homes, schools and medical facilities for the affected. The specific activity for which the fund shall be utilised will be decided collectively by a committee comprising of all the Commissioners in the Zone.

5. Let's join hands and take this meaningful step towards helping our brothers and sisters rebuild their lives and livelihoods.

Yours sincerely,


1.8.2024

(Manoj K. Arora)

To
All staff & colleagues



Government of India
Ministry of Finance, Department of Revenue
Directorate General of Human Resources Development
Customs & Central Excise
IRCON Building, West Wing,
Ground Floor, Plot No. C-4,
District Centre, Saket,
New Delhi-110017



F.No. 917/20/RBA/Disaster Mgmt./HRD-ID/2018 | 5599

Date: 26 July, 2019

To,

The Principal Chief Commissioners / Chief Commissioners
Ahmedabad / Bhopal / Chennai / Cochin / Hyderabad / Meerut /
Panchkula / Pune / Ranchi / Shillong / Vadodara / Visakhapatnam
CGST & Central Excise Zone



Sir/Ma'am,

Sub: Constitution of Disaster Management Cell – reg.

Kind reference is invited to this office letter F.No. 917/20/RBA/Disaster Mgmt./HRD-ID/2018 dated 14.03.2019 on the foregoing subject wherein it was requested to set up a Disaster Management Cell for your Zone. Further, kind attention is also invited to this office letters of even number dated 02.05.2019 and 22.05.2019 vide which all the field formations were asked to submit an action taken report as per Section 36 of the DM Act, 2005 and NDMA guidelines.

2. However, it is noted that no communication has been received from your Zone regarding constitution of Disaster Management Cell and appointment of Nodal Officers for monitoring of Disaster Management activities in all the field formations under your Zone.
3. It is once again requested to set up Disaster Management Cells in all field formations under your Zone, and appoint a Nodal Officer, not below the rank of Joint Commissioner to deal with all aspects of Disaster Management relating to Zone. Name and designation of the Nodal Officer along with contact details may be forwarded to this office at the earliest. Further, an action taken report in respect of your Zone as per the responsibilities mentioned in Section 36 of the DM Act, 2005 and NDMA guidelines may also be forwarded.
4. All the foregoing requisite details can also be shared through e-mail on the mail id – ["disaster.management.cbic@gmail.com"](mailto:disaster.management.cbic@gmail.com).

Yours faithfully,

Anice Joseph Chandra

(Anice Joseph Chandra)

Additional Director General (I&W)

Copy to: Commissioner (Coord.), CBIC, North Block, New Delhi -110001

Anice Joseph Chandra

24/7/19

Additional Director General (I&W)