



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](http://www.cochincustoms.gov.in)

E-mail: [cochincustoms@nic.in](mailto:cochincustoms@nic.in)

Control Room: 0484-2666422

Date: As e-assigned.

## स्थापना परिपत्र संख्या /Establishment Circular No. 11/2025

**Sub:** Departmental Examination for Promotion of Lower Division Clerks (LDC)/ Head Havaldar to Tax Assistants in Customs and Central Tax Department for the year 2024-2025 - Reg.

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In pursuance of the Examination F. No. NACIN/II/12/5/2020-EXAM - O/o Pr DG-NACIN-FARIDABAD- Part (1) dated 11.04.2025 on the above captioned subject, Lower Division Clerks/Head Havaldars who have rendered at least four years of regular service in the respective grades (as on the date of notification of the exam) and willing to appear for the Departmental Examination for promotion to the grade of Tax Assistants which is scheduled to be conducted on 23.05.2025 are requested to submit their willingness to the undersigned on or before 01.05.2025.

2. The examination will have 03 papers as mentioned below: -

Paper	Subject	Maximum Marks	Passing Marks	Time	Duration
Paper - I	Theoretical Test on Computer Proficiency.	50	25	11:00 -12:00 hrs	01 Hour
Paper – II	Practical Test on Computer Proficiency.	50	25	14:00 - 4:30 hrs	30 Min.
Paper – III	Typing Test with speed of 35 words per minute in English or 30 words per minute in Hindi on Computer.	Qualifying	Qualifying	12:00 -13:00 hrs	01 Hour

3. The proforma for submitting the willingness is given below:

Name &	Employee	Date of Birth	Date of promotion to the grade
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Designation of the Candidate	Code		of LDC/Head Havaladar.

Signed by

Sreedhar Edamuttath

Date: 24-04-2025 16:42:24

सीमा शुल्क सहायक आयुक्त (स्थापना)

ASSISTANT COMMISSIONER OF CUSTOMS (Estt.)

**Encl: Examination Notice issued by NACIN, Faridabad.**

प्रेषित **To:** Notice Board/EDI(to upload in the website).

प्रतिलिपि **Copy to:** All Sections (Through CRU).



राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर एवं नार्कोटिक्स अकादमी

आंचलिक प्रशिक्षण संस्थान, दिल्ली

नासिन कॉम्प्लेक्स, सैक्टर - 29, फ़रीदाबाद, हरियाणा - 121008.

NATIONAL ACADEMY OF CUSTOMS, INDIRECT TAXES AND NARCOTICS  
ZONAL TRAINING INSTITUTE, DELHI  
NACIN COMPLEX, SECTOR - 29, FARIDABAD, HARYANA - 121008.

### परीक्षा सूचना / Examination Notice

#### **Departmental Examination for promotion of Lower Division Clerks (LDC)/Head Havaldar to Tax Assistants in the Customs and Central Tax Department for the year 2025-26**

1. The Departmental Examination for promotion of Lower Division Clerks (LDC)/Head Havaldar to Tax Assistants in the Customs and Central Tax Department for the year 2025-26 is scheduled to be held on **23rd May 2025 (Friday)**.
2. The examination will consist of the following papers as per the Departmental Examination (Central Tax, Central Excise, Customs and Narcotics) Rules, 2024 (DER-2024) notified vide G.S.R. 773(E) dated 18.12.2024:

S. No.	Paper	Subject	Max Marks	Pass Marks	Date & Time of Examination
1	Paper-I	Theoretical Test on Computer Proficiency	50	25	23.05.2025 (11:00 hrs to 12:00 hrs) (Time allowed: 1 hour)
2	Paper-II	Practical Test on Computer Proficiency	50	25	23.05.2025 (14:00 hrs to 14:30 hrs) (Time allowed: 30 minutes)

3	Paper-III	Typing test with speed of 35 words per minute in English or 30 words per minute in Hindi on computer.	Qualifying	Qualifying	The Paper III i.e. Typing Speed shall be ascertained by the respective CCA's
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3. The question paper shall be in both English and Hindi. The Candidates have the option to write the answer either in English or in Hindi. The exam at all the centers will start at **11:00 hrs**. The Cadre Controlling Authority (CCA) concerned shall have the sole discretion to determine the eligibility of the candidates based on the latest Recruitment Rules and the amendments issued from time to time.

4. As per the latest recruitment rules for the post of Tax Assistants [i.e. Ministry of Finance, Department of Revenue, Central Board of Indirect Taxes and Customs, Directorates, Tax Assistant, Group 'C' Post, Recruitment Rules, 2022 dated 14.07.2022 and Central Board of Indirect Taxes and Customs, Tax Assistant (Group C post) Recruitment Rules, 2022 dated 20.10.2022, the candidates shall possess the following qualifications and experience:

- *Data Entry Speed of not less than 8000 key depressions per hour for data entry work; and*
- *Must have passed the Departmental Qualifying Examination to be held after completion of the three-week training programme.*

5. The above-mentioned eligibility conditions relating to Data Entry Speed and successful completion of the Departmental Qualifying Examination after three-week training shall be verified and certified by the respective Cadre Controlling Authorities (CCAs). NACIN, ZTI Delhi (Faridabad) shall be responsible only for the conduct of the examination, and no queries/clarifications related to eligibility or qualification shall be entertained by NACIN under any circumstances.

6. The concerned Commissionerate/Directorate where the examination is scheduled to be held shall nominate an officer (ADC/JC/DC/AC or equivalent rank officer), who will be authorized to function as the overall in-charge for the conduct of the said examination. Requisition for the question papers along with Name, gov email id, mobile number of Authorized officers etc. as per **Annexure-A** must reach the Assistant Director or Additional Assistant Director (Exam), NACIN ZTI Delhi, Faridabad **latest by 13.05.2025** through email [exam-nacin\\_zti@gov.in](mailto:exam-nacin_zti@gov.in). Any requisition for question papers after this period shall not be entertained. Question paper for the said exam, in password-protected PDF format, shall be sent to the nominated authorized officer through e-mail only on **21.05.2025**, who shall acknowledge the receipt of the same to NACIN ZTI Delhi, Faridabad by return email.

7. **Password for opening the PDF file will be provided on 23.05.2025, one hour before the start of the exam.** The authorized officer shall ensure that the examination is conducted in a fair and transparent manner. Requisition for question papers can be sent at e-mail id: [exam-nacinzti@gov.in](mailto:exam-nacinzti@gov.in).

8. Such requisitions from the Commissionerates/Directorates shall be forwarded to NACIN ZTI Delhi, Faridabad only through their respective Cadre Controlling Authority (CCA). The marks obtained in the examination shall be communicated solely to the CCAs after the completion of the examination.

9. All the Chief Commissioners' offices are requested to circulate this Notification to all the Commissionerate/Customs House within their respective jurisdictions. NACIN ZTI Delhi, Faridabad will not be communicating with any of the individual commissionerates in this regard.

10. Information regarding the Cadre Controlling Authority, name, and contact of the authorized officer etc. may be provided in the format enclosed as Annexure 'A' to this notice.

11. The syllabus for Paper-I, Paper-II and Paper-III is enclosed as Annexure "B".

12. The examination notice is also being posted on the CBIC and NACIN ZTI DELHI (FARIDABAD CAMPUS) website i.e. <https://www.cbic.gov.in/> and <https://www.nacin.gov.in/>

13. NACIN ZTI Delhi, Faridabad on direction of NACIN Palasamudram reserves the right to cancel the whole examination or the examination of a candidate or that of a center or of a cluster of centers if it is found that unfair means were used or allowed to be used or any partiality or injustice is done to anybody in the examination.

14. "Instructions for Examination" are enclosed, which are an integral part of this Examination Notice.

15. This issues with the approval of Additional Director General, NACIN ZTI Delhi, Faridabad.

Hindi version will follow.

Enclosure: As above

  
11/4/2025

(Dr. Bijendra Kumar Meena)  
Additional Director  
NACIN ZTI Delhi, Faridabad

**Copy to:**

1. All Principal Chief Commissioners/ Chief Commissioners of Customs
2. All Principal Chief Commissioners/ Chief Commissioners of Customs (Preventive)
3. All Principal Chief Commissioners / Chief Commissioners of Central Excise & GST,
4. All Principal Director Generals / Director Generals/Principal Additional Director Generals/ Additional Director Generals NACIN ZTI/RTIs
5. All Principal Commissioners / Commissioners of Customs
6. All Principal Commissioners / Commissioners of Central Excise & GST
7. All Principal Director Generals/Director General/ Principal Additional Director Generals /Addl. Director General/ Director under CBIC.
8. The Chief Departmental Representative, CESTAT, New Delhi.
9. The Commissioner of CGST & Central Excise (All) – including Audit.
10. The Commissioner of Customs (All)
11. The Chief Chemist, CRCL, New Delhi
12. Webmaster for uploading on the websites of NACIN and CBIC

### Instructions for Examination

#### **Departmental Examination for Promotion of Lower Division Clerks (LDC)/ Head Havaldar to Tax Assistant Level-4 (Rs. 25,500-81,100) in the Customs and Central Tax Department for the Year 2025-26**

1. The examination will have three (3) papers as mentioned below: -

Sl. No.	Paper	Subject	Max. Marks	Pass Marks	Date & Time of Paper
1.	Paper-I	Theoretical Test on Computer Proficiency	50	25	23.05.2025 (11:00 hrs to 12:00 hrs) (Time allowed: 1 hour)
2.	Paper-II	Practical Test on Computer Proficiency	50	25	23.05.2025 (14:00 hrs to 14:30 hrs) (Time allowed: 30 minutes)
3.	Paper-III	Typing test with speed of 35 words per minute in English or 30 words per minute in Hindi on computer.	Qualifying	Qualifying	The Paper III i.e. Typing Speed shall be ascertained by the respective CCA's

2. While informing the requirement, the name of the post and the Roll No. of the candidate for which the examination is to be conducted may clearly be stated. The **Roll Numbers** are to be allotted to the candidates in the Commissionerates / Customs Houses by their respective Cadre Controlling Office and Directorates may allot Roll Nos. at their end at the time of the nominations itself. The Template for allotting Roll Nos. is given below:

Example:

Sl. No	GST/Customs/ Directorate	Name of GST/Customs/Directorate	Roll Nos.
1	GST	Ahmedabad South	TA/GST/Ahmedabad South/01
2	CH	Kandla	TA/CH/Kandla/01
3	D	DGHRD	TA/D/DGHRD/01

3. The Pr. ADG/ ADG of the Commissionerates/Directorates where the examination is scheduled to be held shall nominate an officer, who will be authorized to function as the overall in-charge for conduct of the examination and he /she

shall be responsible to conduct the examination in a free and fair manner and maintain secrecy thereof. The Authorized Officer is further required to nominate a Supervisor/Invigilator to conduct the exam smoothly and the required no(s) of Xerox copies of question papers shall be done secretly under his personal supervision.

4. Candidates working on Deputation/ Loan basis who are eligible and willing to appear for the examination, shall be nominated from their Parent Commissionerate. The Cadre Controlling Principal Commissioner/ Commissioner may be requested to inform the eligible officers, who are on deputation with other Directorates/Organizations and also include their requirements while forwarding the nominations. Such nominations may be sent along with "No Objection Certificate" from the Cadre Control Authority in case the candidate has represented to take up the exam in his current place of posting.
5. The examination work requires the Supervisor/Invigilator to allot Roll Numbers to the candidates, to make the seating arrangement for the candidates who will appear in the examination, supply of standard stationery like answer sheets and to photocopy the question papers as much as required under the supervision of the Authorized Officer with strict secrecy. The Supervisory officers/ Invigilator of the examination centers also have the right to cancel the examination of a candidate or the whole of center under their jurisdiction, in case of use of unfair means.
6. The first page of answer sheets shall contain the following particulars, either in printed form or by affixing rubber stamp: -
  - 1) Name of the Examination
  - 2) Roll No.
  - 3) Name of Center
  - 4) Date & Time of Examination
  - 5) Name of the Paper & Subject
  - 6) No. of loose answer sheets used (The Supervisor/ Invigilator will sign the loose sheets and also assign page numbers).
  - 7) Signature of the Supervisor/ Invigilator (on verification that all the details are correctly filled in by the candidates)
  - 8) Marks obtained and
  - 9) Signature of the Supervisor/ Invigilator.
7. It shall also be notified to the candidates either in printed form or by affixing rubber stamp on the front part of the answer sheet that any attempt to disclose their names/identity and any indulgence of unfair means like copying from any source or talking with anybody inside or outside during the examination hour or any behavior of the candidates that may be considered to be cheating by the Invigilator/Supervisor/NACIN shall render their examination as null and void.

**The examination of any candidate shall be cancelled if that candidate writes his/her name or uses any sign / symbol / signature etc. in the answer sheets which may hint the identification of the candidates in any way.**

8. The Invigilators and the Supervisors shall maintain confidentiality, impartiality

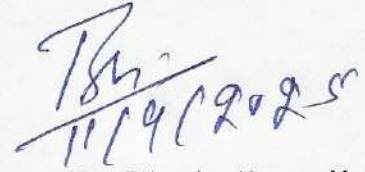


& discipline in conducting the examination and ensure that no unfair means are used, which could give any extra advantage to some and thus be prejudicial to others. The whole exercise shall be designed and conducted so as to do justice to all. NACIN ZTI Delhi, Faridabad on direction of NACIN Palasamudram reserves the right to cancel the whole examination or that of an individual candidate or of a center or in a group of centers, if use of any unfair means is brought to its notice. It can also recommend disciplinary action against the Supervisors/Invigilators, if required.

9. **The Supervisor/invigilator shall sign on the front page of the Answer sheet (As detailed in Annexure-C) after verification of all the details filled by the candidates. The Supervisor/invigilator shall also sign each loose sheet and assign page numbers to each loose sheet used by the candidates.**
10. The eligibility of the candidates shall be ascertained by the CCA and any clarification other than conduct of the examination shall not be entertained by NACIN ZTI DELHI (FARIDABAD CAMPUS). Any correspondence, on the process/conduct of examination may be made to Sh. Bijay Kumar Sinha, Assistant Director (Exam.) (Mob 9711461121) or Shri Kanhaiya Prasad, Additional Assistant Director (Exam) (Mob- 7827721377), NACIN ZTI Delhi, Sector-29, Faridabad-121008 or at email id: exam-nacinztidelhi@gov.in.
11. Use and carrying of Mobile phone and any such electronic gadget in or around the examination hall by the candidates is strictly prohibited during the conduct of examination.
12. Candidates are not allowed under any circumstances to go out of the hall in the first thirty minutes even on completion/submission of the paper and only one person at a time is allowed to be go out of the examination hall under reasonable plea after the completion of first 30 minutes, during the examination period.
13. The question papers shall be in English and in Hindi. The candidates have the option to write the answers either in Hindi or English.
14. Answer Sheets of **Paper-I** (Theoretical Test on Computer Proficiency), properly tagged / bunched, shall be sent to NACIN ZTI Delhi, Faridabad immediately after the examination. The same shall be evaluated by NACIN ZTI Delhi Faridabad.
15. Answer Sheets of **Paper-II** (Practical Test on Computer Proficiency) shall be evaluated by the Directorates/Commissionerate itself and the scores, **along with the evaluated answer sheets**, shall be sent to NACIN ZTI Delhi, Faridabad.
16. **Paper-III (Typing Test):** The Typing Test (Paper-III), qualifying in nature, shall be conducted and evaluated by the respective CCAs/Directorates. Candidates are required to achieve a minimum speed of **35 words per minute in English** or **30 words per minute in Hindi** on a computer. The typing test status of each candidate—**Qualified** or **Not Qualified**—along with the

evaluated typed sheet, must be forwarded to **NACIN ZTI Delhi, Faridabad** by the concerned Directorates/Commissionerates.

17. Answer sheets and the attendance sheet, arranged serially according to allotted Roll No(s). shall be sent in a sealed cover.
18. NACIN ZTI Delhi, Faridabad would convey the marks obtained by the candidates only to the CCA, only to the email as provided in Annexure-A. Result in consonance with the Recruitment Rules and the instructions in force, if any, by the Ministry/Board from time to time, granting relaxations to the SC, ST & OBC candidates, as may be applicable, shall be declared by the CCA or any other office duly authorized by CCA with intimation to this office for record.
19. This issues with the approval of Additional Director General NACIN ZTI Delhi, Faridabad.



(Dr. Bijendra Kumar Meena)  
Additional Director  
NACIN ZTI Delhi,  
Faridabad

**ANNEXURE A - PROFORMA FOR NOMINATION**

1. Name of the Commissionerate/ Directorate: \_\_\_\_\_
2. Name of the Cadre Controlling Zone: \_\_\_\_\_
3. Name of the Centre of Examination: \_\_\_\_\_
4. Official mail ID of the formation: \_\_\_\_\_ (Any correspondence w.r.t. departmental examinations shall be sent from the Mail ID mentioned here)
5. Name & Official Address of the nominated Authorized Officer who would be responsible for the conduct of exam and to whom the question papers in PDF format has to be forwarded through personal gov.in mail ID:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel.No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Gov.in Mail ID: \_\_\_\_\_  
WhatsApp Mobile No.: \_\_\_\_\_

6. Details of the candidates appearing for the examination at the Centre:

Departmental Examination for promotion to the grade of Tax Assistants in CBIC and Directorates under CBIC for the year 2025-26				
S.No.	Name of the candidate	Designation	Roll No. assigned	Papers in which appearing

**Annexure 'B'**

**Course Content for Computer Proficiency Test for promotion to the grade of Tax Assistants**

<b>Course Content for Computer Proficiency Test for Promotion to the Grade of Tax Assistants</b>				
<b>Paper</b>	<b>Type of Test</b>	<b>Time Allowed</b>	<b>Max Marks</b>	<b>Content</b>
<b>Paper-I</b>	Theoretical Test on Computer Proficiency	1 hour	50	<b>1. Overview of Hardware</b>
				<b>2. Windows</b>
				a)- Logging onto Windows
				b)- Shutting down and use of CTRL-ALT-DEL
				c)- Windows Explorer
				d)- Use of FIND and SEARCH
				e)- Using floppy disk and CD ROM / Pen drive
<b>Paper-II</b>	Practical Test on Computer Proficiency	30 minutes	50	<b>3. MS Office (MS Word and MS Excel)</b>
				<b>A. MS Word</b>
				a) Creating a new document
				b) Basic formatting including bullets and numbering and Header and Footer
				c) FIND and REPLACE
				d) Auto Correct and Spell Check
				e) Saving documents
				f) Sending documents through floppy / Pen drive
				g) Printing the documents including print preview and
				h) Table handling
				<b>B. MS Excel including</b>

				a) Introduction to Excel
				b) Creating a simple worksheet
				c) Basic formatting
				d) Simple functions and calculations
				e) Saving / Printing of documents
				f) Print preview
				<b>4. Proficiency in use of INTERNET and INTRANET for e-mailing.</b>
Paper-III (Typing Test)	Typing test with speed of 35 words per minute in English or 30 words per minute in Hindi on computer.	Qualifying	Qualifying	The Typing Speed shall be ascertained by the respective CCA's/Directorates.

**ANNEXURE 'C'**

**(Proforma for first page of Each Answer sheet)**

<b>Full Address of the Exam Center</b>			
1.	Name of the Examination		
2.	Roll No. of the Candidate		
3.	Name of Exam Centre		
4.	Date & Time of Examination		
5.	Name of the Paper & Subject		
6.	No of loose answer sheets used (The Supervisor/Invigilator will sign each loose sheet and also assign page numbers)		
7.	Signature of the Supervisor/Invigilator (on verification of all the details filled by the candidates)		
8.	Marks Obtained/Maximum Marks		
9.	Signature of Examiner		

**Note: The examination shall be cancelled if the candidates write their names or use any signs/symbols signatures etc. in the answer sheets which may hint the identification of the candidates in any way.**

(By email)

F.No.A.34011/05/2017-Ad.IIIA  
भारत सरकार/Government of India  
वित्त मंत्रालय/Ministry of Finance  
राजस्व विभाग/Department of Revenue

केंद्रीय अप्रत्यक्ष कर एवं सीमा शुल्क बोर्ड/Central Board of Indirect Taxes & Customs

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5वीं मंजिल, हुडको विशाला बिल्डिंग,  
5th Floor, Hudco Vishala Building,  
भीकाजी कामा प्लेस, आर.के. पुरम,  
Bhikaji Cama Place, R.K. Puram,  
नई दिल्ली, 13 फरवरी, 2025  
New Delhi, 13th February, 2025

सेवा में/To,

प्रधान महानिदेशक,  
The Principal Director General,  
राष्ट्रीय सीमा शुल्क, अप्रत्यक्ष कर और नारकोटिक्स अकादमी,  
National Academy of Customs, Indirect Taxes & Narcotics,  
परीक्षा अनुभाग, एनएसीआईएन, पलासमुद्रम, आंध्र प्रदेश  
Exam Section, NACIN, Palasamudram, Andhra Pradesh.  
E-mail: dg-nacinpsm@gov.in, exam-nacin-psm@gov.in

विषय: डीईआर-2024 के अंतर्गत पाठ्यक्रम और परीक्षा प्रक्रिया पर स्पष्टीकरण - के संबंध में।

**Subject:** Clarification on Syllabus and Examination Process under DER- 2024 -  
reg.

महोदय/Sir,

मुझे उपर्युक्त विषय पर आपके कार्यालय के पत्र संख्या F.No. NACIN/II/12/8/2020-EXAM  
दिनांक 04.02.2025 का संदर्भ लेने का निर्देश हुआ है।

I am directed to refer to your office letter F.No. NACIN/II/12/8/2020-EXAM  
dated 04.02.2025 on the above-mentioned subject.

2 इस संबंध में यह स्पष्ट किया जाता है कि यदि कोई अधिकारी डीईआर, 2008 के अनुसार  
विभागीय परीक्षा पास नहीं कर पाए, तो उन अधिकारी को या तो सभी या बचे हुए परीक्षा पत्र, यथा स्थिति  
हो, डीईआर, 2024 के प्रावधानों के अनुसार पास करनी होगी। हालांकि, यदि कोई अधिकारी डीईआर,  
2008 के अनुसार किसी भी पेपर को पहले ही पास कर चुका है, तो उसे केवल पेपर के क्रम में बदलाव के  
कारण उसी पेपर को फिर से पास करने की आवश्यकता नहीं है। इसके अलावा, डीईआर, 2024 में हटाए गए  
पेपर [यानी सीमा शुल्क कानून (पुस्तकों के बिना)] को डीईआर, 2024 की अधिसूचना के बाद पास करने  
की आवश्यकता नहीं है और नए पेपर [यानी कंप्यूटर एप्लीकेशन और इंटरनेट का उपयोग] को पास करना  
आवश्यक होगा। परीक्षा उत्तीर्ण करने की तिथि निर्धारित करने के लिए डीईआर 2024 के नियम 7(6) की  
ओर भी ध्यान आकर्षित किया जाता है।

In this regard, it is clarified that if any officer could not pass the Departmental  
exam in terms of DER, 2008, the officer will be required to pass **either all or the  
left over papers, as the case may be**, in terms of the provisions of DER, 2024. It  
is to be noted that if the officer has already passed any of the paper(s) as per DER,  
2008, he need not pass the same paper again simply because of changing in

sequences of papers. Further, the paper deleted in DER, 2024 [i.e. Customs Law (without books)] need not to be passed after notification of DER, 2024 and the new paper [i.e. Computer Application and use of Internet] will be required to be passed. Attention is also invited to Rule 7(6) of DER 2024 for determining the date of passing the exam.

3. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जा रहा है।  
This issues with the approval of competent authority.

भवदीय,

Digitally signed by  
Ravish Kumar  
Date: 13-02-2025  
15:55:27

(रविश कुमार)  
अवर सचिव, भारत सरकार  
Email: usad3-rev@gov.in