



सीमा शुल्क एवं केन्द्रीय कर के  
मुख्य आयुक्त का कार्यालय, विशाखापट्टणम क्षेत्र  
प्रथम तल, जीएसटी भवन, पत्तन क्षेत्र,  
विशाखापट्टणम - 530035

**Office of the Chief Commissioner,  
Customs & Central Tax, Visakhapatnam Zone**  
1<sup>st</sup> Floor, GST Bhavan, Port Area,  
Visakhapatnam - 530035

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**Office Order No. 08/2023**

Consequent upon the transfer and posting of officers to Chief Commissioner's Office, Visakhapatnam Zone, the following work allocation is ordered with immediate effect and until further orders.

SI No.	Section Name	Officer In-charge S. /Shri. /Smt.	Charges Allotted
1.	Systems & Central Processing Cell	G Venkata Ramana, Supdt  Golamaru Manish, TA	<ul style="list-style-type: none"> <li>• GST Zonal Comm.Admin</li> <li>• Central Processing Cell(GST)</li> <li>• Monitoring &amp; Reporting work related to GST Registrations / Cancellations / Migration / etc., of all Taxpayers and Tax Practitioners</li> <li>• All Coordination / reporting work relating to GST Backend Applications (AIO) and GST Systems related work including AIO related software and hardware aspects</li> <li>• Matters relating to DIN</li> </ul>
2.	Technical — 1 (GST)	VGK Sarma, Supdt  Naveen Kumar Insp  D Sreevatsav, Insp	<ul style="list-style-type: none"> <li>• All GST Policy Matters</li> <li>• Work related to monitoring DGARM Reports, including work related to special verification sets, Risky Exporters / Tax payers etc.</li> <li>• Monitoring of GST Compliance related to GST Returns, GST Refunds (including UIN and SBY related refunds), Declarations / Intimations eg., DRC-03 etc.</li> <li>• E-Way Bill related work</li> <li>• Work Relating to Blocking / Unblocking of ITC credit</li> <li>• Anti-Profiteering related work</li> <li>• All Correspondence with Board / GSTN / State Government /</li> </ul>

			<ul style="list-style-type: none"> <li>• Trade on GST related matters</li> <li>• Matters relating to Grievance Committee</li> <li>• Coordination with State GST</li> </ul>
3.	Technical – 2 (Legacy)	<p>A.V.S. Mallikarjuna Rao, Supdt</p> <p>B H Sastry Gadepalli, Insp</p> <p>B Gnaneswara Rao, Insp</p>	<ul style="list-style-type: none"> <li>• Parliament Questions</li> <li>• Legacy Technical matters relating to Central Excise / Service Tax.</li> <li>• All matters pertaining to Refunds, Rebates, Maritime Commissioner under Central Excise and Service Tax.</li> <li>• All MPR related work (Legacy or otherwise)</li> <li>• Monitoring of Key performance areas &amp; other Statistical Reports, Provisional Assessments, Adjudications, Call Book matters, etc. under legacy matters and GST.</li> <li>• Monitoring of Arrears of revenue and preparation of all related reports</li> <li>• Preparation of Monthly Brochure</li> <li>• Coordination &amp; Preparation of Common Reports spanning multiple Sections, such as Action Plan -2020, etc. and other similar work assigned by Pr.CC/ CC/ JC /AC</li> <li>• Coordination of work relating to all meetings (other than REIC / CEIB meetings), held by Chairman &amp; Board Members, FS, PMO, GSTN, State Government, Ministries, CC (VZ),etc., with officers or Trade. (Meetings maybe on Railnet / NIC/ CISCO Webex, etc.)</li> <li>• RAC Related Work</li> <li>• Work related to SAADHIT.</li> </ul>
4	CIU (Central Intelligence Unit)	<p>D.Srinivasa Rao, Supdt</p> <p>S.Ch.Bhanu Sarma, Supdt</p>	<ul style="list-style-type: none"> <li>• Anti-Evasion matters pertaining to Legacy as well as GST work</li> <li>• Monitoring of Third-Party related verifications (IT Data for ST verification)</li> <li>• All Matters related to Detention of goods (GST &amp; Legacy matters only)</li> <li>• Compounding of Offences</li> </ul>

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4.		Ch.Kartik, Insp Gautam Kaswan, Insp K Anjaneyulu, Insp Yogesh Bhardwaj, Insp	<ul style="list-style-type: none"> <li>• Data Analytics / BIFA /EDW / ADVAIT / E- Way Bill Analytics / GST Prime</li> <li>• Work related to Awards and Rewards to Officers in the Zone / informers</li> <li>• Work related to DIGIT</li> </ul>
5.	Customs Technical	Deepak , Supdt P Chaitanya Krishna, Insp (PO)	<ul style="list-style-type: none"> <li>• All matters related to Customs in the Zone including matters related to SEZs in the Zone</li> <li>• All Reports relating to Customs matters in the Zone.</li> <li>• Coordination with Technical -1for Preparation of Monthly Brochure (Customs part)</li> </ul>
6.	Legal & Audit	KDVN Srinivas Kumar,Supdt Sk Babulal, Insp	<ul style="list-style-type: none"> <li>• All Legal &amp; Audit matters in the Zone</li> <li>• Concurrence of High Court and CESTAT matters</li> <li>• LIMBS</li> <li>• Prosecution matters</li> <li>• Matters related to Commissioner(Appeals)</li> <li>• All matters relating to Audit &amp;PAC</li> <li>• Monitoring of Audit related matters pertaining to Audit Commissionerate (Except covered elsewhere)</li> </ul>
7.	Reviews & RTI	N. Ramakrishna, Supdt T. Dheeraj, Inspector Arun Kumar Maurya, EA	<ul style="list-style-type: none"> <li>• Review of Orders in Original passed by Pr. Commissioners and Commissioners in the Zone</li> <li>• SVLDRS</li> <li>• Work relating to RTI, including Third party audit of pro-active disclosure on website</li> <li>• Work relating to Inspection of formations</li> <li>• SEVOTTAM&amp; RFD work</li> <li>• Monitoring and Reporting related to GST Appeals / GST Appellate Authority.</li> <li>• Matters related to Appellate Authority for Advance Ruling (AAAR) and Advance Ruling matters.</li> </ul>
			<ul style="list-style-type: none"> <li>• Administration Matters of</li> </ul>

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8.	Administration, Accounts & Infrastructure	K L T Sundari, Supdt Tushar Kanthi Nath,EA Debasis Majee, EA	<ul style="list-style-type: none"> <li>• Zone &amp; CCO including Tour Programmes / Leaves of Group-A Officers / Leaves of CCO Officers &amp; Staff</li> <li>• Accounts &amp; Expenditure Budget</li> <li>• Matter Relating to Infrastructure &amp; Vehicles</li> <li>• Infrastructure &amp; Systems related work for CCO (Other than GST Systems work)</li> <li>• SPARROW related work in respect of Group B &amp; C Officers(Custodian)</li> <li>• SWACHATA related issues</li> <li>• Assigning Hawaldar Duties</li> </ul>
9.	Establishment	N. Aparna, Supdt M. G. Sankara Rao, EA N. Ravi Krishna, EA B. Manasa, TA	<ul style="list-style-type: none"> <li>• All Establishment matters in the Zone including SEZ related postings and transfers as applicable.</li> <li>• Establishment matters relating to Vizag Custom House</li> <li>• Training of all Cadres</li> <li>• All Deputation /encadrement related matters</li> <li>• APAR related matters i.r.o Group -A Officers</li> </ul>
10.	CAT Cell (Service Matters) & Media Cell	K Vijayasri, Supdt D Srinivasa Rao, Supdt (Additional Charge) D Sreevatsav, Insp (Additional Charge of CAT Cell) Ch Kartik, Insp (Additional Charge of Media Cell)	<ul style="list-style-type: none"> <li>• Monitoring all CAT/Court matters in the zone pertaining to Service matters (CAT Cell).</li> <li>• Work relating to Zonal Website /Media Cell/ GST Portal / Zonal Twitter handle</li> <li>• AKAM related work, and any other such similar events / celebrations / special drives as may be ordered by GoI / Board etc from time to time.</li> </ul>
11.	Vigilance	Sadananda Kumar Swamy, Supdt Deepak Kumar Behera, Insp Niraj Kumar, EA	<ul style="list-style-type: none"> <li>• All Vigilance &amp; Confidential Matters</li> <li>• CPGRAMS Matters</li> <li>• All matters pertaining to FR 56J</li> <li>• REIC &amp; CEIB related matters including all meetings</li> </ul>
	Official Language	Y. Srinivas, SHT	<ul style="list-style-type: none"> <li>• All Issues relating to implementation of Official</li> </ul>

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12.			<ul style="list-style-type: none"> <li>Language Policy</li> <li>Translation work from Hindi to English and vice-versa as and when required /assigned</li> </ul>
13.	e-Office	N. Aparna, Supdt D Sreevatsav, Inspector (Additional Charge EMD Manager) Golamaru Manish, TA	<ul style="list-style-type: none"> <li>All matters pertaining to E-Office</li> <li>Monitoring the work of EMD Manager</li> <li>Monitoring of CRU Section</li> <li>Monitoring of implementation of e-Office in the Zone.</li> </ul>
14.	CC's Staff	Atti Srinivasan, Steno-Gr I Vivek , Steno-Gr I	<ul style="list-style-type: none"> <li>All work related to PA to Chief Commissioner</li> <li>Will assist CC &amp; ADCs in monitoring and diarising all letters and mails from Board, etc., as per E-Office Office Order No.14/2020 dated 6-8-2020</li> </ul>
15.	PRO	Vivek Steno , Gr-I	<ul style="list-style-type: none"> <li>Will deputise PA to CC in his absence</li> <li>Will assist ADC (CCO) / DC(CCO) / AC (CCO) in monitoring Board's letters, Mail to CCO from various formations and shall undertake works mentioned in as per E-Office Office Order No. 14/ 2020 dated 6-8-2020</li> </ul>
16.	CRU	P Ganesh Gupta, TA P Prashanth, LDC P Suresh, Hawaldar,	<ul style="list-style-type: none"> <li>All relating to receipt of Dak, Scanning, Diarisation, Despatch and other related work pertaining to CRU Section under e-Office.</li> <li>Separate office order to amend Office Order No. 13/2021 dated 27.07.2021 to be issued.</li> </ul>

The Officers shall undertake any other work that may be assigned to them from time to time.

All Section Heads, shall coordinate and assist other Sections Heads wherever required for completion of any task. Specifically, all Section Heads shall render assistance to Superintendent Tech 2 for the purpose of compilation of data for Brochure, Meetings, Common Reports, etc.

In order to ensure continuity of work in the absence of any of the officers, the following link officers are allotted and shall automatically take effect in the absence of any officer:

Link Officer Table

Supdt. /Inspr. Onleave	1st link officer {Supdt/Inspr.}	2nd Link Officer {Supdt/Inspr.}

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Establishment	Administration & Accounts	CAT Cell & Media Cell
Vigilance	CAT / Media Cell	Establishment
CAT Cell & Media Cell	Vigilance	Establishment
Administration & Accounts	Establishment	CAT Cell & Media Cell
Legal & Audit	Reviews	Technical-2
Technical- 1	Systems	CIU
Technical-2	Legal & Audit	Reviews
CIU	Technical-1	Systems
Reviews	Legal & Audit	Technical -2
Systems	CIU	Technical -1
Customs Technical	Technical-2	Legal & Audit

All matters relating to Accounts in Administration Section shall be routed through the CAO, Visakhapatnam Zone.

In absence of Shri K.Sadanand Kumar Swamy, Supdt the work related to REIC shall be handled by Superintendent of CIU.

The above Order is synchronized with E-Office and mapping of Officers as far as possible. Where there is a deviation, the E-Office in-charge shall make necessary changes and further carryout changes required to give effect to this order.

This order supersedes all other Orders in the matter, excluding the E-Office Order bearing No. 14/ 2020 dated 6-8-2020.

This issues with the approval of the Chief Commissioner of Customs & Central Tax, Visakhapatnam Zone.

**(Musuluru Sreekanth)**  
Additional Commissioner

**(GCCO/II/(3)/53/2021-ESTT-O/o CC-CGST-ZONE-VISAKHAPATNAM)**

To

The Individuals Concerned

Copyto:

Sr. PS to Chief Commissioner