



मुख्य आयुक्त केंद्रीय कर एवं सीमा शुल्क  
**CHIEF COMMISSIONER OF CENTRAL TAX & CUSTOMS**  
केन्द्रीय वस्तु एवं सेवाकर विशाखापट्टणम  
उत्पाद शुल्क भवन, पत्तन क्षेत्र, विशाखापट्टणम - 530035  
**GST Bhavan, Port Area, Visakhapatnam - 530 035**



**Office Order No. 14/2019**

Dated 30.10.2019

Sub: Work allocation of Officers in Chief Commissioner's Office, Visakhapatnam Zone, Visakhapatnam.

Consequent to transfer/relief/joining of officers in CCO, the following allocation of work among the officers of Chief Commissioner's Office, Visakhapatnam Zone is hereby ordered with immediate effect and until further orders:

Sl.No.	Section	Name of the Officer (S/Shri/Smt/Kum)	Charges Handled
1.	<b>Technical-I</b>	J.Praveen Kumar Superintendent  K. Venkatesh, Inspector  Harshavardhan, Inspector	<ul style="list-style-type: none"><li>• Central Excise &amp; Service Tax Technical legacy matters;</li><li>• MPR and related work;</li><li>• GST Central Processing Cell including matters related to Registration, Migration and cancellation of all GST taxpayers/Practitioners;</li><li>• Zonal Website/ Media Cell;</li><li>• Monitoring of performance of key areas &amp; other statistical reports;</li><li>• Refunds, Rebates (Central Excise and Service Tax);</li><li>• Brochure &amp; compilations related to all meetings (GST &amp; Legacy matters) (with the help of Shri F.A.Cooper, Supdt (Tech-II))</li></ul>
3.	<b>Technical-II &amp; Data Analytical cell</b>	F. A. Cooper Superintendent  K.L.T. Sundari Inspector  Kartik Chintakrinda Inspector	<ul style="list-style-type: none"><li>• GST (Tech);</li><li>• Correspondence with Board, GSTN etc on GST matters;</li><li>• Coordination with State Government;</li><li>• Work related to SFTP data;</li><li>• GST E-way Bill;</li><li>• GST refunds;</li><li>• Monitoring of filing of returns;</li><li>• Chairman/Member's weekly letters</li></ul>
4.	<b>Technical-III</b>	VSS Girija Kumar, Superintendent Thotada Rajasimha Inspector (Additional Charge) Debasis Majee Executive Assistant	<ul style="list-style-type: none"><li>• Monitoring of Arrears of Revenue, TAR report;</li><li>• RTI, Inspection;</li><li>• REIC;</li><li>• RAC;</li><li>• Sevottam &amp; RFD</li></ul>
5.	<b>Technical- IV</b>	Ratnesh Kumar Superintendent Harshavardhan, Inspector (additional charge)	<ul style="list-style-type: none"><li>• Anti-Evasion matters (GST &amp; Legacy)</li><li>• Matters related to proposals for Presidential Awards etc;</li><li>• Budget work including related reports</li><li>• Parliament Questions (PQ);</li><li>• forwarding of detention notices;</li><li>• Anti-profiteering;</li><li>• GST Refunds (will assist Shri FA Cooper, Supdt, Tech-II)</li></ul>
6.	<b>Customs Technical</b>	Ravichandra Superintendent Manohar Superintendent	<ul style="list-style-type: none"><li>• All matters related to Customs</li></ul>

7.	<b>Legal &amp; Audit</b>	S. Giridhar Superintendent G Maha Lakshmodu Inspector	<ul style="list-style-type: none"> <li>• Legal</li> <li>• Audit &amp; PAC matters</li> <li>• Concurrence of CESTAT &amp; HC orders.</li> <li>• LIMBS</li> <li>• Prosecution</li> </ul>
8.	<b>Reviews</b>	N.Ramakrishna, Superintendent Thotada Rajasimha Inspector	<ul style="list-style-type: none"> <li>• Review of Orders in Original passed by the Principal Commissioners and Commissioner</li> <li>• Appellate Authority for Advance Ruling</li> <li>• Compounding of Offences</li> </ul>
9.	<b>Establishment &amp; CAT</b>	P. Satyavathi Superintendent K.Vinay Kumar Inspector G Sankara Rao Mirtipati Tax Assistant Y.Bhanu Chander Tax Assistant	<ul style="list-style-type: none"> <li>• All issues relating to postings and transfers in respect of all cadres including SEZ postings;</li> <li>• Trainings in respect of all cadres</li> <li>• Applications relating to deputations in all cadres</li> <li>• Establishment matters relating to Custom House, Vizag</li> <li>• All reports and returns, PQs relating to establishment section</li> <li>• CAT cases relating to Establishment;</li> <li>• APAR related correspondence in respect of Group A officers</li> </ul>
10.	<b>Vigilance, CPGRAMS</b>	N Aparna Superintendent K.Vinay Kumar Inspector (additional charge) Arun Kumar Maurya Executive Assistant	<ul style="list-style-type: none"> <li>• Vigilance &amp; confidential matters</li> <li>• CPGRAMS;</li> <li>• 56 J correspondence;</li> <li>• All reports and returns, PQs relating to Vigilance section</li> </ul>
11.	<b>Administration &amp; Accounts</b>	P.David Ravi Chief Accounts officer N Aparna Superintendent Ashok Kumar Executive Assistant Neeraj Kumar Tax Assistant	<ul style="list-style-type: none"> <li>• Administration matters including Tour programme of Group A officers, Leave of CCO officers &amp; Hawaldar duties</li> <li>• Accounts and Budget</li> <li>• Swatchhata Action plan</li> <li>• Infrastructure &amp; Vehicles</li> <li>• PRO related works</li> </ul>
12.	<b>Hindi Cell</b>	Y. Srinivas, Senior Hindi Translator Madhuchanda Mohanty Junior Translator	<ul style="list-style-type: none"> <li>• All issues relating to implementation of Official Language Policy;</li> <li>• Translation work from Hindi to English and vice versa, whenever directed / required;</li> <li>• Co-ordination/correspondence on issues relating to Official Language;</li> </ul>
13.	<b>IC/OC</b>	A.Ramana Rao, LDC	• Maintenance of CCO's inward correspondence
14.	<b>Sr.PS</b>	Bharat Bhushan	To assist JC(CCO) & AC(CCO)
15.	<b>TA</b>	Gyaneswari, TA	• Assist JC(CCO) and monitoring of Board's letters, mails to CCO


Shri K.Venkatesh, Inspector nominated to be a part of the help desk in relation to implementation of APAR online writing for all Group B & C officers will continue along with his regular work.

The following is the system during the leave/absence of the officers in the respective sections:

<b>Supdt. / Inspr. on leave</b>	<b>1<sup>st</sup> link officer (Supdt. / Inspr.)</b>	<b>2nd Link Officer (Supdt. / Inspr.)</b>
Establishment	Vigilance & Administration	Technical-II
Vigilance & Administration	Establishment	Technical-III
Legal & Audit	Review	Technical-IV
Technical-I	Technical-II	Technical-III
Technical-II	Technical-III	Technical-I
Technical-III	Technical-IV	Technical-II
Technical-IV	Technical-I	Technical-II
Customs Technical	Technical-II	Legal & Audit
Reviews	Legal & Audit	Technical-IV

The officers will also attend to any other item of work that may be assigned to them from time to time by senior officers.

This issues with the approval of the Chief Commissioner, Vizag Zone.

  
(J.M. Kishore)  
Joint Commissioner

[Issued from file C.No.II/03/01/2015-CC (VZ) Estt.]

To

The officers

Copy to Sr.PS to Chief Commissioner, Visakhapatnam Zone