



**Office of the Chief Commissioner, Customs & Central Tax
Visakhapatnam Zone**

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Office Order No. 14 /2021

Dated 28th July 2021

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

Sl. No.	Section Name	Officer In-charge S/Shri. / Smt.	Charges Allotted
1.	Systems & Central Processing Cell	G. Venkata Ramana, Supdt G. Prashant, Inspector (Additional Charge)	• GST Zonal Comm. Admin • Central Processing Cell (GST) • Monitoring & Reporting work related to GST Registrations / Cancellations / Migration / etc., of all Taxpayers and Tax Practitioners • All Coordination / reporting work relating to GST Backend Applications (AIO) and GST Systems related work including AIO related software and hardware aspects • Matters relating to DIN • Work relating to Zonal Website /Media Cell/ GST Portal / Zonal Twitter handle.
2.	Technical – 1 (GST)	G. Narendra Reddy, Supdt Ch. Karthik, Inspector	• All GST Policy Matters • Work related to monitoring DGARM Reports, including work related to special verification sets, Risky Exporters / Taxpayers, etc. • Monitoring of GST Compliance related to GST Returns, GST Refunds (including UIN and SBY related refunds), Declarations / Intimations e.g. DRC-03 etc. • E-Way Bill related work • All Correspondence with Board / GSTN/ State Government / Trade on GST related matters • Matters relating to Grievance Committee • Coordination with State GST
3.	Technical – 2 (Legacy)	A.V.S. Malikarjuna Rao, Supdt Swapan Kumar Das, Inspector DVS Abhyut, Inspector	• Parliament Questions • Legacy Technical matters relating to Central Excise / Service Tax. • All matters pertaining to Refunds, Rebates, Maritime Commissioner under Central Excise and Service Tax. • All MPR related work (Legacy or otherwise) • Monitoring of Key performance areas & other Statistical Reports, Provisional Assessments, Adjudications, Call Book matters, etc. under legacy matters and GST. • Monitoring of Arrears of revenue and preparation of all related reports • Preparation of Monthly Brochure • Coordination & Preparation of Common Reports spanning multiple Sections, such as Action Plan -2020, etc. and other similar work assigned by Pr.CC/ CC/ JC / AC • Coordination of work relating to all meetings (other than REIC/CEIB meetings), held by Chairman & Board Members, FS, PMO, GSTN, State Government, Ministries, CC (VZ), etc., with officers or Trade. (Meetings maybe on Railnet / NIC/ CISCO Webex, etc.) • RAC Related Work

4.	Data Analytics Cell	K. Sadanand Kumar Swamy, Supdt. G. Prashant, Inspector Piyush Sundriyal, Inspector	• Anti-Evasion matters pertaining to Legacy as well as GST work • Monitoring of Third-Party related verifications (IT Data for ST verification) • Work Relating to Blocking / Unblocking of ITC credit • Anti-Profitteering related work • All Matters related to Detention of goods (GST & Legacy matters only) • REIC & CEIB related matters including all meetings. • Compounding of Offences • Data Analytics / BIFA / EDW • Work related to Awards and Rewards to Officers in the Zone / informers
5.	Customs Technical	G. Rathinavel, Supdt D. Srinivasa Rao, Inspector (PO)	• All matters related to Customs in the Zone including matters related to SEZs in the Zone • All Reports relating to Customs matters in the Zone. • Coordination with Technical -I for Preparation of Monthly Brochure (Customs part)
6.	Legal & Audit	KDVN Srinivas, Kumar, Supdt K. Appala Raju, Inspector	• All Legal & Audit matters in the Zone • Concurrence of High Court and CESTAT matters • LIMBS • Prosecution matters • Matters related to Commissioner (Appeals) • All matters relating to Audit & PAC • Monitoring of Audit related matters pertaining to Audit Commissionerate (Except covered elsewhere)
7.	Reviews	N. Ramakrishna, Supdt T. Dheeraj, Inspector Debasish Majee, EA	• Review of Orders in Original passed by Pr. Commissioners and Commissioners in the Zone • SVLDRS • Work relating to RTI, including Third party audit of pro-active disclosure on website • Work relating to Inspection of formations • SEVOTTAM& RFD work • Monitoring and Reporting related to GST Appeals / GST Appellate Authority. • Matters related to Appellate Authority for Advance Ruling (AAAR) and Advance Ruling matters.
8.	Administration, Accounts & Infrastructure	KLT Sundari, Supdt Tushar Kanthinath, EA Niraj Kumar, TA	• Administration Matters of Zone & CCO including Tour Programmes / Leaves of Group-A Officers / Leaves of CCO Officers & Staff • Accounts & Expenditure Budget • Matter Relating to Infrastructure & Vehicles • Infrastructure & Systems related work for CCO (Other than GST Systems work) • SPARROW related work in respect of Group B & C Officers (Custodian) • Assigning Hawaldar Duties
9.	Establishment	N. Aparna, Supdt M. Sankar Rao, TA N. Ravi Krishna, TA B. Manasa, TA	• All Establishment matters in the Zone including SEZ related postings and transfers as applicable. • Establishment matters relating to Vizag Custom House • Training of all Cadres • All Deputation / encadrement related matters • APAR related matters i.r.o Group -A Officers

10.	Vigilance & CAT Cell (Service Matters)	N. Kanakalakshmi, Supdt D. Sreevatsav, Inspector Arun Kumar Maurya, EA	- All Vigilance & Confidential Matters - CPGRAMS Matters - All matters pertaining to FR 56J - Monitoring all CAT cases in the Zone (CAT Cell)
11.	Official Language	Y. Srinivas, SHT	- All Issues relating to implementation of Official Language Policy - Translation work from Hindi to English and vice-versa as and when required / assigned
12.	e-Office	N. Aparna, Supdt Ch. Karthik, Inspector Additional Charge EMD Manager P. Prashant, MTS	- All matters pertaining to E-Office - Monitoring the work of EMD Manager - Monitoring of CRU Section - Monitoring of implementation of e-Office in the Zone.
13.	CC's Staff	D S S Bharat Bhushan Sr. PS	- All work related to Sr. PS to Chief Commissioner - Will assist CC & JC in monitoring and diarising all letters and mails from Board, etc., as per E-Office Office Order No.14/2020 dated 6-8-2020
14.	PRO	T. Venugopal Inspector	- Will deputize Sr. PS to CC in his absence - Will assist JC (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
15.	CRU	As per Office Order No.13/2021 dated 27-7-2021.	- All work assigned vide the E-Office Office Order No.13/2021 dated 27-7-2021 - Including all work relating to receipt of Dak, Scanning, Diarisation, Despatch and other related work pertaining to CRU Section under e-Office.

2. 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 Reviews & Coordination for the purpose of compilation of data for Brochure, Meetings, Common Reports, etc.

3. 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. On leave	1st link officer (Supdt/Inspr.)	2nd Link Officer (Supdt/Inspr.)
Establishment	Vigilance	Administration & Accounts
Vigilance	Establishment	Administration & Accounts
Administration & Accounts	Establishment	Vigilance
Legal & Audit	Reviews	Technical- 1
Technical-1	DAC	Legal & Audit
Technical-2	Technical-1	DAC
DAC	Technical-1	Technical-2
Reviews	Legal & Audit	Technical -1
Systems	Technical -2	Technical -1
Customs Technical	Systems	Legal & Audit

4. All matters relating to Accounts in Administration Section shall be routed through the CAO, Visakhapatnam Zone.
5. The above Order is synchronized with the E-Office OUs and mapping of Officers as far as possible. Where there is a deviation, the E-Office in-charge shall make necessary changes and further carry out changes required to give effect to this order.
6. This order supersedes all other Orders in the matter, excluding the E-Office Office Orders bearing Nos. 14/2020 dated 6-8-2020 and 13/2021 dated 27-7-2021 as amended.
7. This issues with the approval of the Chief Commissioner of Customs & Central Tax, Visakhapatnam Zone.


(Y. Bhaskara Rao) 28/07/2021
Joint Commissioner (CCO)

(Issued from file C.No.II/3/1/2015-CC(VZ)Estt

To

The Individuals Concerned

Copy to:

Sr. PS to Chief Commissioner