



सीमा शुल्क एवं केन्द्रीय कर के मुख्य आयुक्त का कार्यालय  
Office of the Chief Commissioner, Customs & Central Tax,  
विशाखापटनम क्षेत्र Visakhapatnam Zone

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**Office Order No. 04/2022**

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.

S.No.	Section Name	Officer In-Charge (S/Sri/Smt)	Charges Allotted
1.	Systems & Central Processing Cell	G. Narendra Reddy, Supdt Suryansh Pundir Inspector	<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> <li>• Work relating to Zonal Website / Media Cell/ GST Portal / Zonal Twitter handle.</li> </ul>
2.	Technical – 1 (GST)	G. Victor, Supdt G. Prashant Inspector	<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-Profitteering related work</li> <li>• All Correspondence with Board / GSTN / State Government / Trade on GST related matters</li> <li>• Matters relating to Grievance Committee</li> <li>• Coordination with State GST</li> </ul>

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3.	Technical – 2 (Legacy)	A.V.S. Mallikarjuna Rao, Supdt  DVS Abhyut, Inspector	<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.	Data Analytics Cell	G.Venkata Ramana, Supdt., G Victor, Supdt, (Additional Charge) K Sadanand Kumar Swamy, Supdt (Additional Charge) Ch.Karthik, Inspector, D. Sreevatsav, Inspector, (Additional Charge) K.Sriniketh Reddy, Inspector, Sameer Mittal Inspector	<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>• REIC &amp; CEIB related matters including all meetings.</li> <li>• Compounding of Offences</li> <li>• Data Analytics / BIFA /EDW / ADVAIT / E- Way Bill Analytics</li> <li>• Work related to Awards and Rewards to Officers in the Zone / informers</li> <li>• Work relating to DIGIT</li> </ul>

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5.	Customs Technical	G Rathinavel, Supdt  Ummed Singh Palawat, Supdt  D Srinivasa Rao, Inspector (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 - 1 for Preparation of Monthly Brochure (Customs part)</li> </ul>
6.	Legal & Audit	KDVN Srinivas, Kumar, Supdt  K. Appala Raju, Inspector	<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  Debasis Majee, 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>

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8.	Administration, Accounts & Infrastructure	K Vijaya Sri, Supdt Tushar Kanthi Nath, EA Neeraj Kumar, TA	<ul style="list-style-type: none"> <li>Administration Matters of 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 or CCO (Other than GST Systems work)</li> <li>SPARROW related work in respect of Group B &amp; C Officers (Custodian)</li> <li>SWACHATA &amp; AKAM related work</li> <li>Assigning Hawaldar Duties</li> </ul>
9.	Establishment	N. Aparna, Supdt M. G. Sankara Rao, TA N. Ravi Krishna, TA 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.	Vigilance	K.Sadananda Kumar Swamy, Supdt, Swapan Kumar Das, Inspector Arun Kumar Maurya, 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> </ul>
11.	CAT Cell (Service Matters)	N. Kanakalakshmi, Supdt D. Sreevatsav, Inspector	<ul style="list-style-type: none"> <li>Monitoring all CAT/Court matters in the zone pertaining to Service matters (CAT Cell).</li> </ul>
12.	Official Language	Y. Srinivas, SHT	<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 <u>as and when required / assigned</u></li> </ul>

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13.	e-Office	N. Aparna, Supdt Ch. Karthik, Inspector' (Additional Charge EMD Manager) K Sriniketh Reddy, Inspector, (Additional Charge EMD Manager) P. Prashant, MTS	<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	D S S Bharat Bhushan Sr. PS	<ul style="list-style-type: none"> <li>• All work related to Sr. PS 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 Sr. PS 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  &  As per office Order No.13/ 2021 dated 27-7-2021.	<ul style="list-style-type: none"> <li>• All work assigned vide the E-Office Office Order No. 13/ 2021 dated 27-7-2021</li> <li>• Including all work relating to receipt of Dak, Scanning, Diarisation, Despatch and other related work pertaining to CRU Section under e-Office.</li> </ul>

2. Sri N Ramakrishna, Superintendent is also assigned the charge of matters pertaining to the proposed construction projects at Tirupati, Kakinada and Gannavaram (CPC Vijayawada) in addition to the charges as mentioned at S.No. 7 above.

3. 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, Technical-2 for the

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purpose of compilation of data for Brochure, Meetings, Common Reports, etc.

4. 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**

<b>Supdt. / Inspr. Onleave</b>	<b>1st link officer {Supdt/Inspr.}</b>	<b>2nd Link Officer {Supdt/Inspr.}</b>
Establishment	Administration & Accounts	CAT Cell
Vigilance	CAT Cell	Establishment
CAT Cell	Vigilance	Establishment
Administration & Accounts	Establishment	CAT Cell
Legal & Audit	Reviews	Technical-2
Technical- 1	Systems	DAC
Technical-2	Legal & Audit	Reviews
DAC	Technical-1	Systems
Reviews	Legal & Audit	Technical -2
Systems	DAC	Technical -1
Customs Technical	Technical-2	Legal & Audit

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

6. 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 carry out changes required to give effect to this order.

7. This order supersedes all other Orders in the matter, excluding the E-Office Orders bearing Nos. 14/ 2020 dated 6-8-2020 and 13/ 2021 dated 27-7-2021 as amended.

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

**(Ruchin Gupta)**  
Additional Commissioner

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

**To**  
The Individuals Concerned

**Copy to:**  
Sr. PS to Chief Commissioner