



मुख्य आयुक्त का कार्यालय
Office of the Chief Commissioner
सीमा शुल्क एवं केन्द्रीय कर, विशाखापट्टणम क्षेत्र
Customs & Central Tax, Visakhapatnam Zone
प्रथम तल, जीएसटी भवन, पत्तन क्षेत्र, विशाखापट्टणम - 530035
1st Floor, GST Bhavan, Port Area, Visakhapatnam – 530035



(P): 0891-2568837 (F) 0891-2561942

email : ccu-cexvzg@nic.in

Office Order No. 03/2024

Consequent upon transfers and postings of officers to Chief Commissioner's Office, Visakhapatnam Zone, in modification to Office Order No. 22/2023 dated 23.11.2023 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.	Technical — 1 (GST)	VGK Sarma, Supdt D Sreevatsav, Inspector Golamaru Manish, TA	<ul style="list-style-type: none"> • All GST Policy Matters • Work related to monitoring DGARM Reports, including work related to special verification sets, Risky Exporters / Tax payers etc. • Monitoring of GST Compliance related to GST Returns, GST Refunds (including UIN and SBY related refunds), Declarations / Intimations eg., DRC-03 etc. • E-Way Bill related work • Work Relating to Blocking / Unblocking of ITC credit • Anti-Profiteering related work • All Correspondence with Board / GSTN / State Government / Trade on GST related matters • Matters relating to Grievance Committee • Coordination with State GST • GSTN Back Office related work
2.	Technical — 2 (Legacy)	VGK Sarma, Supdt Anil Dudani, Insp S Praneeth, Insp	<ul style="list-style-type: none"> • Parliament Questions • Legacy Technical matters relating to Central Excise / Service Tax. • All matters pertaining to Refunds, Rebates, Maritime

			<p>Commissioner under Central Excise and Service Tax.</p> <ul style="list-style-type: none"> • 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 and other similar work assigned by Pr.CC/ CC/ ADC /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 • Work related to SAADHIT
3.	Customs Technical	<p>G V Rao , Supdt</p> <p>Alison Kumari, Insp (PO)</p>	<ul style="list-style-type: none"> • 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. <p>Coordination with Technical Sections for Preparation of Monthly Brochure (Customs part)</p>
4.	CIU (Central Intelligence Unit)	<p>S Manikanta, Supdt</p> <p>Gautam Kaswan, Insp</p> <p>K Anjaneyulu, Insp</p>	<ul style="list-style-type: none"> • Anti-Evasion matters pertaining to Legacy as well as GST work • Monitoring of Third-Party related verifications (IT Data for ST verification)

		Kadiveti Bhavya, Insp Rajesh Kumar Yadam, Tax Assistant	<ul style="list-style-type: none"> All Matters related to Detention of goods (GST & Legacy matters only) Compounding of Offences Data Analytics / BIFA /EDW / ADVAIT / E- Way Bill Analytics / GST Prime Work related to Awards and Rewards to Officers in the Zone / informers Work related to DIGIT
5.	Legal & Audit	K Vijayasri, Supdt Sk Babulal, Insp	<ul style="list-style-type: none"> 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)
6.	Reviews, RTI & Inspection	K V V Satyanarayana, Supdt Harshvardhan, Inspector Arun Kumar Maurya, EA	<ul style="list-style-type: none"> 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.
7.	Systems & Central Processing Cell	B H Sastry Gadepalli, Supdt Rajesh Kumar Yadam, Tax Assistant	<ul style="list-style-type: none"> GST Zonal Comm.Admin Central Processing Cell(GST) Monitoring & Reporting work related to GST Registrations / Cancellations / Migration / etc., of all Taxpayers and

			<p>Tax Practitioners</p> <ul style="list-style-type: none"> • 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
8.	Administration, Accounts & Infrastructure	<p>K LT Sundari, Supdt Debasis Majee, EA Y Ramesh Babu, EA</p>	<ul style="list-style-type: none"> • 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) • SWACHATA related issues • Assigning Havaldar Duties
9.	Establishment	<p>N. Aparna, Supdt M. G. Sankara Rao, EA N. Ravi Krishna, EA B. Manasa, TA</p>	<ul style="list-style-type: none"> • 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.	CAT Cell (Service Matters) & Media Cell	<p>D Srinivasa Rao, Supdt P Ganesh Gupta, TA (Additional Charge)</p>	<ul style="list-style-type: none"> • Monitoring all CAT/Court matters in the zone pertaining to Service matters (CAT Cell). • Work relating to Zonal Website /Media Cell/ GST

			<p>Portal / Zonal Twitter handle</p> <ul style="list-style-type: none"> AKAM related work, and any other such similar events / celebrations / special drives as may be ordered by Gol / Board etc from time to time.
11.	Vigilance	<p>K.Sadananda Kumar Swamy, Supdt</p> <p>Deepak Kumar Behera, Insp</p> <p>Niraj Kumar, EA</p>	<ul style="list-style-type: none"> All Vigilance & Confidential Matters CPGRAMS Matters All matters pertaining to FR 56J REIC & CEIB related matters including all meetings
12.	Official Language	<p>Y. Srinivas, SHT</p>	<ul style="list-style-type: none"> All Issues relating to implementation of Official Language Policy Translation work from Hindi to English and vice-versa as and when required /assigned
13.	e-Office	<p>N. Aparna, Supdt</p> <p>D Sreevatsav, Inspector (Additional Charge of PIMS (EMD) Manager)</p> <p>Golamaru Manish, TA</p>	<ul style="list-style-type: none"> 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.
14.	CC's Staff	<p>J Sunita, Sr PS</p> <p>Vivek, Steno Gr I</p> <p>Tahemin Basiruddin Ansari, Steno Gr II</p>	<ul style="list-style-type: none"> Sr PS- All work related to PS to Chief Commissioner Steno Gr I & Steno Gr II-All work related to PA to ADC/AC Will assist CC & ADC in monitoring and diarizing all letters and mails to CCO from Board & from various other formations and shall undertake works mentioned as per E-Office Office Order No. 14/ 2020 dated 6-8-2020 Steno Gr I and Steno Gr II - will deputise PS to CC in his / her absence.
15.	CRU	<p>P Ganesh Gupta, TA</p> <p>P Prashanth, LDC</p> <p>P Suresh, Havaldar</p>	<ul style="list-style-type: none"> All work assigned vide E-office Office Order No. 12/2023 dated 10-07-2023

		V Madhu Kishore, MTS	<ul style="list-style-type: none"> Including all work relating to receipt of Dak, Scanning, Diarisation, Despatch and other related work pertaining to CRU Section under e-Office.
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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.}
Establishment	Vigilance	Technical- 1 & 2
Vigilance	Establishment	Technical- 1 & 2
CAT Cell & Media Cell	Legal & Audit	Admin& Accounts
Admin & Accounts	Legal & Audit	CAT Cell & Media Cell
Legal & Audit	CAT Cell & Media Cell	Admin & Accounts
Technical- 1 & 2	CIU	Reviews, RTI & Inspn.
CIU	Reviews, RTI & Inspn	Technical-1 & 2
Reviews, RTI & Inspn.	Technical-1 & 2	CIU
Systems & CP Cell	CIU	Technical-1 & 2
Customs Technical	Reviews, RTI & Inspection	Legal & Audit

All matters relating to Accounts & 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, 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

Orders bearing Nos. 14/ 2020 dated 6-8-2020 and 12/2023 dated 10-7-2023.

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

Signed by
M Sreekanth
Date: 01-08-2024 17:02:56
(M Sreekanth)
Additional Commissioner

(File No. GCCO/II/(3)/53/2021-ESTT-O/o CC-CGST-ZONE-VISAKHAPATNAM)

To
The Individuals Concerned

Copy to:
Sr. PS to Chief Commissioner