



కస్టమ్స్ మరియు సెంట్రల్ టాక్స్ కమీషనర్ కార్యాలయం (అప్పీల్స్-I)  
 7 వ అంతస్తు, GST భవన్: LB స్టేడియం రోడ్, బషీర్బాగ్, హైదరాబాద్, పిన్-500004  
 सीमा शुल्क व केन्द्रीय कर (अपील्स) आयुक्त का कार्यालय  
**OFFICE OF THE COMMISSIONER OF CUSTOMS & CENTRAL TAX (APPEALS-I)**  
 सातवाँतल, केन्द्रीय शुल्क भवन 7<sup>th</sup> Floor, Kendriya Shulk Bhavan,  
 एलबीस्टेडियम रोड के सामने, बशीरबाग, हैदराबाद – 500 004  
 opp. L.B.Stadium, Basheerbagh, Hyderabad-500 004  
 Tel No. 040- / Fax No.040--

C.NO.II/39/03/2020-Estt.

Date.02.05.2025

OFFICE ORDER NO.04/2025

Sub:- Estt. Allocation of work Amongst the Superintendents and Inspectors allotted to Appeals-I Commissionerate-Reg

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Consequent on Transfer and postings in the grade of Superintendents vide Establishment order (G.O) No.23/CCA/2025 dated 18.04.2025 and Establishment order (NGO) No. 24/CCA/2025 dated 18.04.2025 both issued by PCCA Cadre Control Authority, Hyderabad GST Commissionerate, the following work allocation is here by ordered in respect of the following superintendents and Inspectors allotted to Appeals-I Commissionerate .

	Name of the Officer (S/Shri/Smt)	Allocation of work
1	M. Anuradha , Superintendent , Assisted by 1. Vandana Bharati, Inspector in matters of (i)&(ii) 2)Motukuri Sivaram, Inspector in matters of (i)&(iii) 3) S. Nithya ,EA in matters of (i)&(iii)	i) Processing (post hearing) of Customs, CE, ST and GST Appeals pertaining to Commissioner; ii) RTI Matters with related reports; iii) Total Registry functions-Admission, Scrutiny& Verification of GST Appeals under Commissioner purview i.e., Registration and processing of files upto the intimation& recording of files, Maintenance of records and registers;
2	Javed Khan, Superintendent, Assisted by i)Vandana Bharati, Inspector in matters of (i), (ii)&(v) 2)Motukuri Sivaram, Inspector in matters of (i),(iii)(iv)& (v) 3)S. Nithya ,EA in matters of (i), (iii)(iv)	i)Processing (post hearing) of Customs, CE, ST and GST Appeals pertaining to Commissioner; ii) All periodical /Monthly reports including MPR(compilation of Commissioner & ADC data), Brochures for Review meetings& related reports; iii) Inventory of Gold and reports; iv) Official language implementation Committee Hindi Correspondence; iv) APAR, GSTN BO
3	Kumithi Ramesh Babu, Superintendent. Assisted by 1) Vandana Bharati, Inspector in matters of (i), (ii)&(v) 2) Motukuri Sivaram, Inspector in matters of (i),(iii)(iv)& (v) S. Nithya ,EA in matters of (i), (iii)(iv)	i)Processing (post hearing) of Customs, CE, ST and GST Appeals pertaining to Commissioner; ii)Parliament Questions with related reports; iii)Total Registry functions-Admission, Scrutiny& Verification of GST Appeals under Commissioner purview i.e., Registration and processing of files



		upto the intimation& recording of files, Maintenance of records and registers; iv)Vigilance CIU matters, 56J review, IPR and related reports; PRO
4.	B. Pavan Kumar Reddy, Superintendent Assisted By . 1)P.S.Vijayasri.TA in the matters of Admin	All Administrative work pertaining to Appeals-I Commissionerate.
5.	Ranjan Kumar, Superintendent Assisted by 1)Karan Rana, Inspector in the matters of i),II)&iii) 2) D. Sravan Kumar in the matters of i)ii)& iii) 3)P.S.Vijayasri.TA in the matters of i),II)&iii)	i) Processing of GST Appeals pertaining to ADC/JC ii)Scrutiny & verification of GST Appeals; Additional Commissioner iii)Periodical reports i.e., MPR pertaining to ADC/JC and Brochure for Review meetings& related reports pertaining to ADC/JC
6	Saurabh Chalana, Superintendent Assisted by 1)D.Sravan Kumar in the matters of i)ii)& iii) 2)Karan Rana, Inspector in the matters of i)&iii) 3)P.S.Vijayasri.TA in the matters of i),II)&iii)	i) Processing of GST Appeals pertaining to ADC/JC ii)Scrutiny & verification of GST Appeals; iii)DDM-Admin, ACL Admin, EMD Manager. iv)Total Registry Functions of Appeals pertaining to ADC/JC and maintenance of records/registers;
7	T.Ravi Kumar, CAO Assisted by (i) S. Srinivas TA (ii) Kanigiri Srinivas TA (iii) Abhay Mishra TA	DDO; All Accounts, Establishment and Administrative matters, Vehicle –incharge
8	Manjula. PS	i) Secretarial Assistance to Commissioner; ii) Central receipt unit for emails and assistance related to inventory of gold and reports. iii) Scheduling and intimation of personal hearings and assistance relating to recording of the personal hearings
9	Anmol Arora, steno	i)Secretarial Assistance Additional Commissioner; ii)Central receipt unit for emails and assistance related to inventory of gold and reports. iii)Scheduling and intimation of personal hearings and assistance relating to recording of the personal hearings
10	S.Srinivas TA Assisted by Ramraj Yadav , Hawaldar, Kanigiri Srinivas , TA Sheikh Khaja , Head Hawaldar , A Lavanya, MTS	i) Assistance in all Administration and Accounts matters, GeM correspondence ii) RTI matters pertaining to Admin, Estt.& Accounts. iii)In-charge of IC and OC
11	Abhay Mishra TA	i) Assistance in all Administration and Accounts matters, GeM correspondence ii) RTI matters pertaining to Admin, Estt.& Accounts.

		iii)In-charge of IC and OC
12	Sheikh Khaja , Head Hawaldar	All outward correspondence
13	Ramraj Yadav, , Hawaldar	All Inward correspondence
14	K.Srinivas , Head Hawaldar	Bell Duty to Commissioner
15	T.D.Rajiv, Hawaldar	Bell Duty to ADC
16	A. Lavanya, MTS	All IC/OC collection and Distribution.

In Addition to the above work allocation, the officer shall also attend to all the Monthly and Miscellaneous Reports in respect of Commissioner and Additional Commissioner.

3. In Addition to the above work allocation, the officer is required to attend to any other work as may be allocated from time to time by the controlling officer as well as Commissioner and Additional Commissioner. The above work allocation is illustrative but not exhaustive and therefore it should be the endeavour of the officer to ensure that all works assigned are attended to scrupulously and in a time- bound manner.

4. All appeals process should be done in e-office by scanning of old files . Periodical weeding out of closed files should be done quarterly downloading or acknowledgement and proof of delivery from speed post to upload in e-office should be done on monthly basis. In case of non-delivery of OIA , the same should be sent to JRO/JRC regularly. The duplicate copy of appeal memorandum should be sent to the respective respondents/Jurisdictional offices regularly.

This issues with the approval of the Commissioner.

Hindi version follows.

  
 (A.VENU GOPAL)  
 ASSISTANTCOMMISSIONER (P&V)  
 HYDERABAD APPEALS-I  
 COMMISSIONERATE

Copy to  
 The Individual  
 Submitted to  
 The Commissioner of Central Tax (Appeals)-I Hyderabad