



सत्यमेव जयते

కస్టమ్స్ మరియు సెంట్రల్ టాక్స్ కమీషనర్ కార్యాలయం అప్పీల్స్-I)
7 వ అంతస్తు, GST భవన్ : LB స్టేడియం రోడ్, బషీర్బాగ్, హైదరాబాద్ ,పిన్-500004

केन्द्रीय सीमा शुल्क एवं केन्द्रीय कर आयुक्त का कार्यालय,अपील्स-I

सातवातल,जी.एस.टी भवन,एल.बी.स्टेडियम रोड,बशीरबाग, हैदराबाद - ५००००४

OFFICE OF THE COMMISSIONER OF CUSTOMS & CENTRAL TAX (APPEALS-I)

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

Date: .07.2024

OFFICE ORDER NO. 05/2024

Sub: Estt.- Allocation of work amongst the officers working in the office of the Commissioner of Central Tax & Customs, Appeals-I Commissionerate - Regarding

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In continuation/ partial modification of the Office Order No. 03/2024 dated 26.02.2024, the following work allocation is hereby ordered among the officers working in the Office of the Commissioner of Central Tax & Customs, Appeals-I Commissionerate, with immediate effect until further orders, consequent to issuance of AGT orders for the year 2024 and joining/ relief of incoming/outgoing officers:

Sl. No	Name of the Officer (S/Sh/Smt)	Allocation of Work
1	P. Damodar, Assistant Commissioner	i) All Periodical Monthly and Quarterly Reports including MPR, Brochures for Review Meetings; ii) Inventory of Gold and Reports; iii) CPIO for RTI related matters.
2	Anantha Ramaswamy, Superintendent assisted by (i) Dara Chakradhar, Inspector in matters of (i), (ii) & (iv) (ii) Rupendra Singh, Inspector in matters of (i), (iii) & (iv) (iii)Ajeet Singh Rana, TA in matters of (i), (ii) & (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; v) APAR, GSTN BO.
3	G. Rambabu, Superintendent assisted by (i) Dara Chakradhar, Inspector in matters of (i), (ii) & (v) (ii) Rupendra Singh, Inspector in matters of (i), (iii) & (v) (iii)S.Nithya, EA in matters of (i), (iii) & (iv) (iv)Ajeet Singh Rana, TA 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's purview i.e., Registration and processing of files upto the Intimation & Recording of files, Maintenance of records & registers; iv) Vigilance CIU Matters, 56J Review, IPR and Related reports; v) PRO.

4	M. Anuradha, Superintendent assisted by (i) Dara Chakradhar, Inspector in matters of (i), (ii) & (iii) (ii) Rupendra Singh, Inspector in matters of (i) & (iii) (iii) S.Nithya, EA in matters of (i) & (iii) (iv) Ajeet Singh Rana, TA 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 Customs, CE & ST appeals i.e., Registration and processing of files upto the Intimation & Recording of files, Maintenance of records & registers;
5	K. Sudhakar, Superintendent assisted by (i) T.Jagjeevan, Insp in matters of (i), (ii) & (iv) (ii) Abhay Mishra, TA in matters of (i), (ii) & (iii) (iii) P.S.Vijaya Sri, TA in matters of (i), (ii) & (iii) (Addl. Charge)	i) Processing of GST Appeals pertaining to ADC/JC; ii) Scrutiny & Verification of GST Appeals; iii) Total Registry Functions of Appeals pertaining to ADC/ JC and maintenance of records/ registers; iv) Periodical Reports i.e. MPR pertaining to ADC/ JC and Brochure for Review meetings & related reports pertaining to ADC/JC.
6	R.Ganesh, Superintendent assisted by (i) T.Jagjeevan, Insp in matters of (i) & (ii) (ii) Abhay Mishra, TA in matters of (i), (ii) & (iii) (iii) P.S.Vijaya Sri, TA in matters of (ii) & (iii) (Addl. Charge)	i) Processing of GST Appeals pertaining to ADC/JC; ii) Scrutiny & Verification of GST Appeals; iii) Total Registry Functions of Appeals pertaining to ADC/ JC and maintenance of records/ registers; iv) DDM-Admin, ACL Admin, EMD Manager.
7	T.Ravi Kumar, AO assisted by (i) S. Srinivas, TA (ii) P.S.Vijaya Sri, TA	DDO; All Accounts, Establishment and Administration matters, Vehicle In-Charge.
8	I.N.Manjula, PS	i) Secretarial assistance to Commissioner; ii) Central Receipt Unit (e-Office) for emails and assistance related to Inventory of Gold and reports; iii) Scheduling and intimation of personal hearings and assistance related to recording of the personal hearings.
9	Anmol Arora, Steno	i) Secretarial assistance to ADC/JC, ii) Central Receipt Unit (e-Office) for emails, etc. iii) Scheduling and intimation of personal hearings and assistance related to recording of the personal hearings.
10	S. Srinivas, TA assisted by Shaik Khaja, Head Hawaladar, Ramaraj Yadav, Hawaladar, 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	Shaik Khaja, Head Hawaladar	All outward correspondence - Speed Post.
12	K.Srinivas, Head Hawaladar	Bell duty to Commissioner and ADC/ JC.
13	Ramraj Yadav, Hawaldar	All Inward Correspondence.
14	A.Lavanya, MTS	All IC/OC collection and distribution.

2. The following link officer arrangement is also ordered:

Name of the officer (S/Sh/Smt)	Link Officer (S/Sh/Smt)
Anantha Ramaswamy, Superintendent	G.Rambabu, Superintendent
G.Rambabu, Superintendent	M.Anuradha, Superintendent
M.Anuradha, Superintendent	Anantha Ramaswamy, Superintendent
K.Sudhakar, Superintendent	R.Ganesh, Superintendent
R.Ganesh, Superintendent	K.Sudhakar, Superintendent
T.Ravi Kumar, AO (Addl. Charge)	R.Ganesh, Superintendent
Dara Chakradhar, Inspector	Rupendra Singh, Inspector
Rupendra Singh, Inspector	Dara Chakradhar, Inspector
S.Nithya, EA	Ajeet Singh Rana, TA
Ajeet Singh Rana, TA	S.Nithya, EA
T.Jagjeevan, Inspector	Abhay Mishra, TA
Abhay Mishra, TA	T.Jagjeevan, Inspector
I.N.Manjula, P.S.	Anmol Arora, Steno
Anmol Arora, Steno	I.N.Manjula, P.S.
S.Srinivas, TA	P.S.Vijaya Sri, TA
P.S.Vijaya Sri, TA	S.Srinivas, TA
Shaik Khaja, Head Hawaldar	Ramraj Yadav, Hawaldar
Ramraj Yadav, Hawaldar	Shaik Khaja, Head Hawaldar
K.Srinivas, Head Hawaldar	A.Lavanya, MTS
A.Lavanya, MTS	K.Srinivas, Head Hawaldar

3. In addition to the above work allocation, the officers are required to attend to any other work as may be allocated by the Commissioner and Additional/Joint Commissioner from time to time. The above work allocation is illustrative but not exhaustive and therefore it should be the endeavour of the officers 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 and utilisation a new file only in e-office. Periodical weeding out of closed files should be done quarterly. Downloading of acknowledgement and proof of delivery of speed post to be placed in e-office on monthly basis as a permanent record. In case of non-delivery of OIA, the same should be sent to JRO/JAC on monthly basis. The duplicate copy of the appeal memorandum should be sent to the respondent on the day of receipt, especially departmental appeals.


(P.DEVARAJ)
COMMISSIONER

To

All the officers concerned

Copy to the Additional Commissioner, Hyderabad Appeals-I Commissionerate for information.