


C.No. II/03/01/2025-Estt.

OFFICE ORDER No. 16/2025

Dated: 04.09.2025

	केंद्रीयशुल्क वकेंद्रीयउत्पादशुल्ककेआयुक्तकार्यालय
	<b>OFFICE OF THE COMMISSIONER OF CENTRAL TAXES, AND</b>
	<b>CENTRAL EXCISE</b>
	मेडचलआयुक्तालय <b>MEDCHAL COMMISSIONERATE</b>
	मेडचलजीएसटीभवन, 11-4-649/B ,लकडी-का-पूल, <b>MEDCHAL GST BHAVAN, 11-4-649/B,</b> <b>Lakdi-ka-pul,</b> हैदराबाद 500004 <b>HYDERABAD – 500 004</b>
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**DGHRD/ADC-JC/160/2025****कार्यालय आदेश सं OFFICE ORDER NO.16/2025**

विषय: केंद्रीय कर, केंद्रीय उत्पाद शुल्क और सेवा कर, मेडचल आयुक्तालय के संयुक्त आयुक्त के बीच कार्य का आवंटन- के संबंध में।

Sub: Estt - Allocation of work between the Joint Commissioners of Central Tax, Central Excise & Service Tax, Medchal Commissionerate - Reg.

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अतिरिक्त आयुक्त (सीसीओ), हैदराबाद द्वारा जारी मुख्य आयुक्त कार्यालय आदेश संख्या 29/2025 दिनांक 19.08.2025 (डीजीएचआरडी/एडीसी-जेसी/147/2025) के जारी होने के परिणामस्वरूप, श्रीमती पारुल श्रीवास्तव (कर्मचारी कोड संख्या 8201), संयुक्त आयुक्त को मेडचल जीएसटी आयुक्तालय का पद आवंटित किया गया, मेडचल आयुक्तालय के संयुक्त आयुक्तों को निम्नलिखित प्रभार का आवंटन तत्काल प्रभाव से और अगले आदेश तक आदेशित किया जाता है:

Consequent upon issuance of Chief Commissioner's Office Order No.29/2025 dated 19.08.2025 (DGHRD/ADC-JC/147/2025), issued by the Additional Commissioner (CCO), Hyderabad allocating Smt Parul Srivastava (Employee Code No.8201), Joint Commissioner to Medchal GST Commissionerate, the following allocation of charges to the Joint Commissioners of Medchal Commissionerate is hereby ordered with immediate effect and until further orders:

**I) Smt Parul Srivastava, Joint Commissioner:**

All items of work pertaining to:-

1. Official Language Implementation;
2. ARC Cell.
3. DAP Cell (SOF, DAP, LAR and other matters connected to C&AG), Audit-CERA & Internal Audit follow up;
4. Review and Revision & Tribunal (Other than Refunds & her own Orders-in-Original) of 04 Divisions i.e., **Kukatpally Division, Sangareddy Division, Nizamabad Division and Karimnagar Division** and Review and Revision of the orders passed by Shri K.Nagaraju, JC.
5. In-charge of - **Kukatpally Division, Sangareddy Division** for all the works including:
  - a. Monitoring of Revenue, DGARM, BIFA, E-Way Bill, DRC-03, Scrutiny of returns, Recovery of Arrears, NCLT Claims.
  - b. Recovery of Interest on account of the belated returns or belated payment of GST, etc;
  - c. GST outreach.
  - d. Monitoring of legacy issues.
  - e. Overall supervision.
  - f. Monitoring of Adjudication and Review functionalities of the Commissionerate.
2. Adjudication and Revision of the cases within the power of Additional/ Joint Commissioner of **Kukatpally Division and Sangareddy Division** of Medchal GST Commissionerate.
3. Any other work assigned by the Principal Commissioner, from time to time.

**II) Shri. Ram Kumar Gopal, Joint Commissioner:**

- 1 Head of Office, Administration, Accounts, Outsourcing of Services;
- 2 Vigilance/CIU, Central Administrative Tribunal; Inspection Cell;

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- 3 Infrastructure, Land and Buildings, Swachhta Mission, AKAM;
- 4 Personnel & Establishment; Training; Technical & Statistics;
- 5 All works related to Computers; ACES; AIOs, GSTN BO
- 6 Appellate Authority for RTI;
- 7 Review and Revision & Tribunal (Other than Refunds & his own Orders-in-Originals) of 04 Divisions i.e., **Medchal Division, Malkajgiri Division, Jeedimetla Division, Mancherial Division** & Review and Revision of the orders passed by Smt Parul Srivastava, JC.
- 8 Public Grievances, CPGRAMS & Regional Advisory Committee;
- 9 SEVOTTAM, GST Seva Kendra, ISO Certification.
- 10 Adjudication Section, Call book cases.
- 11 In-charge of - **Medchal Division, Jeedimetla Division and Malkajgiri Division**, for the works related to:
  - a. Monitoring of Revenue, DGARM, BIFA, E-Way Bill, DRC-03, Scrutiny of returns, Recovery of Arrears, NCLT Claims.
  - b. Recovery of Interest on account of the belated returns or belated payment of GST, etc;
  - c. GST outreach.
  - d. Monitoring of legacy issues.
  - e. Overall supervision.
- 12 Adjudication and Revision of the cases within the power of Additional/ Joint Commissioner of **Malkajgiri Division, Medchal Division and Jeedimetla Division** of Medchal GST Commissionerate.
- 13 Any other work assigned by the Principal Commissioner, from time to time.

III) **Shri K.Nagaraju, Joint Commissioner:**

All items of work pertaining to:-

- 1. Khajaguda Project.
  - 1. Anti-Evasion; Rewards & REIC Matters; Anti-Profiteering; Vehicles and deployment thereof;
  - 2. Review and Revision of the orders passed by Shri Ram Kumar Gopal, JC
  - 3. DGARM/BIFA/ADVAIT/E-WAY BILL ANALYTICS/OIC and any other tools Monitoring and Reporting
  - 4. Audit & Review of all Refund Orders. Legal & Prosecution matters, NCLT/ IBC.
  - 5. In-charge of- **Nizamabad Division, Mancherial Division and Karimnagar Division** for the works related to:
    - a. Monitoring of Revenue, DGARM, BIFA, E-Way Bill, DRC-03, Scrutiny of returns, Recovery of Arrears, NCLT Claims.
    - b. Recovery of Interest on account of the belated returns or belated payment of GST, etc;
    - c. GST outreach.
    - d. Monitoring of legacy issues.
    - e. Overall supervision.
  - 6. Adjudication and Revision of the cases within the power of Additional/Joint Commissioner of **Nizamabad Division, Mancherial Division and Karimnagar Division** of Medchal GST Commissionerate. Adjudication of Cases pertaining to Kukatpally Division and Sangareddy Division where Personal Hearings are already completed.
  - 7. Any other work assigned by the Principal Commissioner, from time to time.
2. मेडचल आयुक्तालय के संयुक्त आयुक्तों के अवकाश/ दौरे/ प्रशिक्षण आदि के दौरान अतिरिक्त प्रभार का आवंटन निम्नलिखित होगा जब तक कि अन्यथा निर्दिष्ट न किया गया हो:

The following will be the allocation of additional charge during the leave /tour/training etc., of the Joint Commissioners of Medchal Commissionerate unless otherwise specified:

Sl.No	Name of the officer on	Link	Officer-I	for	Link	Officer-II	for
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	leave/ tour/Training (Shri/Smt)	Additional Charge (Shri/Smt)	Additional Charge (Shri/Smt)
1	SMT PARUL SRIVASTAVA	RAM KUMAR GOPAL, JC	K.NAGARAJU, JC
2	RAM KUMAR GOPAL, JC	SMT PARUL SRIVASTAVA	K.NAGARAJU, JC
3	K.NAGARAJU, JC	SMT PARUL SRIVASTAVA	RAM KUMAR GOPAL, JC

(बी ए वी श्रीनिवासा राव)  
(B A V SRINIVASA RAO)

प्रधान आयुक्त/ PRINCIPAL COMMISSIONER

To

The Individual Officers.

Copy submitted to:

1. The Principal Chief Commissioner of Central Tax & Customs, Hyderabad Zone.
2. All the Principal Commissioners/Commissioners, Customs & Central Tax, Hyderabad Zone.

Copy to:

3. The Additional/Deputy/Assistant Commissioners, Central Tax, Central Excise & Service Tax, All Divisions, Sections, Medchal GST Commissionerate, Hyderabad.
4. The PAO, CBIC, Hyderabad/ CAO/ AO, Central Tax, Medchal CGST Commissionerate, Hyderabad.
5. Administrative Officer, Databank, HRM-II Wing, DGHRD, CBIC, New Delhi.
6. Office Copies (2).