



केंद्रीय कर आयुक्त का कार्यालय  
OFFICE OF THE COMMISSIONER OF CENTRAL TAX  
सिकंदराबाद जीएसटी आयुक्तालय :: जीएसटी भवन, एल बी स्टेडियम रोड,  
SECUNDERABAD GST COMMISSIONERATE :: GST BHAWAN, L.B.STADIUM ROAD  
बशीरबाग हैदराबाद - 500004  
BASHEERBAGH :: HYDERABAD - 500 004

**PREAMBLE**

Under Section 19(1) of the Right to Information Act, 2005, the applicant, if aggrieved by this order, can prefer an appeal within thirty days (30 days) from the receipt of this order to the Appellate Authority i.e. Shri Ch Venkaiah Chowdary, Additional Commissioner of Central Tax, Secunderabad GST Commissionerate, GST Bhavan, L.B. Stadium Road, Basheerbagh, Hyderabad-500 004

Date: .04.2023

आदेश संख्या **30/2023**- आर.टी.आई

(श्री पी. रविन्द्र, सहायक आयुक्त, कें.लो.सू.अ., केंद्रीय कर आयुक्त का कार्यालय,  
सिकंदराबाद जीएसटी आयुक्तालय, हैदराबाद क्षेत्र के द्वारा पारित आदेश)

**Order No. 30/2023-RTI**

(Order passed by Shri P Ravindra, Assistant Commissioner, CPIO, Office of the Commissioner of Central Tax, Secunderabad GST Commissionerate, Hyderabad Zone)

Sub: RTI Act, 2005- Application filed by Shri Manoj Balkrishna Patil, Pune-Reg.

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Please refer to your RTI applications bearing Registration No. CECHZ/R/T/23/00056/8 dated 06.03.2023 transferred to this office from the Principal Chief Commissioner's Office, Hyderabad Zone on 08.03.2023 for submission of information sought under the RTI Act, 2005.

In this regard, the point-wise reply sought in the above-mentioned RTIs is furnished hereunder.

(A) NOT APPLICABLE

(B) NOT APPLICABLE

(C) O/o The Commissioner of Central Tax, Secunderabad GST Commissionerate

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(D) Number and Description of Daily/Weekly/Fortnightly/Monthly/Quarterly/Half yearly/ Yearly Reports along with due dates to be sent by Commissionerate Office to the Chief Commissioner Office

Daily Reports: NIL		
Weekly Reports		
Number	Description	Due Dates
3	Revenue Augmentation	Last day of the corresponding week
	Revenue augmentation report	Friday
	Invoice report	Friday
Fortnightly Reports: NIL		
Monthly Reports Reports		
Number	Description	Due Dates
50	Arrest & Prosecution	10th of succeeding month
	BIFA Report	10th of succeeding month
	E-way bill Analytics	10th of succeeding month
	E-way bill verification report	10th of succeeding month
	Anti Evasion Performance	10th of succeeding month
	Digit Report	10th of succeeding month
	GST Offences Report	10th of succeeding month
	Aakalan Report	10th of succeeding month
	Revenue Augmentation	10th of succeeding month
	ITC Blocking/Unblocking	10th of succeeding month
	Expenditure Reconciliation	10th of succeeding month
	Swachta Report	10th of succeeding month
	For Filing SLP/CA	5th of succeeding month
	Monthly Performance Report related to Review and Tribunal Section	10th of succeeding month
	MPR (Central Excise and Service Tax)	15th of succeeding month
	MPR (GST)	10th of succeeding month
	MPR of Standing Counsel	10th of succeeding month
	Monthly monitoring of delay in filing of SLPs/Appeals by the Department before Hon'ble Supreme Courts /High Courts	10th of succeeding month
	CIRP NCLT Cases	5th of succeeding month
	Monthly TAR Report	15th of succeeding month
	Scrutiny Progress Report	6th of succeeding month
	DRC 03 Verification Report	7th of succeeding month
	Aakalan Report	8th of succeeding month
	Analysis of Refund Claims report	9th of succeeding month
	GST Manual MPRs	10th of succeeding month
	Legacy/ Web Refund report	10th of succeeding month
GST Seva Kendra Report & Re-energizing of all trade facilitation measures	10th of succeeding month	

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	Retail Sale Price Report	10th of succeeding month
	Publication of monthly newsletter-CBIC News	10th of succeeding month
	Commissioner Competency Report	15th of succeeding month
	Central Excise MPR related to Adjudication	15th of succeeding month
	Service Tax MPR	15th of succeeding month
	Guidelines for checking delay in sanction of prosecution	1st of succeeding month
	Convictions of Gr A, B & C Officers	1st of succeeding month
	Officers due to retire in 6 months	1st of succeeding month
	Status of Pending Disciplinary Cases	1st of succeeding month
	Review under FR 56 J - Gr A Non-IRS Officers	1st of succeeding month
	Review under FR 56J - Gr B Gazetted Officers	1st of succeeding month
	Review of Mechanism to ensure probity among Govt Servants - Ann A, B & C,D	1st of succeeding month
	Review of Mechanism to ensure probity among Govt Servants - Minutes of Meeting of COS	1st of succeeding month
	Status of pending Disciplinary cases-age wise breakup-Reg	1st of succeeding month
	Comprehensive data base of disc. Cases (other than Gr.A)	3rd of succeeding month
	Updation of Disciplinary Cases pending for implementation of CVC's 1st/2nd Stage (Minor) Advice/ pending with departmental IO/ Ad.V-	3rd of succeeding month
	CVO to CVC report	5th of succeeding month
	Status of pending Disc. Cases (Proforma I to VII)	5th of succeeding month
	Disc. Proceedings (gist of the cases)	8th of succeeding month
	Report on Suspension of Officers.	5th of succeeding month
	Data base of pending disciplinary cases of Gr-B & C to DGoV	8th of succeeding month
	CPGRAMS feedback	1st of succeeding month
	CPGRAMS report on pendency	2nd of succeeding month
	Monthly inquiry progress report	11th of succeeding month
<b>Quarterly Reports</b>		
<b>Number</b>	<b>Description</b>	<b>Due Dates</b>
9	SAADIT Report	Last date of corresponding quarter
	Saadhit Report Quarterly	10th of the following quarter
	QPR	1st of the following quarter
	Quartely report on pending disciplinary cases	5th of the following quarter
	Dopt action plan	5th of the following quarter
	Scrutiny of audit reports from vigilance angle	5th of the following quarter
	deviation from CVCs advice	2nd of the following quarter
	Quarterly report of complaints under Sexual harrasment of women at work place Act,2013	15th of the following quarter
	RTI Quarterly Report	10th of the following quarter
<b>Half Yearly Reports : NIL</b>		

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Yearly Reports		
Number	Description	Due Dates
1	Man Power Management System	September

(E) to (F): NOT APPLICABLE

(पी. रविन्द्र/P. RAVINDRA)  
सहायक आयुक्त  
Assistant Commissioner

Encl: As above

To,  
Shri Manoj Balkrishna Patil,  
Bungalow Number 10, East Street Camp,  
Next to Lashkar Police Quarters,  
Pune - 411001  
Copy to: **(by email)**

1. The Nodal Officer RTI, Chief Commissioner's Office, Hyderabad Zone for information pl.