
	<p>मुख्यआयुक्तकाकार्यालय / OFFICE OF THE CHIEF COMMISSIONER  केंद्रीयअप्रत्यक्षकरएवंसीमाशुल्क/ CENTRAL INDIRECT TAXES &amp; CUSTOMS  नागपुरक्षेत्र/ NAGPUR ZONE  जी.एस.टी. भवन, तेलंगखेडीमार्ग/ GST BHAWAN, TELANGKHEDI ROAD  सिविललाइन्स, नागपुर-440001 / CIVIL LINES, NAGPUR-440001  e-mail:- ccu-cexngpr@nic.in</p>	
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F. No. GCCO/II/(39)/158/2022-ADMN-O/o CC-CGST-ZONE-NAGPUR

Dated [e-Sign]

**OFFICE ORDER**

In supersession of all the earlier office orders and in view of the transfer and postings in the grade Superintendents & Inspectors in AGT-2025 following work allocation among the Assistant/ Deputy Commissioners posted in Chief Commissioner Office, Customs, GST & CX, Nagpur Zone is hereby ordered with immediate effect and until further order.

Sr. No .	Name of Dy./Asst. Commr.	Name of Superintendent (S/Shri)	Name of Inspector (S/Shri)	Broad description of work allotted
1.	Poonam Thakare, Deputy Commissioner	Saurav Suman	Shivam Purohit and Pushkar Yadav	(i) All the matters related to Elections (LS and SLAs) (ii) 2nd All India Drive against fake registrations and matters concerning on such drives. (iii) Technical miscellaneous issues (iv) CIU (v) BIFA, GST Prime, DIN, etc related matters (vi) Preparations of folder for meetings (RAC/REIC/CCFC & NOG etc). (vii) Zonal Review meeting, all other meetings to be attended and conducted by the CCO. (viii) Monthly/Quarterly Performance Analysis Report of the Zone
		Anjan Biswas	Abhinav Kumar	(i) Work related to Analytical Reports shared by <b>DGARM</b> (including <b>Anveshan</b> Reports) excluding Reports shared for Audit Commissionerate. (ii) Work related to <b>GST Refund</b> including Co- ordination with State Government on Refund Matters & uploading of Refund related Reports. All matters relating to legacy refunds. (iii) All work related to ' <b>Sabka Vishwas (Legacy Dispute Resolution) Scheme, 2019.</b> (iv) Work related to various GST related verifications like <b>DRC-01B &amp; DRC-01C etc.</b> (v) Legacy refunds (vi) Matter relating to Inspections by Chief Commissioner/ Inspection Notes and its Compliance
		Sangeeta Warker	Khushboo Meena  And Ayushi Priyadarshi	(i) Work related to Anti Evasion, E-way Bill & related reports. (ii) Work related to Anti-Profiteering in GST. (iii) Work related to GST Seva Kendra, GST Media Cell (Twitter account) and Taxpayers Service Centre.

				(iv) Monthly <b>D.O Letter</b> (v) Miscellaneous Correspondence from <b>DGGST</b>
	Abhishek Sinha	Kartik Ashok Jadhav Sidhant Tiwary and Ankit Kumar		(i) All Revenue Collection Reports of Central Excise, Service Tax and GST. (ii) Monitoring of Revenue from major assesses /commodities / services. (iii) Work related to MPR on Central Excise, Service Tax and GST. (iv) Revenue Target & monthly Revenue Analysis. (v) Preparation of Folders for Video Conferences. (vi) AAKLAN Report and SAADHIT report (vii) All work related to periodical Reports, Non-filers, Cancellations, Cancellation of Registration and all other reports related to GST. (viii) Parliament/Rajya Sabha Questions. (ix) CIU
	D. B. Padole	Shubham Soni		(i) All matters/reports (including MPR) relating to Audit including IAD/CERA/ LAR/SOF/PAC. (ii) Work related to Audit Commissionerate including DGARM analytical reports shared for Audit Commissionerate. (iii) Work related to Adjudication, Call Book, and Provisional assessment.
	B. K. Sinha	Sameer Gokhale		(i) Orders passed by the Hon'ble Supreme Court/High Court/CESTAT, other legal, Appeals, concurrence etc. related work including Appeals before the Authority for Advance Ruling (AAR), Appellate Authority for Advance Ruling (AAAR) and Reports in respect of Nagpur-I and Nagpur-II Commissionerates. (ii) Review of O-in-O passed by Pr. Commissioner/Commissioner, CGST & C. Ex., Nagpur-I and Nagpur-II. (iii) Scrutiny of orders passed by Commissioner (Appeals) as per Board's Circular pertaining to jurisdiction of Nagpur-I and Nagpur-II Commissionerates. (iv) Commissioner (Appeals) related miscellaneous work. (v) All miscellaneous work of legal, rewards, NCLT and review matters. (vi) Any other work allotted by the superior officers
	N. K. Bapat	Gaurav Verma		(i) Orders passed by the Hon'ble Supreme Court/High Court/CESTAT, other legal, Appeals, concurrence etc. related work including Appeals before the

				<p>Authority for Advance Ruling (AAR), Appellate Authority for Advance Ruling (AAAR) and Reports in respect of Aurangabad, Nashik and Customs Commissionerates.</p> <p>(ii) Review of O-in-O passed by the Commissioner CGST &amp; C. Ex. Aurangabad, Nashik and Commissioner of Customs, Nagpur.</p> <p>(iii) Scrutiny of orders passed by Commissioner (Appeals) as per Board's Circular pertaining to jurisdiction of Aurangabad, Nashik and Customs Commissionerates.</p> <p>(iv) All works related to prosecution in Customs, Central Excise, Service Tax and GST.</p> <p>(v) All matters regarding appointment, performance review of Senior Standing Counsel and SPP.</p> <p>(vi) Any other work allotted by the superior officer.</p>
2.	<b>S. G. Wankhede, Assistant Commissioner</b>	V. M. Sadawarte	Jitendra Kumar Sharma	<p>(i) Regular monitoring of CCO email/diary and forwarding the same to concerned section of CCO.</p> <p>(ii) Allocation of target of arrears &amp; Arrears related work including reports (MPR-TAR).</p> <p>(iii) Work related to Zone level Grievance Redressal Committee Meetings. Monthly Public Grievance Report.</p> <p>(iv) Processing Third Party Data relating to Service Tax/GST.</p> <p>(v) Tran-1 related work.</p> <p>(vi) RTI matters related to CPIO and Appellate Authority. RTI Reports including Quarterly Reports</p> <p>(vii) Diary &amp; Dispatch work of CRU</p>
		Ishwar Randive	A. P. Kanfode	<p><b>CUSTOMS</b></p> <p>(i) All work related to Customs Circulars, Notifications, Public Notice and other Technical Reports to be submitted to Board.</p> <p>(ii) DRI Reports and Customs Alert Circulars, Drawback related reports.</p> <p>(iii) EDI/Non-EDI Reports, Valuation Database Report.</p> <p>(iv) Customs related MPR, Fortnightly and Monthly Revenue Reports/Database on Valuation.</p> <p>(v) Work related to Anti-Smuggling, Logistics &amp; NDPS Act.</p> <p>(vi) Miscellaneous issues.</p> <p>All Technical Circulars, Notifications, Public Notices and other Technical Reports to be submitted to Board including Reports related to Zonal Members.</p>
		S. S. Soman	Shubham Soni	(i) Systems and Computer Cell.

				(ii) Data Management Cell and Monitoring of Zonal Website (iii) Work related to EMD Manager/E-Office. (iv) Central Processing Cell: Monitoring and Reports related to CPC cell. (v) Com. Admin/ ACL Admin
		Ashish Khatri		(i) CP Cell (along with Daily Performance Monitoring) (ii) All the matters regarding GSTAT (iii) I- GOT Training Matters (iv) Biometric Attendance (v) Any other work allotted by the superior officers.
		Rekha Wamanrao Nikhare		CP Cell
		Maya Madhukar Dhongade		CP Cell
		Anil Komajwar		CP Cell
		Sanjay Dhawale		CP Cell
		R. J. Barapatre		CP Cell
		Sunita Sharma		CP Cell
		Prakash Bhusari	Manjeet Yadav Tax Assistant  Krishna Kumar Tax Assistant	(i) Annual General Transfers of Group 'B' and 'C'. (ii) Work related to CCA., DPC related correspondence with CCO, Bhopal, CCO Mumbai. (iii) All matters relating to the Group B & C Officers, including transfer, deputation, loan etc. (iv) System related work including E-helpline, LAN/WAN related work and Matters relating to e-reports & computerization & ACES/NIC Mail/Website. (v) Any other work allotted by the superior officers.
		Nitin Upadhye	Ramendra Singh Thakur, Executive Assistant  Rajanikanta Sahoo, Executive Assistant	(i) Establishment related work, Nodal officer for procurement/coordination with Nagpur-I. (ii) All training related work of Group A, B & C officers. (iii) Work related to Sevottam/ J.C.M./ Associations matter. (iv) All other relevant Reports. (v) Incharge of Hawaldar/ Head Hawaldar (vi) Any other work allotted by the superior officers
		R. A. Pande	Smt. V.S. Dolas  and  Karuna Rao	(i) All Matters relating to the Group A Officers including transfer, deputation, leave, vacancy position, Disposition list, etc. (ii) Confidential/Vigilance work of Group A, B & C officers. (iii) Complaints against Officers. (iv) CPGRAM, CPGRAM Appeals and CAT Matters. (v) Appeals filed to CC against the Disciplinary OIO against Group B & C officers. (vi) All reports relating to Vigilance.

				<p>(vii) Matters relating to ACR &amp; APAR of Group 'A' Officers.</p> <p>(viii) Granting permission to visit abroad, work relating to issuance / renewal of passport, correspondence regarding IPRs in respect of Zonal Commissioners, processing of applications of training, deputation of Group 'A' officers, various references received from time to time from higher formations.</p> <p>(ix) Vigilance Inspection conducted by Chief Commissioner.</p> <p>(x) All other miscellaneous issues related to vigilance/ confidential</p>
		Rajendra Pande	<p>Siddharth Madhukar Janbandhu, Executive Assistant</p> <p>Deepanshu Vishwakarma, Executive Assistant</p> <p>Labhesh Wath, Tax Assistant</p> <p>Seema Mohadikar, Tax Assistant</p>	Budget Cell, Infrastructure, Land Building, Vehicles, Accounts, Assets and related work, leave of all officers Group 'B' and Group 'C'. Swachhata Abhiyan implementation and reports. MACP & Pay fixation, Pension matters, e-HRMS related work.
		Rajendra Pande	<p>Atul Jaiswal, LDC</p> <p>Manisha Kewate LDC</p> <p>Manish Khandate Tax Assistant</p>	CRU Section
		Shri Hariom Prasad Gupta Asst. Director (O.L)	<p>Pravin Junior Hindi Translator</p> <p>Rupesh Kumar Tembhare Junior Hindi Translator</p>	All work related to Rajbhasha Hindi for Nagpur based Commissionerates
		Ravikant V Jalamkar Asst. Director (O.L)		All work related to Rajbhasha Hindi for Nashik and Aurangabad based Commissionerates.

2. The officers will also attend to any other work assigned from time to time by the Superior officers.

3. All the above officers are directed to ensure that they intimate the Link Officer about their period of leave/absence/training etc. well in advance, as well as any significant matter/issue, which may arise during their period of leave/absence/training etc.

4. This issues with the approval of the Chief Commissioner, Customs, CGST and CX, Nagpur Zone.

( RAVI JARPULA )  
Joint Commissioner (CCO)

**Copy to:**

1. Sr. PS to Chief Commissioner Customs, GST & CX, Nagpur Zone.
2. Individual concerned.
3. All the Superintendents/officers of CCO Nagpur.
4. The Superintendent (Vigilance)/ Assistant Chief Accounts Officer (ACAO) and Administrative Officer, CGST Nagpur-I Commissionerate for information please.
5. Superintendent Systems Branch, CGST Nagpur-I, for uploading on Official Website.