

I/100216/2020

**OFFICE OF THE COMMISSIONER (APPEALS),
CENTRAL GOODS AND SERVICES TAX, CENTRAL EXCISE CHANDIGARH**
C.NO. 07/Commr (Appeals)/CHD/Office Order/2017/ Dated: 08.2020

OFFICE ORDER NO. 01/2020

This is in continuation to this Office Order 02/2019 dated 06.06.2019 vide which original work allocations among the different staff members posted in the CGST & CE Commissionerate, Chandigarh, were made. Due to official reasons, some modifications in the reallocation of work among the cadre of Administrative Officer, Inspectors, Executive Assistant, Tax Assistant & Head Havaldar is being ordered with immediate effect as per details appended below.

Sr. No	Name & Designation (S/Sh./Smt)	Allocation of work
1.	Naresh Kumari, CAO	Administrative work, Establishment work, P&C, Swachhta, Weeding out of Records, Digitalization of records and any other misc. administrative work allocated.
2.	Manju Kalwa, Inspector	<ul style="list-style-type: none"> • All Central Excise appeals in respect of CGST & CE Commissionerate Chandigarh and Shimla pertaining to Commissioner's Competency • Initial scrutiny/processing & fixation of PH in respect of Appeals under her charge. • All periodical Reports to be put up to Smt. Neena Guglani, Supdt. • Technical, Inspection & Audit of the Commissionerate. • All Central Excise Appeals pertaining to the jurisdiction of Chandigarh - to be put to Smt. Neena Guglani, Supdt.
3	Rajani Meena, Inspector	<ul style="list-style-type: none"> • All Service Tax appeals in respect of CGST Commissionerate, Chandigarh. • All CGST appeals arising out of the Decision/Order Passed by the DC/AC or Superintendent pertaining to the competency of ADC/JC. • Initial scrutiny/processing and fixation of PH in respect of appeals under her charge. • All Vigilance Matters.
4.	Arvind Ranjan, Inspector	<ul style="list-style-type: none"> • All Service Tax appeals in respect of CGST Commissionerate, Shimla pertaining to Commissioner's competency. • Initial scrutiny/processing of all Service Tax appeals in respect of CGST Commissionerate Shimla and fixation of PH thereof • RTI matters pertaining to Appeal Commissionerate, Chandigarh • Update & upload on website, EMD Manager of E-office, Custodian of Sparrow, Twitter handling, Systems. • Maintenance of 335-J Registers. • Issue of Trade Notice/Instructions etc. • Charge of Inspector Headquarter of Appeal Commissionerate, Chandigarh.
5	Seema Rani, Executive Assistant	<ul style="list-style-type: none"> • Dispatch work of orders after assigning OIA Nos. • Safe custody of appeal files after the issuance of orders-in-appeals and current guard files. • Safe custody/Maintenance of old records/Guard files.

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6	Neha , Tax Assistant	<ul style="list-style-type: none"> • All matters related to Pay on PFMS, ECS including all Bills related to salary and other payment. • Pay fixations/Arrears of pay/Income Tax/Form-16. • Budget and all expenditure reports. • All Purchases on GeM and payments of related Bills/Hiring of Vehicles/outsourcing of Housekeeping services and payment/TDS deductions or related Bills. • Purchase of crockery & peripherals items/purchase, repairing AMC of Computer, Laptop and its peripherals/purchase, repairing AMC of Air Conditioners and its peripherals/ Purchase, repairing of electricity goods/Toner/Cartridge of printer/Photostat/Fax Machine etc. • Uniform/Children Education Bills/GPF/HBA advances/Honorarium/Newspaper reimbursement. • All pension related matters, Bhavishya Portal Matters.
7.	Naveena Kanwar , Tax Assistant	<ul style="list-style-type: none"> • Posting/Transfers in r/o all cadres and ICT/ACT matters of all cadres/Sanction strength, working strength reports. • Matters related to Departmental Exams/Training of all cadres. • All MACP/Deputation related matters. • All Monthly, Quarterly and yearly reports (except budget related reports). • Maintains of leave records of all cadres/ Service book of all staff with timely entries/updation. • Hindi Reports/Swachhta related reports/RTI matters/ Casual worker related matters. • All Bills related to Telephone i.e Airtel, Connect, BSNL/Post Office/others Bills. • Weeding out and Digitalization of Records.
8.	Pawan Kumar , Tax Assistant	<ul style="list-style-type: none"> • TA/TTA/LTC/Medical bills of all staff. • All Dispatch works relating to the Appeal Commissionerate and maintenance/upkeep of the same. • Look after Charge assigned in Office order 01/2019 dt. 06.05.2019 In addition to his own charge:- • To assist Smt. Neha in all matters/reports related to Budget, if required.
9.	Sunder Lal , Head Havaldar	He will attend to the Commissioner (Appeals)/ Joint Commissioner (Appeals) including the office staff.

All the above mentioned officers/officials are directed to immediately take over the assigned work and will henceforth attend to the same. In addition to above allocations, all the officers will also attend to any other task allocated by any senior officers of the Commissionerate.

This issues with the approval of Commissioner (Appeals).

Dr. Ravindra Kumar
Joint Commissioner (Appeals)