



मुख्य आयुक्त का कार्यालय

Office of the Chief Commissioner

सीमा शुल्क एवं केन्द्रीय कर, विशाखापट्टणम क्षेत्र

Customs & Central Tax, Visakhapatnam Zone

प्रथम तल, जीएसटी भवन, पत्तन क्षेत्र, विशाखापट्टणम - 530035

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**Office Order No. 06/2025**

Consequent upon transfers and postings of officers to Chief Commissioner's Office, Visakhapatnam Zone, in modification to Office Order No. 03/2024 dated 01.08.2024 the following work allocation is ordered with immediate effect and until further orders.

SI No.	Section Name	Officer In-charge S. /Shri. /Smt.	Charges Allotted
1.	Technical — 1 (GST)	VGK Sarma, Supdt V Kesav Chandra Inspector Manish Golamaru, Tax Assistant	<ul style="list-style-type: none"> <li>All GST Policy Matters</li> <li>Monitoring of GST Compliance related to GST Returns, GST Refunds (including UIN and SBY related refunds), Declarations / Intimations eg., DRC-03 etc.</li> <li>E-Way Bill related work</li> <li>Work Relating to Blocking / Unblocking of ITC credit</li> <li>Anti-Profitteering related work</li> <li>All Correspondence with Board / GSTN / State Government / Trade on GST related matters</li> <li>Matters relating to Grievance Committee</li> <li>Coordination with State GST</li> <li>GSTN Back Office related work</li> </ul>
2.	Technical — 2 (Legacy)	VGK Sarma, Supdt S Praneeth, Insp Ankit, Insp	<ul style="list-style-type: none"> <li>Parliament Questions</li> <li>Legacy Technical matters relating to Central Excise / Service Tax.</li> <li>All matters pertaining to Refunds, Rebates, Maritime Commissioner under Central Excise and Service Tax.</li> <li>All MPR related work (Legacy or otherwise)</li> <li>Monitoring of Key performance areas &amp; other Statistical Reports, Provisional Assessments, Adjudications, Call Book matters, etc. under legacy matters and GST.</li> <li>Monitoring of Arrears of revenue and preparation of all related reports</li> <li>Preparation of Monthly Brochure</li> <li>Coordination &amp; Preparation of Common Reports spanning multiple Sections and other similar work assigned by Pr.CC/ CC/ ADC /AC</li> <li>Coordination of work relating to all meetings (other than REIC / CEIB meetings), held by</li> </ul>

			<p>Chairman &amp; Board Members, FS, PMO, GSTN, State Government, Ministries, CC (VZ), etc., with officers or Trade. (Meetings maybe on Railnet / NIC/ CISCO Webex, etc.)</p> <ul style="list-style-type: none"> <li>• RAC Related Work</li> <li>• Work related to SAADHIT</li> </ul>
3.	Customs Technical	<p>G V Rao , Supdt</p> <p>I Naveen Kumar, Insp (PO)</p>	<ul style="list-style-type: none"> <li>• All matters related to Customs in the Zone including matters related to SEZs in the Zone</li> <li>• All Reports relating to Customs matters in the Zone. Coordination with Technical Sections for Preparation of Monthly Brochure (Customs part)</li> </ul>
4.	CIU (Central Intelligence Unit)	<p>S Manikanta, Supdt</p> <p>Anil Kumar Dudani, Supdt</p> <p>D Sreevatsav, Insp</p> <p>Kadiveti Bhavya, Insp</p> <p>VL Narendra Babu, Insp</p> <p>Rajesh Kumar Yadam, Tax Assistant</p>	<ul style="list-style-type: none"> <li>• Anti-Evasion matters pertaining to Legacy as well as GST work</li> <li>• Monitoring of Third-Party related verifications (IT Data for ST verification)</li> <li>• Work related to monitoring DGARM Reports, including work related to special verification sets, Risky Exporters / Tax payers etc.</li> <li>• All Matters related to Detention of goods (GST &amp; Legacy matters only)</li> <li>• Compounding of Offences</li> <li>• Data Analytics / BIFA /EDW / ADVAIT / E- Way Bill Analytics / GST Prime</li> <li>• Work related to Awards and Rewards to Officers in the Zone / informers</li> <li>• Work related to DIGIT</li> <li>• Work related to Project ANVESHAN</li> </ul>
5.	Legal & Audit	<p>K Vijayasri, Supdt</p> <p>Deepak Kumar Behera, Insp</p>	<ul style="list-style-type: none"> <li>• All Legal &amp; Audit matters in the Zone</li> <li>• Concurrence of High Court and CESTAT matters</li> <li>• LIMBS</li> <li>• Prosecution matters</li> <li>• Matters related to Commissioner(Appeals)</li> <li>• All matters relating to Audit &amp; PAC</li> <li>• Monitoring of Audit related matters pertaining to Audit Commissionerate (Except covered elsewhere)</li> </ul>



6.	Reviews, RTI & Inspection	<p>K V V Satyanarayana, Supdt</p> <p>Rakesh Lega, Inspector</p> <p>Harshvardhan, Inspector</p> <p>Arun Kumar Maurya, EA</p>	<ul style="list-style-type: none"> <li>• Review of Orders in Original passed by Pr. Commissioners and Commissioners in the Zone</li> <li>• SVLDRS</li> <li>• Work relating to RTI, including Third party audit of pro-active disclosure on website</li> <li>• Work relating to Inspection of formations</li> <li>• SEVOTTAM&amp; RFD work</li> <li>• Monitoring and Reporting related to GST Appeals / GST Appellate Authority. Matters related to Appellate Authority for Advance Ruling (AAAR) and Advance Ruling matters.</li> </ul>
7.	Systems & Central Processing Cell	<p>G Ramadevi, Supdt</p> <p>Anurag Srivastava, Supdt</p> <p>Balla Raju, Tax Assistant</p> <p>Rajesh Kumar Yadam, Tax Assistant</p>	<ul style="list-style-type: none"> <li>• GST Zonal Comm.Admin</li> <li>• Central Processing Cell(GST)</li> <li>• Monitoring &amp; Reporting work related to GST Registrations / Cancellations / Migration / etc., of all Taxpayers and Tax Practitioners</li> <li>• All Coordination / reporting work relating to GST Backend Applications (AIO) and GST Systems related work including AIO related software and hardware aspects</li> <li>• Matters relating to DIN</li> </ul>
8.	Administration, Accounts & Infrastructure	<p>K LT Sundari, Supdt</p> <p>Debasis Majee, EA</p> <p>Y Ramesh Babu, EA</p>	<ul style="list-style-type: none"> <li>• Administration Matters of Zone &amp; CCO including Tour Programmes / Leaves of Group-A Officers / Leaves of CCO Officers &amp; Staff</li> <li>• Accounts &amp; Expenditure Budget</li> <li>• Matter Relating to Infrastructure &amp; Vehicles</li> <li>• Infrastructure &amp; Systems related work for CCO (Other than GST Systems work)</li> <li>• SPARROW related work in respect of Group B &amp; C Officers(Custodian)</li> <li>• SWACHATA related issues</li> <li>• Assigning Havaladar Duties</li> </ul>
9.	Establishment	<p>N. Aparna, Supdt</p> <p>M. G. Sankara Rao, EA</p> <p>N. Ravi Krishna, EA</p> <p>J Ramaraju, TA</p> <p>S Kamalchandra, MTS</p>	<ul style="list-style-type: none"> <li>• All Establishment matters in the Zone including SEZ related postings and transfers as applicable.</li> <li>• Establishment matters relating to Vizag Custom House</li> <li>• Training of all Cadres</li> <li>• All Deputation /encadrement related matters</li> <li>• APAR related matters i.r.o Group -A Officers</li> </ul>

10.	CAT Cell (Service Matters) & Media Cell	D Srinivasa Rao, Supdt Harish Chippada, Insp	<ul style="list-style-type: none"> <li>Monitoring all CAT/Court matters in the zone pertaining to Service matters (CAT Cell).</li> <li>Work relating to Zonal Website /Media Cell/ GST Portal / Zonal Twitter handle</li> <li>Any events / celebrations / special drives as may be ordered by GoI / Board etc from time to time.</li> </ul>
11.	Vigilance	K.Sadananda Kumar Swamy, Supdt Surya Duvvarapu, Insp Niraj Kumar, EA P Ganesh Gupta, TA K Anil Kumar , TA	<ul style="list-style-type: none"> <li>All Vigilance &amp; Confidential Matters</li> <li>CPGRAMS Matters</li> <li>All matters pertaining to FR 56J</li> <li>REIC &amp; CEIB related matters including all meetings</li> </ul>
12.	Official Language	Bittu Thakur, JTO	<ul style="list-style-type: none"> <li>All Issues relating to implementation of Official Language Policy</li> <li>Translation work from Hindi to English and vice-versa as and when required /assigned</li> </ul>
13.	e-Office	D Srinivasa Rao, Supdt Harish Chippada, Insp EMD/PIMS Manager D Sreevatsav, Insp EMD/PIMS Manager (Additional charge)	<ul style="list-style-type: none"> <li>All matters pertaining to E-Office</li> <li>Monitoring the work of EMD Manager</li> <li>Monitoring of CRU Section</li> <li>Monitoring of implementation of e-Office in the Zone.</li> </ul>
14.	CC's/ ADC Staff	J Sunita, Sr PS K Durga Prasad, Steno Gr I A Sowmya, Tax Assistant B Sai Kumar, MTS	<ul style="list-style-type: none"> <li>Sr PS- All work related to PS to Chief Commissioner</li> <li>Steno Gr I &amp; TA-All work related to PA to ADC/DC/AC</li> <li>Will assist CC &amp; ADC in monitoring and diarizing all letters and mails to CCO from Board &amp; from various other formations and shall undertake works mentioned as per E-Office Office Order No. 14/ 2020 dated 6-8-2020</li> <li>Steno Gr I and TA - will deputize PS to CC in his / her absence.</li> </ul>



15.	CRU	K Anil Kumar, TA P Prashanth, LDC P Suresh, Havaldar Binaya Kumar Pradhan, Havaldar S Kamalachandra, MTS	<ul style="list-style-type: none"> <li>All work assigned vide E-office Office Order No. 12/2023 dated 10-07-2023</li> <li>Including all work relating to receipt of Dak, Scanning, Diarisation, Despatch and other related work pertaining to CRU Section under e-Office.</li> </ul>
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The Officers shall undertake any other work that may be assigned to them from time to time.

All Section Heads, shall coordinate and assist other Sections Heads wherever required for completion of any task. Specifically, all Section Heads shall render assistance to Superintendent Tech 2 for the purpose of compilation of data for Brochure, Meetings, Common Reports, etc.

In order to ensure continuity of work in the absence of any of the officers, the following link officers are allotted and shall automatically take effect in the absence of any officer:

**Link Officer Table**

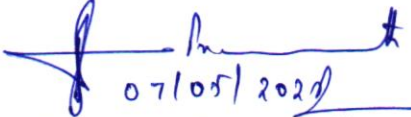
Supdt. /Inspr. Onleave	1st link officer {Supdt/Inspr.}	2nd Link Officer {Supdt/Inspr.}
Establishment	Vigilance	Technical- 1 & 2
Vigilance	Establishment	Technical- 1 & 2
CAT Cell & Media Cell & Eoffice	Legal & Audit	Admin & Accounts
Admin & Accounts	Legal & Audit	CAT Cell & Media Cell
Legal & Audit	CAT Cell & Media Cell	Admin & Accounts
Technical- 1 & 2	CIU	Reviews, RTI & Inspn.
CIU	Reviews, RTI & Inspn	Technical-1 & 2
Reviews, RTI & Inspn.	Technical-1 & 2	CIU
Systems & CP Cell	CIU	Technical-1 & 2
Customs Technical	Reviews, RTI & Inspection	Legal & Audit

All matters relating to Accounts & Administration Section shall be routed through the CAO, Visakhapatnam Zone. All matters relating to Hindi Section shall be routed through Assistant Director insitu(OL). In the absence of AD (OL), matters pertaining to Hindi Section maybe routed through AC (Admin)

In absence of Shri K.Sadanand Kumar Swamy, Supdt the work related to REIC shall be handled by Superintendent, CIU.

The above Order is synchronized with E-Office and mapping of Officers as far as possible. Where there is a deviation, the E-Office in-charge shall make necessary changes and further carryout changes required to give effect to this order.

This order supersedes all other Orders in the matter, excluding the E-Office Orders bearing Nos. 14/ 2020 dated 6-8-2020.

  
 07/05/2023  
**(Kakarala Prasanth Kumar)**  
 Additional Commissioner

**(File No. GCCO/II/(3)/53/2021-ESTT-O/o CC-CGST-ZONE-VISAKHAPATNAM)**

To  
The Individuals Concerned

Copy to:  
Sr. PS to Chief Commissioner