

**OFFICE OF THE CHIEF COMMISSIONER,
CGST, CENTRAL EXCISE & CUSTOMS,
35-C, GST BHAWAN, ADMINISTRATIVE AREA, ARERA HILLS, BHOPAL**

F. No.IV(16)38/CCO/BZ/Admn/2018/ 497

Dated: 11.06.2025

OFFICE ORDER

Consequent to transfer and posting in the Ministerial cadre, the following revised allocation of work amongst the Superintendent, Inspectors, Administrative Officer & Ministerial officers posted in Chief Commissioner's Office, Bhopal is hereby made with immediate effect and till further orders:-

S.N.	Work Allotted	Name of the Officer (Shri/Ms.)	Work Allotted
I	Cadre Control, CAT Cell, Vigilance, Admin, CRU Branch – Email diarisation, Inward of DAKs, Outward of DAKs	Mahesh Muchrikar, Superintendent	All Appeals/Petitions filed before CAT/Courts, related to the matters of CCA, JCM, AGT & Transfers of Superintendents/ Inspectors.
		Rahul Punia, Superintendent	
		Preeti Kumari, Inspector	Vigilance, 56j Reports, CPGRAMS, Appeals under CCS(CCA) Rules, Transfer on Loan or Deputation in all grades, Transfer & Posting of Group A officers, Intimations of Group 'A' officers, AKAM / EMD Manager (e-office), APAR related work, Maintenance of departmental website (webmaster work) and Handling of Twitter Account, Public Account, etc., Training.
		Mukesh Kumar Anjane, Administrative Officer	
		Sushil Kumar Kataria, EA	All administration works, Budget, Swachhta, Infrastructure, Vigilance for various purpose from Board, work related to passport, NOC for foreign visit, Processing of VRS Applications in respect of 'Gr.-A' officers.
		Piyush Tyagi, EA	Seniority list of Superintendent & Inspectors, DPC & Recruitment process of all Group 'B' posts, Compassionate/ Sports Quota Appointment, maintenance of PBR, Reports of DGHRD, Calculation of Vacancies, Updating of DPC modules of DGHRD.
		Jitendra Mishra, EA.	Seniority list of all post (except Superintendent & Inspectors), DPC & Recruitment process of all Group 'C' posts, Declaration of Departmental Examination results & other Works, Rozgar Mela, Monthly Administrative Reports. Work of MACP.
		Aalok Singh, EA	AISL related work in respect of all cadres, correspondence related to Promotion/Confirmation and Service matters, All Regular reports including SC / ST /OBC /PWD / Women / Ex-Serviceman, Reply of all RTI in respect of CCA, Casual Labour related work, DPC for Confirmation.

		Vishal Choudhary, TA Shivani Keer, LDC	Reports regarding pension etc., e-HRMS 2.0 work, HOP in respect of all cadres, Work related to disposition, Updating of DR/PR module. Transfer & postings in respect of all Ministerial & Non Ministerial cadres.
		Shiwangi Nagani, Steno-II Anugya Sharma, MTS Pallavi Sharma, TA	CRU Branch - Inward of DAKs CRU Branch - Outward of DAKs & Email diarization (if required)
2	Technical (CGST, Customs & Service Tax), Meetings with trade (REIC, RAC, GRC), Inspection Cell	Dinesh Singh & Shivansh Pathak, Superintendent	
		Rajat Katiyar Insp.	GST Cell, work related to Service Tax matters and reports related to GST & Service Tax, Meetings- SCCM/NCCM, trade (RAC/GRC), REIC Meeting, Inspection cell.
		Vivek Kumar, Steno, Prashant Mohanani, TA	Work and reports related to Customs matter.
3	Intelligence received from other sources, DIGIT, DGARM (BIFA/ Data Analysis)	Rajesh Kumar, Superintendent	
		Shivam Shukla, Inspector Dayanand Pandey, EA	Work related to CIU (Intelligence/BIFA/ DGARM), IRs, Alert Notices, AE-2 Reports, Modus Operandi Reports, Prosecution cases.
4	Review Branch, Adjudication, Call Book	Vikram Raghuvanshi, Superintendent	
		Naveen Kumar Insp.	GSTAT, Legal, Review of orders passed by Pr. Commr./Commr./CGST Nagpur Zone, Adjudication.
		Rajeev Shrivastava, Superintendent	
		Karan Malik, Insp.	Appellate Authority for Advance Ruling, Concurrence related matter / Review of orders passed by Pr. Commr./Commr./CGST Bhopal Zone, Call Book related work.
5	Statistics, Meeting folder, PQ, Reports	Bhanu Pratap Singh, Superintendent	
		Mohd. Ayoob, Insp. Himanshu, Insp. Manish Pundir, EA	MPR and all other reports of Statistics branch and CM meeting folder. Revenue Augmentation, Review Meeting folder (Intra & Inter Zonal), PQ, Miscellaneous
6	CPC, Return filing reports, Systems, EDI related work	Kuldeep Tiwari, Superintendent	
		I.S. Rajput, Insp. Poonam Gupta, EA	Sub Admin, CPC, Return filing reports /Systems/EDI related work (all reports) /work related to Central Excise and reports related to Central Excise.
7	Audit, CAG/PAC matters, TAR, Rajbhasha, RTI	Prachi Goyal, Superintendent	
		Kuldeep Yadav, Insp	Audit, CAG/PAC matters, TAR, Work related to Special Drive (Fake Registrations)
		Dayanand Pandey, EA (Additional Charge)	RTI & RTI Appeals related work.
		Govind Pandey, JTO	All work relevant to Rajbhasha

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8	P.S. Cell	Sandeep Yadav, Steno-I	PS to Chief Commissioner
		Sanjeev Kumar, Steno-II	To assist ADC (CCO) & PS to CC

Note:- Ms. Preeti Kumari, Insp. & Ms. Poonam Gupta, EA will also look after the work related to Special Drive (Fake Registrations).

2. In the event of an officer proceeding on leave or being absent for any reason, the following chain of nomination is hereby made:-

For Superintendents/AO:-

S.No.	Name of the Officer (Shri/Ms.)	Link Officer (Shri/Ms.)
1.	Mahesh Muchrikar	Rahul Punia
2.	Rahul Punia	Mahesh Muchrikar
3.	Mukesh Kumar Anjane	Mahesh Muchrikar
4.	Shivansh Pathak	Dinesh Singh
5.	Dinesh Singh	Shivansh Pathak
6.	Rajeev Shrivastava	Vikram Raghuvanshi
7.	Vikram Raghuvanshi	Rajeev Shrivastava
8.	Bhanu Pratap Singh	Kuldeep Tiwari
9.	Kuldeep Tiwari	Bhanu Pratap Singh
10.	Rajesh Kumar	Prachi Goyal
11.	Prachi Goyal	Rajesh Kumar

For Inspectors/EA/TA/Steno/JTO/LDC/MTS

S.No.	Name of the Officer (Shri/Ms.)	Link Officer (Shri/Ms.)
1.	Preeti Kumari, Insp.	Shivam Shukla, Insp.
2.	Shivam Shukla, Insp.	Preeti Kumari, Insp.
3.	Rajat Katiyar, Insp	Karan Malik, Insp
4.	Karan Malik, Insp.	Rajat Katiyar, Insp
5.	Mohd. Ayoob, Insp.	Rajat Katiyar, Insp
6.	Himanshu, Insp	Rajat Katiyar, Insp
7.	Naveen, Insp.	Kuldeep Yadav, Insp.
8.	Kuldeep Yadav, Insp.	Naveen, Insp
9.	Vivek Kumar, Steno	Prashant Mohnani, TA
10.	Prashant Mohnani, TA	Vivek Kumar, Steno
11.	Manish Pundir, EA	Dayanand Pandey, EA
12.	Dayanand Pandey, EA	Poonam Gupta, EA
13.	Poonam Gupta, EA	Manish Pundir, EA
14.	Jitendra Mishra, EA	Piyush Tyagi, EA
15.	Piyush Tyagi, EA	Jitendra Mishra, EA
16.	Sushil Kumar Katraia, EA	Aalok Singh, EA
17.	Aalok Singh, EA	Vishal Choudhary,
18.	Vishal Choudhary, TA	Sushil Kumar Katraia, EA
19.	Pallavi Sharma, TA	Shivani Keer, LDC
20.	Shivani Keer, LDC	Pallavi Sharma, TA
21.	Shiyangi Nagani, Steno	Anugya Sharma, MTS

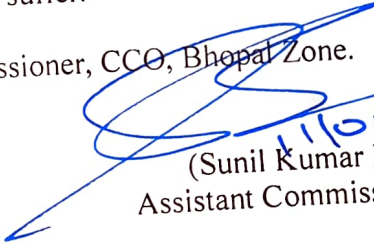
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22.	Anugya Sharma, MTS	Shivangi Nagani, Steno
23.	Govind Pandey, JTO	Prashant Mohnani, TA
24.	Sanjeev Kumar, Steno	Sandeep Yadav, Steno
25.	Sandeep Yadav, Steno	Sanjeev Kumar, Steno
26.	Sanjeev Kumar /Sandeep Yadav	Vivek Kumar, Steno

4. In addition to this specific work allotted above, the officers may also be assigned any other work by the Supervisory Officer.

5. An officer proceeding on leave shall inform his/her link officer of the urgent /important work to be done during the period of leave so that the work does not suffer.

6. This issues with the approval of Additional Commissioner, CCO, Bhopal Zone.


(Sunil Kumar Kaushal)
Assistant Commissioner (CCO)

Copy to: Individuals concerned.