## 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
1	To 1 176 1 11 Commission don't		uperintendent CAT/Courts
1	CAT Cell, Vigilance, Admin, CRU Branch – Email diarisation, Inward of DAKs, Outward of DAKs		All Appeals/Petitions filed before CAT/Courts, related to the matters of CCA, JCM, AGT & Transfers of Superintendents/ Inspectors.
		Rahul Punia, Superint	and out
		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 Anjar	ne. 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 'GrA' 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 includin SC / ST /OBC /PWD / Women / Ex-Serviceman Reply of all RTI in respect of CCA, Casual Labor related work, DPC for Confirmation.

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Book  Rajeev Shrivastava, Superintendent  Karan Malik, Insp.  Adjudication.  Appellate Authority for Advance Ruling Concurrence related matter / Review of order passed by Pr. Commr./Commr./CGST Bhopa Zone, Call Book related work.  Bhanu Pratap Singh, Superintendent  Mohd. Ayoob, Insp. Himanshu, Insp. Manish Pundir, EA  CM meeting folder.  Revenue Augmentation, Review Meeting fold (Intra & Inter Zonal), PQ, Miscellaneous  Kuldeep Tiwari, Superintendent  I.S. Rajput, Insp. Sub Admin, CPC, Return filing reports) / Work (all reports				ion atc. c-HRMS 2.0 work,
Steno-II   Steno-II   Anugya Sharma, MTS pallavi Sharma, TA pallavi Sharma, TA pallavi Sharma, TA pallavi Sharma, TA   Giarization (if required)   GST Customs & Service Tax), Meetings with trade (REIC,RAC,GRC), Inspection Cell   Wivek Kumar, Steno, Prashant Mohanani, TA   Shivam Shukla, Inspector Creceived from other sources, DIGIT, DGARM (BIFA) Data Analysis)   Mohanani, TA   Work related to CIU (Intelligence/BIFA/DATA Analysis)   Mohanani, Ta   Mohanani, Ta   Work related to CIU (Intelligence/BIFA/DATA Analysis)   Mohanani, Ta   M			Vishal Choudhary, TA Shivani Keer, LDC	disposition, Updating of DR/PR module. Transfer & postings in respect of all Ministerial & Non
2 Technical (CGST, Customs & Service Tax), Meetings with trade (REIC,RAC,GRC), Inspection Cell (REIC,RAC,GRC), Inspection Cell (Rispection Cell Prashant Mohanani, TA)  3 Intelligence received from other sources, DIGIT, DGARM (BIFA/Data Analysis)  4 Review Branch, Adjudication, Call Book  5 Statistics, Meeting folder, PQ, Reports  5 Statistics, Meeting folder, PQ, Reports  6 CPC, Return filling reports, Systems, EDI related work  6 CPC, Return filling reports, Systems, EDI related work  6 CPC, Return filling reports, Systems, EDI related work  7 Addit, CAG/PAC matters, TAR, Rajbhasha, RTI  7 Audit, CAG/PAC matters, TAR, Rajbhasha, RTI  7 Audit, CAG/PAC matters, TAR, Rajbhasha, RTI  7 Dinesh Singh & Shivans h Pathak, Superintendent (Appellate Authority for Advance Ruling reports, Superintendent) (Inspector Dayanand Pandey, EA)  6 Dinesh Singh & Shivansh Pathak, Superintendent (Prash Kutleep Tiwari, Superintendent)  8 Statistics, Meeting reports, Systems, EDI related work  8 Dayanand Pandey, EA  1 S. Rajput, Insp. Poonam Gupta, EA  1 Sub Admin, CPC, Return filing reports, Systems, EDI related work  8 Superintendent (Intra & Inter Zonal), PQ, Miscellaneous  8 Statistics, Meeting folder.  8 Statistics, Meeting folder.  8 Statistics, Meeting folder.  8 Statistics, Meeting folder.  8 Sub Admin, CPC, Return filing reports, Systems, EDI related work  8 Superintendent  8 Sub Admin, CPC, Return filing reports, Systems, EDI related work  8 Sub Admin, CPC, Return filing reports, Systems, EDI related work  8 Sub Admin, CPC, Return filing reports, Systems, EDI related work  8 Sub Admin, CPC, Return filing reports, Systems, EDI related work (all reports) /wc related to Central Excise and reports related to Central Excise and rep		-	Steno-II	- 11
Technical (CGST, Customs & Service Tax), Meetings with trade (REIC,RAC,GRC), Inspection Cell  Intelligence received from other sources, DIGIT, DGARM (BIFA/Data Analysis)  Review Branch, Adjudication, Call Book  Rejection Cell  Rejection Cell  Rejection Cell  Vivek Kumar, Steno, Prashant Mohanani, TA  Work related to CIU (Intelligence/BIFA/DGARM (BIFA/Data Analysis))  Review Branch, Adjudication, Call Book  Rejection Cell  Vivek Kumar, Superintendent  Shivam Shukla, Inspection cell.  Work related to CIU (Intelligence/BIFA/DGARM), IRs, Alert Notices, AE-2 Reports, Modus Operandi Reports, Prosecution cases.  Vikram Raghuwanshi, Superintendent  STAT, Legal, Review of orders passed by Pr. Commr./Commr./CGST Nagpur Zone, Adjudication.  Raject Shrivastava, Superintendent  Karan Malik, Insp.  Rajek Kumar, Superintendent  Shivam Shukla, Inspection cell.  Work related to CIU (Intelligence/BIFA/DGARM), IRs, Alert Notices, AE-2 Reports, Modus Operandi Reports, Prosecution cases.  Vikram Raghuwanshi, Superintendent  STAT, Legal, Review of orders passed by Pr. Commr./CGST Nagpur Zone, Adjudication.  Raject Shrivastava, Superintendent  Karan Malik, Insp.  Mohd. Ayoob, Insp. Himanshu, Insp. Mohd. Ayoob,				diarization (if required)
Customs & Service Tax), Meetings with trade (REIC,RAC,GRC), Inspection Cell  Intelligence received from other sources, DIGIT, DGARM (BIFA/ Data Analysis)  Review Branch, Adjudication, Call Book  Vikram Raghuwanshi, Superintendent  Karan Malik, Insp.  Statistics, Meetings folder, PQ, Reports  Statistics, Meeting reports, Systems, EDI related work  Customs & Service Tax, Meetings- SCCM/NCCM, trade (RAC/GRC), REIC Meeting, Inspection cell.  Work related to CIU (Intelligence/BIFA/ DGARM), IRs, Alert Notices, AE-2 Reports, Modus Operandi Reports, Prosecution cases.  Work related to CIU (Intelligence/BIFA/ DGARM), IRs, Alert Notices, AE-2 Reports, Modus Operandi Reports, Prosecution cases.  Vikram Raghuwanshi, Superintendent  Karan Malik, Insp.  Rajeev Shrivastava, Superintendent  Karan Malik, Insp. Mohd. Ayoob, Insp. Himanshu, Insp. Manish Pundir, EA  Kuldeep Tiwari, Superintendent  Kuldeep Tiwari, Superintendent  Kuldeep Tiwari, Superintendent  Kuldeep Yadav, Insp  Audit, CAG/PAC matters, TAR, Rajbhasha, RTI  Rajet Kunar, Superintendent  Kork related to CIU (Intelligence/BIFA/ DGARM), IRs, Alert Notices, AE-2 Reports, Modus Operandi Reports, Prosecution cases.  Work related to CIU (Intelligence/BIFA/ DGARM), IRs, Alert Notices, AE-2 Reports, Modus Operandi Reports, Prosecution cases.  Section/NCCM, trade (RAC/GRC), Return folices, Alexander (Polaration Cases)  Work related to CIU (Intelligence/BIFA/ DGARM), IRs, Alert Notices, AE-2 Reports, Modus Operandi Reports, Prosecution cases.  Section CIU (Intelligence/BIFA/ DGARM), IRs, Alert Notices, AE-2 Reports, Modus Operandi Reports, Prosecution cases.  Section CIU (Intelligence/BIFA/ DGARM), IRs, Alert Notices, AE-2 Reports, Modus Operandi Reports of order passed by Pr. Commr./Co		T I I COCCT	Dinesh Singh & Shiva	nsh Pathak, Superintendent
Resident Scheme   Rajesh Kumar, Stene, Prashant Mohanani, TA   Shivam Shukla, Inspection Call Dayanand Pandey, EA Data Analysis	2	Customs & Service Tax), Meetings	Rajat Katiyar Insp.	reports related to GST & Service Tax, Meetings- SCCM/NCCM, trade (RAC/GRC), REIC Meeting,
Intelligence received from other sources, DIGIT, DGARM (BIFA/Data Analysis)		(REIC,RAC,GRC),	Prashant Mohanani,	Work and reports related to Customs matter.
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Adjudication, Call Book  Rajeev Shrivastava, Superintendent Karan Malik, Insp.  Statistics, Meeting folder, PQ, Reports  Mohd. Ayoob, Insp. Himanshu, Insp. Manish Pundir, EA  CPC, Return filing reports, Systems, EDI related work  EDI related work  Audit, CAG/PAC matters, TAR, Rajbhasha, RTI  Adjudication.  Rajeev Shrivastava, Superintendent  Karan Malik, Insp.  Appellate Authority for Advance Ruling Concurrence related matter / Review of order passed by Pr. Commr./Commr./CGST Bhopa Zone, Call Book related work.  MPR and all other reports of Statistics branch an CM meeting folder.  Revenue Augmentation, Review Meeting fold (Intra & Inter Zonal), PQ, Miscellaneous  Kuldeep Tiwari, Superintendent  I.S. Rajput, Insp. Poonam Gupta, EA  Kuldeep Tiwari, Superintendent  Kuldeep Tiwari, Superintendent  Sub Admin, CPC, Return filing reports / Systems/EDI related work (all reports) /worelated to Central Excise and reports related Central Excise.  Prachi Goyal, Superintendent  Kuldeep Yadav, Insp Dayanand Pandey, EA (Additional Charge)  RTI & RTI Appeals related work.			TZU Daghuwansh	i Superintendent
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Statistics, Meeting folder, PQ, Reports  Mohd. Ayoob, Insp. Himanshu, Insp. Manish Pundir, EA  CPC, Return filing reports, Systems, EDI related work  The Audit, CAG/PAC matters, TAR, Rajbhasha, RTI  Karan Malik, Insp. Appellate Authority for Concurrence related matter / Review of order passed by Pr. Commr./Commr./CGST Bhopa Zone, Call Book related work.  Bhanu Pratap Singh, Superintendent  Mohd. Ayoob, Insp. Himanshu, Insp. Manish Pundir, EA  (Intra & Inter Zonal), PQ, Miscellaneous  Kuldeep Tiwari, Superintendent  I.S. Rajput, Insp. Poonam Gupta, EA  (Systems/EDI related work (all reports) /wo related to Central Excise and reports related Central Excise.  Prachi Goyal, Superintendent  Kuldeep Yadav, Insp  Dayanand Pandey, EA (Additional Charge)  RTI & RTI Appeals related work.			Deigar Chrisastava	Superintendent
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CPC, Return filing reports, Systems, EDI related work  Audit, CAG/PAC matters, TAR, Rajbhasha, RTI  CPC, Return filing reports, Systems, EDI related work  I.S. Rajput, Insp. /Systems/EDI related work (all reports) /wo related to Central Excise and reports related Central Excise.  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.				Revenue Augmentation, Review Meeting folder (Intra & Inter Zonal), PQ, Miscellaneous
reports, Systems, EDI related work  Audit, CAG/PAC matters, TAR, Rajbhasha, RTI  Pachi Goyal, Superintendent  Kuldeep Yadav, Insp Dayanand Pandey, EA  (Additional Charge)  Sub Admin, CPC, Return Imag reports  /Systems/EDI related work (all reports) /worelated to Central Excise and reports related to Central Excise.  Audit, CAG/PAC matters, TAR, Work related to Special Drive (Fake Registrations)  RTI & RTI Appeals related work.		CPC Return filing	Kuldeep Tiwari, Suj	perintendent
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Dayanand Pandey, EA  (Additional Charge) RTI & RTI Appeals related work.	1	matters, TAR,	Kuldeep Yadav, Insp	Special Drive (Fake Registrations)
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Govind Pandey, JTO All Work relevant to Rajonasha				n 11 1
	1		Govind Pandey, JTO	All work relevant to Rajonasna

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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 Raghuwanshi
7.	Vikram Raghuwanshi	Rajeev Shrivastava
8.	BhanuPratap 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.	KuldeepYadav, 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	ShivaniKeer, LDC
20.	Shivani Keer, LDC	Pallavi Sharma, TA
21.	Shiyangi Nagani, Steno	Anugya Sharma, MTS
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21. Ship

		Shivangi Nagani, Steno
22.	Anugya Sharma, W15	Prashant Mohnani, TA
23	Govind Pandey, JTO	Sandeep Yadav, Steno
24	Sanjeev Kumar, Steno	Sanjeev Kumar, Steno
25	Sandeen Yaday, Stello	Vivek Kumar, Steno
26.	Sanjeev Kumar /Sandeep Yadav	invad any other W

- 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, Bhopat Zone.

(Sunil Kumar Kaushal)

Assistant Commissioner (CCO)

Copy to: Individuals concerned.