



**OFFICE OF THE PRINCIPAL COMMISSIONER, (AUDIT)**  
**CENTRAL GOODS & SERVICES TAX AND CENTRAL EXCISE**  
**INDORE,**  
**5<sup>th</sup> FLOOR, OMEGA TOWER, VIJAY NAGAR,**  
**BIHAMPUR, INDORE (M.P.)**  
Phone No. 0731-2552942 Fax No. 0731-2555907

F.No. GADT/II/ (03)/2024

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Indore, Dated 30.07.2024

**ESTABLISHMENT ORDER NO. 04/2024**  
**DATED: 30.07.2024**

Consequent upon issuance of Establishment Order No. 52/2024 dated 18.07.2024 issued by the Additional Commissioner (CCU), Bhopal Zone, Bhopal and Establishment Order No. 02/2024 dated 08.07.2024 & 03/2024 dated 10.07.2024 issued by the Additional Commissioner, Audit Commissionerate, Indore, the following transfer and posting in the grade of Superintendent (Group-B, Gazetted) (Table-1) and Inspector (Group-B, Non- Gazetted) (Table-2) of CGST & Central Excise, Audit Commissionerate, Indore is hereby ordered with immediate effect.

**TABLE-1**

S. No.	Name of the Officer (S/Shri/ Smt)	From	To
01.	Virendra Joshi	UOP	Administration, Swachhata
02.	Ayush Jain	UOP	Biometric, Vehicle In charge (Head Quarter), Reward Cell (Circle I, II & III)
03.	Jitendra S. Ranawat	Circle- VI/Group- 22	Circle- VI/Group- 22 with Addl. Charge of Biometric, Vehicle In charge (Circle-IV & V)
04.	Stephen Samuel	Administration, Swachhata	Technical (Circle- IV, V & VI)
05.	Surya Bhan Singh	System & Sevottam	System & Sevottam, Reward Cell (Circle- IV, V & VI)
06	Rajesh Gule	Headquarter Circle VI	Headquarter Circle VI with additional charge of Audit of Banking Sector

**TABLE-2**

S. No.	Name of the Officer (S/Shri/ Smt)	From	To
01.	Anil Gawde	Circle-V/ Group-19 (large Tax Payer Group)	Accounts
02.	Ankit Kumar Meena	Circle-I/ Group-2 (Large Tax Payer Group) with Addl. Charge of Technical & QAR	Circle-I/ Group-2 (Large Tax Payer Group) with Addl. Charge of Circle-I/Group-1 & Technical
03.	Arpit Garg	Circle-II/ Group-6 with Addl. Charge of RTI & PQ	Circle-II/ Group-6 with Addl. Charge of RTI, PQ & QAR

2. In addition to the work allocation above, each of the officers shall also attend to any other work specifically allocated to him by the Commissioner, CGST & C.Ex., Audit, Indore from time to time.

3. All the officers mentioned above who are transferred/rotated must be relieved latest by 31.07.2024 in case any charge is left attended without any officer, the jurisdictional DC/AC may allocate the same to existing officer for smooth work/functioning of the office.

4. The officer under order of transfer/rotation should properly hand over and take over the charge at the time of relieving and joining from a particular place of posting. List of all urgent and time bound matters, should be prepared and copy of the same be handed over to the officer taking the charge and the controlling officer. Note of important work should be prepared as per DOP&T office Memorandum No. 13024/01/2014-Trf.(Trg.Ref.) dated 26.09.2014 and handed over to the successor.

This issues with the approval of the Principal Commissioner.

Copy to,

1. The Additional Commissioner (CCO), CGST & C.Ex. BZ, Bhopal for kind information
2. The Deputy Director/Assistant Commissioner, Audit Circle-I/II/III/IV/V, Indore /VI (Ujjain)
3. PA. to the Pr. Commissioner, CGST & C.Ex., Audit Indore
4. The P.A.O., CGST & C.Ex., Manik Bagh Palace, Indore
5. The Administrative Officer (DDO), CGST & C.Ex., Audit Indore.
6. The Incharge-Biometric Attendance CGST & C.Ex. Audit Indore.
7. EMD Manager (E-office), for necessary action.
8. The Individual Officer(s).
9. Guard File

(Lakshay Kumar Gupta) 24/07/24  
Additional Commissioner

31-07-2024  
(Shailesh Mehta)  
Superintendent