

**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/2018/984

Dated: 24/04/2026

OFFICE ORDER

In supersession of order dated 06.04.2026, the following 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	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	
		Piyush Tyagi, EA	Work related to Seniority list of all post, 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.
		Aalok Singh, EA	AISL related work in respect of all cadres; correspondence related to Promotion/Confirmation and Service matters, Reply of all RTI in respect of CCA, Casual Labour related work. DPC for Confirmation. DPC & Recruitment process of all Group 'C' posts, Rozgar Mela, Work of MACP.
		Shiwangi Nagani, Steno-II	CRU Branch - Inward of DAKs
		Anugya Sharma, MTS	CRU Branch –Outward of DAKs
		Manish Pundir, Administrative Officer	
		Srishti Chaudhary, EA	All administration works, Swachhta report, Infrastructure work/report, All Regular reports of DGHRD and CBIC including SC / ST /OBC /PWD / Women / Ex-Serviceman
		Vishal Choudhary, TA	Budget, Reports regarding pension etc., work related to e-HRMS 2.0 dispositions, Updating of DR/PR module. Transfer & postings in respect of all Ministerial & Non Ministerial cadres.
Pallavi Sharma, TA Shivani Keer, LDC	Monthly Administrative Reports, Declaration of Departmental Examination results & other Works, Work related to HOP in respect of all cadres, Work related to passport, NOC for foreign visit, Processing of VRS Applications. Vigilance for various purpose from Board.		

2	Technical (CGST, Customs & Service Tax), Meetings with trade REIC, RAC,GRC), Inspection Cell	Dinesh Singh & Sachin Bharti, Superintendent	
		Dileep Singh, 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)	Sachin Bharti, Superintendent (Additional Charge)	
		Darpan Goyal, 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, Rajbhasha, RTI	Naman Agrawal, Superintendent	
		Kapil Gour, Insp	GSTAT, Legal, Review of orders passed by Pr. Commr. / Commr. / CGST Nagpur Zone, Adjudication.
		Dayanand Pandey, EA (Addl. Charge)	RTI & RTI Appeals related work
		Govind Pandey, JTO	All work relevant to Rajbhasha
		Priyanka Dubey, Superintendent	
	Anil Kumar, 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	Sumit Mitra, Superintendent	
		Mohd. Ayoob, Insp. Himanshu, Insp.	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	Alok Kumar, 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	Alok Kumar, Superintendent (Addl. Charge)	
		Vishwanath Yadav Insp	Audit, CAG/PAC matters, TAR, Work related to Special Drive (Fake Registrations)
8	P.S. Cell	Sanjeev Kumar, Steno-II	PS to Chief Commissioner
		S. Devaki, Steno-II	To assist ADC (CCO) & PS to CC & Email diarization
		Neha Kohli, Havaldar	To assist PS to CC/ADC

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	Manish Pundir
4.	Manish Pundir	Mukesh Kumar Anjane
5.	Dinesh Singh	Sachin Bharti
6.	Sachin Bharti	Dinesh Singh
7.	Sumit Mitra	Alok Kumar
8.	Alok Kumar	Sumit Mitra

9.	Naman Agrawal	Priyanka Dubey
10	Priyanka Dubey	Naman Agrawal

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

S.No.	Name of the Officer (Shri/Ms.)	Link Officer (Shri/Ms.)
27.	Preeti Kumari, Insp.	Darapan Goyal, Insp.
28.	Darapan Goyal, Insp.	Preeti Kumari, Insp.
29.	Dileep Singh, Insp	Anil Kumar, Insp
30.	Anil Kumar, Insp.	Dileep Singh, Insp
31.	Mohd. Ayoob, Insp.	Himanshu, Insp
32.	Himanshu, Insp	Mohd. Ayoob, Insp
33.	Vishwanath Yadav, Insp.	Kapil Gour, Insp.
34.	Kapil Gour, Insp.	Vishwanath Yadav, Insp
35.	Indraraj Singh Rajput	Vishwanath Yadav, Insp
36.	Vivek Kumar, Steno	Prashant Mohnani, TA
37.	Prashant Mohnani, TA	Vivek Kumar, Steno
38.	Poonam Gupta, EA	Dayanand Pandey, EA
39.	Dayanand Pandey, EA	Poonam Gupta, EA
40.	Aalok Singh, EA	Piyush Tyagi, EA
41.	Piyush Tyagi, EA	Aalok Singh, EA
42.	Srishti Choudhary, EA	Vishal Choudhary, TA
43.	Vishal Choudhary, TA	Srishti Choudhary, EA
44.	Shivani Keer, LDC	Pallavi Sharma, TA
45.	Pallavi Sharma, TA	Shivani Keer, LDC
46.	Shivangi Nagani, Steno	Anugya Sharma, MTS
47.	Anugya Sharma, MTS	Shivangi Nagani, Steno
48.	Govind Pandey, JTO	Prashant Mohnani, TA
49.	Sanjeev Kumar, Steno	S.Devaki, Steno
50.	S.Devaki, Steno	Sanjeev Kumar, Steno
51.	Sanjeev Kumar / S.Devaki, Steno	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.

(Rajeev Shrivastava)
Assistant Commissioner (CCO)

Copy to: Individuals concerned.