



मुख्य आयुक्त कार्यालय

OFFICE OF THE CHIEF COMMISSIONER
केंद्रीय जीएसटी एवं केन्द्रीय उत्पाद शुल्क (जयपुर जोन), जयपुर
CENTRAL GST & CENTRAL EXCISE (JAIPUR ZONE), JAIPUR

C.No. II-39(03)SEC/CCO/JZ/2015/ 2362

Dated: - 15.02.2019

To,

The Superintendent (Computer),
CGST & Central Excise Commissionerate,
Jaipur.

Sir,

Subject: - Transparency audit of public authorities under Ministry of Finance –
Regarding.

On the above mentioned subject, please find enclosed herewith a copy of Office Order C.No. II-3(02)CCO/JZ/ET/2018/12581 dated 12.12.2018 issued by the Deputy Commissioner, CCO, Jaipur regarding allocation of work amongst the officers of CCO, Jaipur and Annexure-A regarding the work dealt in Vigilance Branch, CCO, Jaipur.

2. In this context, it is requested to upload the said Office Order and Annexure-A on the website of CGST & Central Excise (JZ), Jaipur under the RTI Head as a suo moto disclosure of information under section 4 of the RTI Act, 2005.

3. Further, it is submitted that following information may also be uploaded on the website of CGST & Central Excise (JZ), Jaipur under the RTI Head along with aforesaid Office Order and Annexure-A as a suo moto disclosure of information under section 4 of the RTI Act, 2005:-

“Categories of documents and custodian of documents/categories as per aforesaid Office Order dated 04.09.2018 are held by this section and custodians of documents/categories is Superintendent (Vig.), CCO, Jaipur”.

Yours faithfully,

Encl.:- As above.

(Signature)
(Rajesh Kinra)
Superintendent (Vig.)

Copy to:- The Superintendent (RTI), O/o the Chief Commissioner, CGST & Central Excise (JZ), Jaipur w.r.t. letter F.No. C.C.O.(J.Z.)RTI/01/Trans.audit/2018-19 dated 03.10.2018 for information and necessary action please.

Superintendent (Vig.)

*Sh. A.B. Meera
M/s
B.K. upload
22/02/19
20/2/19*

(22/2/19)

DETAILS OF WORKS DEALT WITH IN VIGILANCE BRANCH OF CCO-

1. Maintenance of ACR/ APAR dossiers in respect of Gr. B & C officers in the Zone
2. Implementation of SPARROW in respect of Group B & C officers
3. Scanning of ACRs/ APARs of all the Group B & C officers in the cadre controlling Zone
4. Preparation of APAR gradation chart for various purposes viz. DPCs/ DSCs/ Deputation etc.
5. Issuance of vigilance clearance in respect of Group B & C officers for various purposes
6. Verification of antecedents & other documents submitted by direct recruited officers
7. Providing of vigilance clearance, APAR dossiers etc. to the Ministry regarding promotion to the grade of Assistant Commissioner & Chief Accounts Officer
8. Quarterly Review of cases of Group B Gazetted officers in the cadre controlling jurisdiction of the Zone under FR 56(j) & Rule 48 of CCS(Pension) Rules, 1972
9. Disposal of representations received from Group 'A' officers against entries in APAR (Meeting of Referral Board)
10. Immovable Property Returns & intimations under CCS (Conduct) Rules submitted by officers in the grade of Commissioner
11. Appeals preferred by Group 'B' officers against orders passed by the Disciplinary Authorities
12. Revision Petitions preferred by Group 'C' officers against orders passed by Appellate Authorities
13. Monitoring of disciplinary proceedings cases pending with Commissionerates under the administrative control of the Zone
14. Redressal & Monitoring of grievances received on PGPORTAL (CPGRAM)
15. Compilation of Zonal periodical reports on Vigilance matters
16. Monitoring & disposal of complaints received from DGoV or directly from the complainants
17. Misc. Correspondence with the DGoV & Commissionerate on vigilance matters



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OFFICE OF THE CHIEF COMMISSIONER
केन्द्रीय माल व सेवा कर एवं उत्पाद शुल्क, (जयपुर परिक्षेत्र), जयपुर
CENTRAL GOODS & SERVICE TAX AND CENTRAL EXCISE
(JAIPUR ZONE), JAIPUR

C.No. II-3(02) CCO/JZ/ET/2018/

12581

Date: 06.12.2018.

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OFFICE ORDER

In partial modification of earlier Office Orders dated 04.06.2018, 24.08.2018 and 04.09.2018 the allocation of work amongst officers in the Cadre Control Unit of Chief Commissioner's Office, is as below with immediate effect and until further orders:

S. No.	S/Shri/Smt.	Work allotted
1.	Sunil Nawal, Supdt. Vinod Kr. Maurya, Inspector	(i) Review of CESTAT and High Court Orders and other related matters. (ii) Any other work assigned by the superiors from time to time.
2.	Shalini Srivastava, Supdt. Rohitash Kumar, Inspector	(i) Review of OIO received from CGST & CX Zone - Vadodara, Audit & PAC Matters. (ii) Recovery with respect to audit paras. (iii) Any other work assigned by the superiors from time to time.
3.	D. D. Sharma, Supdt. Kavita Parmar, Inspector	(i) Review of OIO related to all Commissionerates of CGST & CX - Jaipur Zone, Jaipur, Law, Legacy Work (Adjudication/Call Book/Appeal) and other Quasi judicial matters. (ii) Any other work assigned by the superiors from time to time.
4.	K.K. Chhipa, Supdt. Hemant Kumar Sharma, Inspector Deepak Mahla, TA	(i) Inspections, (GST)/ Valuation, Prosecution Matters, & related matters. (ii) E-way Bill matters/complaints/investigation other than administrative/technical issues. (iii) All miscellaneous matters related to customs (iv) Any other work assigned by the superiors from time to time.
5.	P.K. Jangid, Supdt. Beeyush Moyal, Inspector	(i) Anti-Evasion, CEIB/REIC, Rewards and Related Reports, Recovery matters & Arrears, and arrangements regarding Video Conference. (ii) Any other work assigned by the superiors from time to time
6.	Arun Bhatnagar, Supdt. Rajesh Anizwal, Inspector Puspendra Singh, TA Shriphal Meena, LDC	(i) Technical, GST related References & Clarifications and GST Periodical & ad-hoc Reports / Conferences / Meetings & Preparation of folder for video conference/meetings. (ii) Any other work assigned by the superiors from time to time.
7.	S. S. Yadav, Supdt. Mukhlesh Jain, Inspector Sushil Kumar, EA	(i) Parliament Questions, EOU matters, RTI, Sevottam and RAC References, Clarifications & Permissions, Periodical & Ad-hoc reports, Provisional Assessment related to Legacy Work. Circulars/ Notifications/ Trade Notices and related work. (ii) Any other work assigned by the superiors from time to time.
8.	Rajesh Kinra, Supdt. Vimal Chaudhary, Inspector Anant Kumar Garg, TA Manish Verma, TA	i) Vigilance Matters, monitoring of APAR dossiers. Appeal regarding ACR's and disciplinary cases, Review under FR 56(j) & Rule 48 of CCS (Pension) Rules, 1972, verification of antecedents & other documents, representation of Group

		<p>A officers against APAR.</p> <p>ii) All Direct Recruitments, All Inter Commissionerate Transfer, Retirement on Superannuation & Resignation, Matters related to Casual Workers, Matters related to Cost Recovery post, Related Legal Matters/RTI/PQ/Monthly & Ad-hoc reposts etc.</p> <p>iii) CPGRAM</p> <p>iv) VRS</p> <p>(v) Sports quota and Canteen Staff Recruitment</p> <p>(vi) Any other work as assigned by the Senior Officers</p>
9.	<p>Vinod Kumar Sharma, Supdt. Pawan Kr. Tailor, Inspector Vishwas Morya, TA Heera Lal, LDC</p>	<p>(i) DPC/DSC for promotion / MACPs in the cadres of Inspector, Steno Grade-I, Sr, Hindi Translator, EA, TA, Steno Grade-II, Driver (SG), Driver Grade-I, II & III, Junior Hindi Translator, LDC, MTS and all the cadres of Canteen Staff.</p> <p>(ii) Vacancy position/ Seniority List in respect of all cadres at S.No. (i) above.</p> <p>(iii) Roster Direct Recruitment / Roster Direct Recruitment (P.H.).</p> <p>(iv) Related Legal Matters /RTI/PQ/Monthly & adhoc reports etc.</p> <p>(v) Confirmation in all cadres.</p> <p>(vi) Correspondence relating to N.R.Parmar case and implementation thereof.</p> <p>(vii) Any other work as assigned by the Senior Officers.</p>
10.	<p>Tulsi Kriplani, Supdt. Ram Snehi Jat, Insp. Pranav Sharma, TA</p>	<p>(i) MACPs in the grade of Assistant Commissioner.</p> <p>(ii) DPC/DSC for promotion /MACPs in the cadres of Superintendent, Admn. Officer, Sr. P.S, P.S, ASI (Weapons), Head Hawaldar, Hawaldar all the cadres of Telecommunication Staff.</p> <p>(iii) Vacancy position/ Seniority List in respect of all cadres at S.No. (ii) above.</p> <p>(iv) Roster (Promotion)/Roster PH (Promotion).</p> <p>(v) All India Seniority Lists of Superintendent /Administrative Officer.</p> <p>(vi) Non Functional up-gradation to the Superintendent & Sr. P.S.</p> <p>(vii) Compassionate Appointment.</p> <p>(viii) Departmental Examination in all cadres</p> <p>(ix) Related Legal Matters /RTI/PQ/Monthly Reports etc.</p> <p>(x) Any other work as assigned by the Senior Officers.</p>
11.	<p>Mukesh Dang, Supdt. A.S.Dutt, Inspector Vikram Singh Yadav, Inspector</p>	<p>(i) Monthly Performance Reports/MPR</p> <p>(ii) Technical GST related references and clarifications.</p> <p>(iii) GST Media cell</p> <p>(iv) Sampark/updateation of contact details of entire zone.</p> <p>(v) Any other work as assigned by the Senior Officers.</p>
12.	<p>Mukesh Bihari Pathak, Supdt. Sudhanshu Joshi , Inspector, Yashwant Rajoria, EA, Rohit Priyadarshi. Tax Assistant</p>	<p>(i) Transfer and Posting in the grades of Group 'A' and Group 'B' Executive (Superintendents & Inspectors)</p> <p>(ii) Training</p> <p>(iii) Installation of AIOs, Lan/Wan, LED & Solar Panel</p> <p>(iv) Swachhta</p> <p>(v) Pension</p> <p>(vi) RTI / Court Cases / PQ related to above works</p> <p>(vii) Any other work assigned by the superiors from time to time</p>
13	<p>P.D. Lalwani, Admn. Officer Sanjay Bhambhani, Inspector Anil Birla, Tax Assistant Subhash Chandra Sain, LDC</p>	<p>(i) Transfer and Posting in all the Cadres/grades except above cadres/grades</p> <p>(ii) Budget/Accounts</p> <p>(iii) Infrastructure matters.</p> <p>(iv) Administration including deputation RTI / Court Cases / PQ related to above works .</p> <p>(v) Any other work assigned by the superiors from time to time</p>


In addition to above, the officers are also required to attend any official work assigned by superiors and other official work which are otherwise to be attended by an officer.

Note :

NOTE: In the event of absence of the Superintendents / Inspectors, the work shall be looked after by the link officer (Superintendents/ Inspectors) and vice versa as mentioned against their name in the following table:

Sr. No.	Name of the officer in charge	Nominated Link Officer (Superintendents/ Inspectors)
1	Rajesh Kinra, Superintendent	Vinod Kumar Sharma, Superintendent
2	Vinod Kumar Sharma, Superintendent	Tulsi Kriplani, Superintendent
3	Tulsi Kriplani, Superintendent	Rajesh Kinra, Superintendent
4	S.S.Yadav, Superintendent	Mukesh Dang, Superintendent
5	Mukesh Dang, Superintendent	Arun Bhatnagar, Superintendent
6	Arun Bhatnagar, Superintendent	S.S.Yadav, Superintendent
7	Sunil Nawal, Superintendent	D.D.Shama, Superintendent
8	D.D. Sharma, Superintendent	Shalini Srivastava, Superintendent
9	Shalini Srivastava, Superintendent	Sunil Nawal, Superintendent
10	K.K.Chippa, Superintendent	P.K.Jangid, Superintendent
11	P.K.Jangid, Superintendent	K.K.Chippa, Superintendent
12	Vimal Kr. Choudhary, Inspector	Sanjay Bhamhani, Inspector
13	Sanjay Bhamhani, Inspector	Sudhanshu Joshi, Inspector
14	Sudhanshu Joshi, Inspector	Vimal Kr. Choudhary, Inspector
15	Ram Snehi Jat, Inspector	Pawan Kumar Tailor, Inspector
16	Pawan Kumar Tailor, Inspector	Vinod Kumar Maurya, Inspector
17	Vinod Kumar Maurya, Inspector	Ram Snehi Jat, Inspector
18	Rajesh Anizwal, Inspector	Rohitash Kumar, Inspector
19	Rohitash Kumar, Inspector	Kavita Parmar, Inspector
20	Kavita Parmar, Inspector	Rajesh Anizwal, Inspector
21	Peeyush Moyal, Inspector	Hemant Kumar Sharma, Inspector
22	Hemant Kumar Sharma, Inspector	Vikram Singh Yadav, Inspector
23	Vikram Singh Yadav, Inspector	Peeyush Moyal, Inspector
24	Ajit Singh Dutt, Inspector	Muklesh Jain, Inspector
25	Muklesh Jain, Inspector	Ajit Singh Dutt, Inspector
26	Mukesh Bhatnagar, Inspector	P. P. Lahari, Asst

This issues with the approval of the competent authority.


 (Vikas Joshi)
 Deputy Commissioner (CCU)

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