

**OFFICE OF THE COMMISSIONER OF CENTRAL TAX(APPEALS), AHMEDABAD**  
7<sup>th</sup> floor, GST Bhawan, Ashram Road, Ahmedabad.

F. No.Estt. Appeals/2017-18.

Date : 10.8.2017

**OFFICE ORDER**

In supersession of the earlier office order dated 12.7.2017, the work of the Appeal section is being assigned as under:

Sr. No.	Superintendent	Inspectors	Tax Assistants	Work relating to the new CGST Commissionerate
1.	Shri K.P.Jacob	Arun Kumar and Dilip Kumar	Pawan	Ahmedabad North Commissionerate
	Shri K.K.Parmar			
	Shri Sanwormal Hudda			
	Shri Rajesh Nathan			
2.	Shri K.H.Singhal	Pradeep Pratap Singh	Sanjeev Mishra	Ahmedabad South Commissionerate
	Shri R.R.Patel			
	Shri Dharmendra Upadhyay			
	Shri Vinod Lukose			
	Shri S.S.Chowhan			
3.	Shri S.Dutta	Jaiprakash Biswas	Akshay	Gandhinagar
	Shri B.A.Patel			
	Shri V.V.Mohanan			

2. Smt. Deepkala Naik, Inspector, will exclusively look after the entire work of call book of Appeals Commissionerate and further help the Administrative Officer in the accounts and administration works of the Commissionerate. Further all the Tax Assistants will help the Administrative Officer in the work related to Administration, Accounts and Establishment in addition to the work entrusted below.

3. The distribution of work amongst TAs, will be as under:

Sr. No.	Name of the TA	Work allotted	Link officer in case of leave
1	Shri Pawan	receipt of appeals	Shri Sanjeev Mishra
2	Shri Sanjeev Mishra	enter all the Appeals in the register and allot and issue of appeal numbers	Shri Akshay
3	Shri Akshay	entire work of despatch	Shri Pawan

4. In addition to the above work, the TAs will also put up the register relating to Ahmedabad North, Ahmedabad South and Gandhinagar to the Assistant Commissioner (Appeals) along with the Monthly Technical Report on a monthly basis. It is also desired that the despatch work will be promptly attended.

5. In respect of the four inspectors, mentioned in table above, it is hereby directed that in addition to their regular work they will be responsible for the preparation of MTR, with the help of concerned TAs, pertaining to their respective Commissionerate and ensure that the

F. No. Esstt. Appeals/2017-18

Date : 12.7.2017.

## OFFICE ORDER

Consequent to the posting of officers in the Appeals Commissionerate, the officers are assigned the task as follows:

Sr. No.	Name of the Superintendent	Name of the Inspector	Name of the Tax Assistant	Work pertaining to GST Commissionerate
1	R.R.Patel 9427580637	Pradeep →	88072012658	CGST Ahmedabad South
	Dharmendra 81416 Upadhyay 09090	Pratap Singh		
	Vinod Lukose 9687333901	Dilip Kumar 8089528565	Sanjeev Mishra	
2	K.P.Jacob 9898892709	Hari Om →	8238808364	CGST Ahmedabad North
	Sanwamal Hudda 9909903671	Meena		
	Rajesh Nathan 94273 00973	Arun kumar 7990559807	Smt. Pawan 9601299488	
3	S.Dutta 9826096802	Deepkala →		CGST Gandhinagar
	B.A.Patel 9824821989	Naik		
		Babu Lal Meena 9884346036	Akshay Kumar 9974294898	
		Jaiprakash →		
		Biswas		

The work relating to monthly reports is assigned to Shri S. Dutta, Superintendent. He will be assisted in the task by Shri Pradeep Pratap Singh, Inspector and Shri Sanjeev Mishra, TA.

The work pertaining to despatch, receipt of appeals, etc., will be done by the aforementioned Tax Assistants on weekly rotational basis.

This issues with the approval of the Commissioner, Central Tax(Appeals), Ahmedabad.

  
(A.T. Maru)

Assistant Commissioner,  
Central Tax(Appeals), Ahmedabad.

Copy to :

1. The Chief Commissioner, Central Tax, Ahmedabad Zone.
2. Individuals.
3. P.A. to Commissioner(Appeals), Ahmedabad.
4. Guard File

ए. आर्. माव  
सहायक आयुक्त

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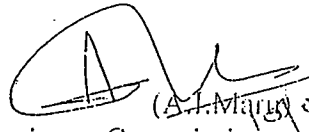
registers along with the abstract are put up to the Assistant Commissioner, along with the MTR. Further, the Inspectors will scrutinize the appeal and assist in the preparation of brief facts.

5. During the absence of Shri Jaiprakash Biswas, the charge will be looked after by Shri Dilip Kumar, and vice versa. During the absence of Shri Pradeep Pratap Singh, his work will be looked after by Shri Arun Kumar, and vice versa. Further, during the leave of Smt. Deepkala Naik, her work will be looked after by Shri Jaiprakash Biswas.

6. In the absence of Administrative Officer, Shri S.S. Chowhan, Superintendent will look after the work of Administration, Establishment and Accounts of the Commissionerate.


7. Shri Rajesh Nathan, Superintendent, will look after the work of Vigilance and Confidential of the Appeals Commissionerate in addition to his regular work.

This issues with the approval of Commissioner, Central Tax (Appeals), Ahmedabad.

  
(S. J. M. M. 08/17)  
Assistant Commissioner  
Central Tax (Appeals), Ahmedabad.

Copy to :

1. The Chief Commissioner, Central Tax, Ahmedabad Zone.
2. Individuals
3. PA to Commissioner (Appeals), Central Tax, Ahmedabad.
4. Guard File.

	<p>आयुक्त का कार्यालय : केंद्रीय वस्तु एवं सेवा कर आयुक्तालय :अहमदाबाद (vihy)</p> <p>OFFICE OF THE COMMISSIONER, CENTRAL GST COMMISSIONERATE : AHMEDABAD (APPEAL)</p> <p>"केंद्रीय वस्तु एवं सेवा कर भवन", पांजरा पोल, पोलेटेक्निक के पास, आम्बावादी, अहमदाबाद -380015</p> <p>"CENTRAL GST BHAVAN", NEAR PANJRA POLE, POLETECHNIC, AMBAWADI, AHMEDABAD-380015</p> <p><b>Phone No.</b> 079-26305136 <b>Fax No.</b> 079-26307521</p>
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F No:- II/Estt-Appeal/2018-19

Dated-24-04-2018

**OFFICE ORDER**

In supersession of the earlier Office Order dated 10.08.2017, the work of the Appeal Section is being assigned as under, until further order:

Sl. No.	Superintendent	Inspector	Tax Assistant	Work allotted
1.	Shri K.P.Jacob	Shri Arunkumar	Shri Sanjeev Mishra	CGST, North Commissionerate
	Shri Sanwarmal Hudda			
	Shri Rajesh Nathan (Administrative head)			
	Shri K.K.Parmar			
2.	Shri R.R. Patel	Shri Pradeep Pratap Singh	Shri Sanjeev Mishra	CGST, South Commissionerate
	Shri Dharmendra Upadhyay			
	Shri Vinod Lukose (Administrative head)			
	Shri K.H.Singhal			
3.	Shri S. Datta (Administrative head)	Shri Dilip Kumar	Shri Sanjeev Mishra	CGST, Gandhinagar Commissionerate
	Shri B.A.Patel			
	Shri V.V. Mohanan			

1. Shri S.S. Chowhan, Superintendent will look after all Administrative work including ADM/Accts/Estt. etc in addition to P.R.O. work.
2. Shri Rajesh Nathan, Superintendent & Smt. Deepkala Naik, Inspector will look after the work of Vigilance and confidential of the Appeal Commissionerate in addition to their regular work.
3. Shri Jayprakash Bishwas, Inspector, Smt. Deepkala Naik, Inspector and Shri Pawan, Tax Assistant & Shri Hitesh Datania, LDC will exclusively look after work of all Administrative work including ADM/Accts/Estt. etc.
4. Preparation of MTR/Adhoc and other technical report/Parliament Questions etc will look after by Shri Arunkumar, Inspector, Shri Pradeep Kumar Singh, Inspector and Shri Dilip Kumar, Inspector with the help of Shri Sanjeev Mishra, Tax Assistant under the supervision of Shri Vinod Lukose, Superintendent & Shri Sanwarmal Hudda, Superintendent. All registers with abstract in the Registers should put up with the MTR to the Assistant Commissioner, every month.
5. Shri K.K.Parmar, Superintendent will look after the entire work of Call book cases of CGST North Commissionerate, Shri Dharmendra Upadhyay,

- Superintendent will look after the entire work of Call book cases of CGST South Commissionerate, Shri B.A.Patel, Superintendent will look after the entire work of Call book cases of CGST Gandhinagar & Shri R.R.Patel Commissionerate Superintendent will look after the entire work of Call book cases of Service Tax Commissionerate, with the help of Inspectors and Tax Assistant. They will have to finish their work within one month positively.
6. All registers of their respective Commissionerate required to be maintained in computer as well as physical by Inspectors and Tax Assistant. This should be countersigned by the superintendents after completion of each month and issue of MTR.
  7. Shri Akshay Kumar Tax Assistant will look after the entire work of inward/outward of tapals/ Appeal etc. Every OIA dispatch to the party must be dispatch through Registered Post A.D. and its acknowledgement (By T.A.) must keep in the concern file.
  8. Shri Sanjeev Mishra, Tax Assistant will attend the work of PA to commissioner as and when required. Further he will prepare all the appeal files after entering in the appeal register. SMS intimation and contact on phone for hearing of the parties for all the three Commissionerate.
  9. All the three inspectors whose name appear in the above said table will received the respective appeal for their Commissionerate and enter in the master sheet of the computer and prepare note sheet and letters intimating the appellant about appeal no. PH letters are also to be prepared for respective Commissionerate by all the three inspectors. After passing of OIA, the Inspectors are required to get photo copies of OIAs and put up with the Superintendents for attestation. They will keep a watch up to dispatch of each of OIAs. Any order returned un-delivered should immediately bring to the notice of the concern Superintends and Superintendents are required to take necessary action to deliver the OIA.
  10. Any other work for the time being can be allotted to any of the officer by the undersigned.
  11. Shri A.I.Maru, Assistant Commissioner CGST Appeal will look after entire Administrative/Estt./Acctts work of the Commissionerate & Smt Namita Chaudhary Assistant Commissioner CGST Appeal will look after entire Technical Work of the Commissionerate.

This issue with the approval of the Hon'ble Commissioner, Central GST, (Appeal), Ahmedabad.

  
(A I Maru)

Assistant Commissioner 24/04/18

Copy to :

1. The Chief Commissioner, Central GST, Ahmedabad Zone.
2. Individuals
3. Notice Board.

**OFFICE OF THE COMMISSIONER (APPEALS) CGST & CENTRAL EXCISE: 7<sup>TH</sup>**  
**FLOOR, CENTRAL EXCISE BHAVAN, NR. POLOTECHNIC,**  
**AMBAWADI, AHMEDBAD - 380015**

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F No.I/20-14/Misc.Corres./2017  
 Date:30.07.2019

**OFFICER ORDER**

In suppression of all the earlier office orders and consequent to the officers joining the Commissionerate in terms of AGT 2019, the work of the Appeal section is being assigned as under:

S No	Superintendent S/Shri..	Inspector S/Shri..	Tax Assistant S/Shri..	All work relating to the Comm'te
1	D.A.Parmar Brijesh Sharma	Nareshkumar	Pawan	Ahmedabad North
2	V.V.Mohanan Anilkumar P Nair	B.S.Meena	Sanjeev Mishra	Ahmedabad South
3	A Kundu Jitendra Dave	Nareshkumar Deshwal	Akshay	Gandhinagar

- All the aforementioned Superintendents and Inspectors will assist the Commissioner (Appeals) in disposal of pending appeals.
- The Tax Assistants are allotted the work of the receipt of appeal filed, allotting the appeals number, issuing the letters and preparing the files and entering the details in the computer/system, issuing personal hearing letter, monthly technical reports etc and put up the file to the concerned Superintendent through the Inspectors. The T.As are also allotted to the work of receipt/inward of miscellaneous letters of respective Commissionerate.
- Dispatch work will be attended by the Tax Assistant on a monthly rotation basis, as decided the Assistant Commissioner.

2. In addition to the above, the below mentioned officers are allotted to the following charges/additional charges.

S No	Superintendent S/Shri..	Inspector S/Shri..	Tax Assistant/LDC S/Shri..	Work allotted	Link Officer
1	S.S.Chowhan	Mukul Kumar	Hitesh Datania, LDC, Jagat, Amit Pandya, T.A	Esttt, Accts. Admn, O & M, Hindi, System	Ms Deepkala Naik
2.	Ms Deepkala Naik	B.S.Meena	---	Vig./Confidential	
3	D.A.Parmar	Mukul Kumar	--	Sevottam	
4	Brijesh Sharma	Aakash Singh	--	Legal/CAT Sec	
5	A Kundu	Nareshkumar	--	RTI	
6	Mohanan V V	Aakash Singh		PQ, CERA Audit	
7	Anil Kumar P Nair	Mukul Kumar		Technical, Call book matter	
8	Jitendra Dave	Nareshkumar Deshwal		Statistics, Ad-hoc reports.	

3. Shri S.S.Chowhan shall be in-charge of P.R.O, in addition to the above work.

4. Shri Nareshkumar Deshwal, Inspector will monitor the work related to denovo orders from CESTAT.

4. Casual Leave and Earned Leave in case of Superintendents will be sanctioned/recommended by the Asstt. Commissioner. In respect of other officers, the same will be sanctioned/recommended by the senior most Superintendent with whom they are attached in the table 1 and 2 above.

4. In addition to the aforementioned task allotted above, the officers posted in Commissioner (Appeals) Comm'rate, Ahmedabad, are also required to perform any additional work allotted by the Asstt. Commissioner and the Commissioner.

5. This issues with the approval of Commissioner, Central Tax (Appeals), Ahmedabad.

(Namita Chaudhary)  
Assistant Commissioner,  
Central Tax (Appeals), Ahmedabad.

Copy to :

1. The Chief Commissioner, Central Tax, Ahmedabad Zone.
2. Individuals posted in Commissioner(Appeals) Comm'rate, Ahmedabad.
3. PA to Commissioner(Appeals), Central Tax, Ahmedabad.
4. Guard File.



**आयुक्त का कार्यालय ,**  
**Office of the Commissioner,**  
केंद्रीय जीएसटी, अपीलस आयुक्तालय, अहमदाबाद  
**Central GST, Appeal Commissionerate- Ahmedabad**  
जीएसटी भवन, राजस्व मार्ग, अम्बावाड़ी अहमदाबाद ३८००१५. CGST  
Bhavan, Revenue Marg, Ambawadi, Ahmedabad 380015 :



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F.No.II/Estt-Appeal/2018-19

Date:- 03.2020

In supersession of all the earlier office orders, the work of the Appeal Commissionerate are being assigned as under:

Sr.No.	Superintendent Shri	Inspector S/Shri	Tax Assistant	Work related to Commissionerate
1	D.A. Parmar	B.S Meena	Jagat Singh	Ahmedabad North
2	V.V. Mohanan	Askash Singh	Sanjeev Mishra	Ahmedabad South
3	Anilkumar			
4	Jitendra Dave	Nareshkumar Deshwal	Akshay	Gandhinagar

- All the aforementioned Superintendents and Inspectors will assist the Joint Commissioner/Commissioner (Appeals) in disposal of pending appeals.
- The Tax Assistants are allotted the work of the receipt of appeal filed, giving acknowledgment to appellant, ensuring proof of pre-deposit, allotting the appeals number, issuing the letters and preparing the files and entering the details in the records of appeals and in the computer/system, issuing personal hearing letters, monthly technical reports etc. Tax Assistants shall put up the file to the concerned Inspectors who will further put up the same to the concerned Superintendents after proper scrutiny. The Tax Assistants are also allotted the work of receipt/inward of miscellaneous letters of respective Commissionerate. Records and Registers of the Commissionerates shall be maintained by the Inspectors/Tax Assistants. Tax Assistants shall ensure that acknowledgment letters to the appellant shall be put up immediately.
- Receipt / Dispatch work will be attended by the Tax Assistants on monthly rotation basis, as decided by the Assistant Commissioner (Estt). Inward /Outward register shall be maintained properly.

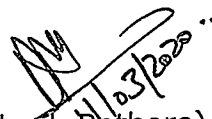
2/- In addition to the above, the below mentioned officers are allotted the following charges/additional charge.

Sr.No	Superintendent (Shri/Smt.)	Inspector	Tax Assistant	Work Allotted
1	Brijesh Sharma	Mukul Kumar	Hitesh and Jagat Singh	Establishment/Accounts/ Administration/System/Hindi
2	Deepkala M. Naik	B.S. Meena	----	Vigilance/Confidential
3	D.A Parmar		Akshay	RTI,CAT and Legal Matter
4	V.V. Mohanan	Aakash Singh	Sanjeev Mishra	Technical, CESTAT Matter
5	Anil Kumar			O&M, Sevottam, Parliament Question, Call book Cases
6	Jitendra Dave	Naresh Kumar	Akshay	Statistics, CERA Audit, Adhoc reports.



- Casual Leave and Earned Leave in case of Superintendent will be sanctioned/recommended by the Assistant Commissioner. In respect of other officers, the same will be sanctioned/recommended by the Superintendent with whom they are attached. The Sanctioning/recommending officer shall ensure that the said leaves are submitted to the Administrative section for records and Charge of the officers proceedings on leave shall be given to another officer promptly.
- Further Shri Akash Singh Inspector shall look after the charge of PRO and be the overall in charge for contractual staff in addition to the above work.
- All the officers shall ensure generation and quoting of Documents Identification Numbers (DIN) in communication with tax payers and other concern persons as per the norms prescribed by the board in this regard.
- In addition to the aforementioned task allotted above, the officers posted in Appeal Commissionerate, Ahmedabad, are also required to perform any additional work allotted by the Assistant Commissioner, Joint Commissioner and the Commissioner from time to time.

This issues with the approval of Commissioner, Central Tax (Appeals), Ahmedabad.

  
(Mukesh Rathore)  
Joint Commissioner  
Central GST, Appeals,  
Ahmedabad.

Copy to:-

1. P.A to Commissioner (Appeals), CGST, Ahmedabad
2. Individual.
3. Office Copy



आयुक्त का कार्यालय (अपीलस)  
Office of the Commissioner,  
केंद्रीय जीएसटी, अहमदाबाद आयुक्तालय  
Central GST, Appeal Commissionerate- Ahmedabad  
जीएसटी भवन, राजस्व मार्ग, अम्बावाड़ी अहमदाबाद ३८००१५.  
CGST Bhavan, Revenue Marg, Ambawadi, Ahmedabad 380015  
26305065-079 :Email- commrappl1cexamd@nic.in



F.No. GAPPL/II/(39)/OTH/52/2020

Date: 2.09.2021

### Office Order

In supersession of office order issued vide FileNo.GAPPL/II/(39)/OTH/52/2020-ADMN/125616/2020 dated 05.10.2020, the work of the Appeal Commissionerate are being assigned as under:

Sr.No.	Superintendent (shri/smt)	Inspector (shri/smt.)	Tax Assistant	Work related to Commissionerate
1.	Anilkumar P Nair	Shailesh Nirala	Sanjeev Mishra	Ahmedabad South Appeals of Commissioner Competency
2.	M.P.Sisodiya	Sadanand Marik	Sanjeev Mishra	Ahmedabad North Appeals of Commissioner Competency
3.	Suryanarayan Iyer	Gaurav Sharma	Jagat Singh	Gandhinagar Appeals of Commissioner Competency
4.	Rekha A Nair	Sadanand Marik	Jagat Singh	Ahmedabad North Appeals of Commissioner Competency
5.	Dilip Jadav	Susheel Choudhary	Sanjeev Mishra	Ahmedabad North Appeals of Joint Commissioner Competency
6.	Sankara raman B.P.	Gaurav Kumar	Sanjeev Mishra	Ahmedabad south Appeals of Joint Commissioner Competency
7.	Har Sahai Meena	Gaurav Sharma	Jagat Singh	Gandhinagar Appeals of Joint Commissioner Competency
8.	Tejas Mistry	Himanshu Khamboj	Hitesh Dataniya, Monika Meena & Jagat Singh (Accounts)	Establishment/Account/ Administration

- All the aforementioned Superintendents and Inspectors will assist the Commissioner/Joint Commissioner (Appeals) in disposal of pending appeals.
- Receipt and Dispatch of physical dak of this Commissionerate will be attended by Tax Assistants as per officer order no.01/2020 dated 21.07.2020 issued vide F.No.I/22-14/e-office/Appeal/2020-21.
- All files related to Appeals will be properly maintained by Tax Assistants and will be monitored by Inspectors.
- All Mandatory registers related to Appeals along with Inward and Outward register will be maintained by Tax Assistants.
- The Tax Assistants are allotted the work of the receipt of appeal filed, ensuring proof of pre-deposit at the time of receiving the appeal documents and if any deficiency is noticed then customized acknowledgment of receipt should be sent to the appellant. If appeal

documents are complete in all aspects then same should be forwarded to the concerned Inspector.

2. In addition to the above, the below mentioned officers are allotted the following charges/additional charge:

Sr.No.	Superintendent (shri/smt)	Inspector (shri/smt.)	Tax Assistant	Work related to Commissionerate
1.	Tejas Mistry	Himanshu Khamboj	Hitesh Dataniya Monika Meena	Establishment/Accounts/ & Administration
2.	Suryanarayan Iyer	Susheel Choudhary	Jagat Singh	Vigilance/Confidential RTI/CAT&LEGAL
3.	Dillip. B. Jadav	Gaurav Sharma	Jagat Singh	System, CESTAT Matter
4.	Anilkumar P Nai	Gaurav Sharma	Sanjeev Mishra	Technical
5.	M.P.Sisodiya	Sadanand Marik	Sanjeev Mishra	CERA Audit, Parliament Question.
6.	Sankara raman B.P.	Gaurav Kumar	Sanjeev Mishra	Statistics(all periodical reports) Adhoc Report.
7.	Rekha A Nair	Sadanand Marik	Sanjeev Mishra	Call book cases
8.	Har Sahai Meena	Shailesh Nirala	Jagat Singh	O&M (Training, Hindi , Sevottam).

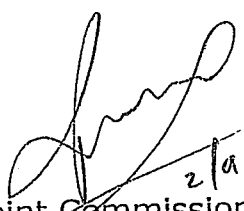
3. In addition to the above, the below mentioned officers are allotted the following charges/additional charge:

Sr.No.	Administrative Officer (shri)	Inspector (shri)	Tax Assistant (shri/smt.)	Work related to Commissionerate
1.	P.B.Tejot	Himanshu Khamboj	Hitesh Dataniya Monika Meena Jagat Singh (Accounts)	All work related to Establishment/Accounts/ Administration .

- **CRU Unit and matter related to e-office will be monitored by Shri Gaurav Sharma , Inspector /EMD Manager.**
- Casual Leave and Earned Leave in case of Superintendent will sanctioned/recommended by the Assistant Commissioner. In respect of other officers, the same will be sanctioned/recommended by the Superintendent with whom they are attached. The Sanctioning/recommending officer shall ensure that the said leaves are submitted to the Administrative section for records and Charge of the officers proceedings on leave shall be given to another officer promptly.

- ***Further Shri Shailesh Nirala, Inspector shall look after the charge of PRO and be the overall in charge for contractual staff in addition to the above work.***
- All the officers shall ensure generation and quoting of Documents Identification Numbers (DIN) in communication with tax payers and other concern persons as per the norms prescribed by the board in this regard.
- In addition to the aforementioned task allotted above, the officers posted in Appeal Commissionerate, Ahmedabad, are also required to perform any additional work allotted to them by high Authority from time to time.

This issues with the approval of Commissioner, CGST (Appeals), Ahmedabad.



  
Joint Commissioner  
Central GST, Appeals,  
Ahmedabad.

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2. Individual.
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I/906148/2022

I/906148/2022

 <p>सत्यमेव जयते</p>	<p>आयुक्त का कार्यालय, Office of the Commissioner, केंद्रीय जीएसटी, (अपीलस) आयुक्तालय अहमदाबाद Central GST, Appeal Commissionerate- Ahmedabad जीएसटी भवन, राजस्व मार्ग, अम्बावाड़ी अहमदाबाद ३८००१५. CGST Bhavan, Revenue Marg, Ambawadi, Ahmedabad- 380015 ☎ : 079 - 26305136 Email- commrappl1- cexamd@nic.in</p>	
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F.No. GAPPL/II/(39)/OTH/52/2020-ADMN Date: 09-09-2022

**Office Order**

In pursuance of Establishment order No. 54/2022 & 55/2022, both dated 12.08.2022, issued by PCCO, CGST Ahmedabad Zone, Ahmedabad and in supersession of office order issued vide File No. GAPPL/II/(39)/OTH/52/2020, dated 02.09.2021, the work allocation of this Commissionerate is assigned as under :

Sr.No.	Superintendent (Shri/Ms.)	Inspector (Shri/Ms.)	Tax Assistant (shri/Ms.)	Work related to Commissionerate
1.	Suryanarayan N. Iyer	Gaurav Sharma & Sandheer Kumar (after return of Shri Sadanad Marik from training)	Sanjeev Mishra	Ahmedabad South Appeals of Commissioner Competency
2.	R C Maniyar	Shailesh Nirala	Sanjeev Mishra	Ahmedabad North Appeals of Commissioner Competency
3.	Somnath Chaudhary	Susheel Choudhary	Vishal (Steno-II)	Gandhinagar Appeals of Commissioner Competency
4.	Rekha A Nair	Shailesh Nirala	Vishal (Steno-II)	Ahmedabad North Appeals of Commissioner Competency
5.	A K Agrawal	Himanshu Kamboj	Sanjeev Mishra	Ahmedabad North Appeals of Joint/Additional Commissioner Competency

1/906148/2022

Sr.No.	Superintendent Shri/Ms.	Inspector Shri/Ms.	Tax Assistant Shri/Ms.	Work related to Commissionerate
1.	Suryanarayan N Iyer	Shailesh Nirala	Sanjeev Mishra	Training, Hindi, Sevottam & RTI
2.	Dilip. B. Jadav	Himanshu Kamboj	Sanjeev Mishra	O&M, CAT
3.	A K Agrawal	Gaurav Kumar	Sanjeev Mishra	Technical and Statistics (all periodical reports / Adhoc Report.
4.	Somnath Chaudhary	Himanshu Kamboj	Sanjeev Mishra	Call book cases ✓
5.	Rekha A Nair	Sandheer Kumar	Sanjeev Mishra	CERA ✓ Audit, Parliament Question ✓
6.	Tejas J Mistry	Susheel Choudhary	Monika Meena	Vigilance ✓/Confidential
7.	R C Maniyar	Gaurav Sharma	Anupam Nakra	System, CESTAT Matter
8.	--	Gaurav Sharma	Vishal (Steno-II)	CRU

- In addition to the above, the below mentioned officers are allotted the following charges/Additional charge:

Sr.No.	Administrative Officer	Inspector	Tax Assistant	Work related to Commissionerate
1.	P.B.Tejet	Sadanand Marik & Sandheer Kumar	Monika Meena/ Jagat Singh /Anupam Nakra	All work related to Accounts

I/906148/2022

I/906148/2022

(MIHIR G RAYKA)  
ADDITIONAL COMMISSIONER  
CGST APPEALS AHMEDABAD



**Copy To:**

1. P.A to Commissioner (Appeals), CGST, Ahmedabad
2. Individual
3. Office Copy / Guardfile.

Signed by Mihir Gandabhai  
Rayka

Date: 09-09-2022 17:29:55

I/1469878/2023

 <p>सत्यमेव जयते</p>	<p>आयुक्त का कार्यालय,  <b>Office of the Commissioner,</b>          केंद्रीय जीएसटी, (अपीलस) आयुक्तालय अहमदाबाद  <b>Central GST, Appeal Commissionerate- Ahmedabad</b>          जीएसटी भवन, राजस्व मार्ग, अम्बावाड़ी अहमदाबाद ३८००१५.          CGST Bhavan, Revenue Marg, Ambawadi,          Ahmedabad- 380015          ... : 079 - 26305136 Email- commrappl1-cexamd@nic.in</p>	
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F.No. GAPPL/II/(39)/OTH/52/2020

Date: 07.08.2023

**Office Order No.04/2023**

In pursuance of Establishment order No. 39/2023 & 40/2023, both dated 30.06.2023 and 36/2023 dated 26.06.2023, issued by PCCO, CGST Ahmedabad Zone, Ahmedabad and in supersession of office order issued vide **File No. GAPPL /II/ (39)/OTH/52/2020**, dated 09.09.2022, the work allocation of this Commissionerate is assigned as under:

Sr. No.	Superintendent (Shri/Ms.)	Inspector (Shri/Ms.)	Work related to Commissionerate
1.	Amrendra Kumar	Kopula Bala Krishna	Ahmedabad South Appeals of Commissioner Competency
2.	R C Maniyar	D R Makwana	Ahmedabad South Appeals of Commissioner Competency
3.	Somnath Chaudhary	Balram Kumar	Gandhinagar Appeals of Commissioner Competency
4.	Rekha A Nair	Gaurav Kumar	Ahmedabad North Appeals of Commissioner Competency
5.	Sunita Nawani	Deepak Jain	Ahmedabad North Appeals of Joint/Additional Commissioner Competency
6.	Vijaylakshmi V.	Munesh Kumar Meena	Ahmedabad South Appeals of Joint/Additional Commissioner Competency
7.	Sandheer Kumar	Ghanshyam Dholpuria	Gandhinagar Appeals of Joint/Additional Commissioner Competency

- All the aforementioned Superintendents and Inspectors will assist the Commissioner & Joint/Additional Commissioner (Appeals) in disposal of all appeals.
- All Legal/Court related matters will be dealt with by the officers of the respective competent authority, allotted to them.



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- Receipt and Dispatch of physical dak of this Commissionerate will be attended by Tax Assistants as per office order No. 01/2020 dated 21.07.2020, issued vide F. No. 1/22-14/e-office/Appeal/2020-21.
- All Inspectors to maintain the mandatory files/registers (related to appeals) and ensure concurrent dispatch of acknowledgement of the appeals received & forwarding of its copy to RRA. Further, upon issuance of OIA, the scanned copy of the same be placed in respective e-office file and put up for closure to Superintendent.
- The Inspectors, allotted the work of appeals, will ensure proof of pre-deposit at the time of receiving the appeal documents and if any deficiency is noticed then customized acknowledgment of receipt should be sent to the appellant.

2. In addition to the above, the below mentioned officers are allotted the following charges/additional charge:

Sr. No.	Superintendent/ Administrative Officer (Shri/Ms.)	Inspector (Shri/Ms.)	Executive Assistant/Tax Assistant/ Stenographer/Hawaldar (Shri/Ms.)	Work related to Commissionerate
1.	Amrendra Kumar	Kopula Bal Krishna	-	Training, Hindi, Sevottam
2.	R C Maniyar	D R Makwana	-	O&M, Parliament Question, CERA Audit
3.	Somnath Chaudhary	Balram Kumar	-	Technical & Statistics (all periodical reports) Adhoc Report
4.	Rekha A Nair	Gaurav Kumar	-	RTI & Systems
5.	Sunita Nawani	Deepak Jain	-	Vigilance/Confidential,
6.	Vijaylakshmi V.	Munesh Kumar Meena	-	CAT, Legal & CESTAT Matter
7.	Sandheer Kumar	Ghanshyam Dholpuri	-	Call Book Cases, EMD manager
8.	Har Sahai Meena	Pawan Agal	Sanjeev Mishra; Monika Meena.	Establishment/Account/ Administration & DDO.
		Pawan Agal	Vishal & S	CRU & work related to

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9.	P.B.Tejot	agal	hubham Pat hak	o Accounts.
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3. In case of absence / leave / training / tour etc., of the Superintendents / Inspectors, the officers shown against their names in the tables below will be the link officers to handle the respective charges:

**SUPERINTENDENTS :**

Sr. No	Name of the Officer (Shri/Ms.)	1 <sup>st</sup> Link Officer (Shri / Ms.)	2 <sup>nd</sup> Link Officer (Shri / Ms.)
1	Amrendra Kumar	Rekha A Nair	Somnath Chaudhary
2	R C Maniyar	Amrendra Kumar	Rekha A Nair
3	Somnath Chaudhary	Amrendra Kumar	R C Maniyar
4	Rekha A Nair	Somnath Chaudhary	Amrendra Kumar
5	Sunita Nawani	Vijaylakshmi V.	Sandheer Kumar
6	Vijaylakshmi V.	Sandheer Kumar	Sunita Nawani
7	Sandheer Kumar	Sunita Nawani	Vijaylakshmi V.
8	Har Sahai Meena	Sandheer Kumar	Vijaylakshmi V.

**INSPECTORS :**

Sr. No	Name of the Officer (Shri/Ms.)	1 <sup>st</sup> Link Officer	2 <sup>nd</sup> Link Officer
1	Gaurav Kumar	Ghanshyam Dholpuria	Kopula Bala Krishna
2	Deepak Jain	Kopula Bala Krishna	Ghanshyam Dholpuria
3	Ghanshyam Dholpuria	Balram Kumar	Gaurav Kumar
4	Balram Kumar	Gaurav Kumar	Deepak Jain
5	Kopula Bala Krishna	Deepak Jain	Balram Kumar
6	D R Makwana	Ghanshyam Dholpuria	Kopula Bala Krishna
7	Pawan Gagal	Munesh Kumar Meena	Gaurav Kumar
8	Munesh Kumar Meena	Pawan Gagal	Deepak Jain

4. Shri Balram Kumar, Inspector shall look after the charge of PRO and be the overall in charge for contractual staff in addition to the above work.

5. CRU section will serially maintain the Inward, Outward register of all the Daks (including Appeals, correspondences, Daks returned undelivered). The Daks/Appeals documents should be forwarded in the scanned and physical mode to the concerned Inspector.

6. Further, The link charge of officers of CRU are as under :

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Regular Charge (Shri)	1 <sup>st</sup> Link Officer	2 <sup>nd</sup> Link Officer
Vishal Stenographer - II	Sanjeev Prasad Mishra, Executive Assistant	Ms. Monika Meena, Tax Assistant

7. Ms. Shivani, Stenographer Grade-I, shall look after the charge of PA to Commissioner & JC/ADC and in her absence Shri Vishal, Stenographer-II, shall look after her charge.

8. All the officers shall ensure generation and quoting of Documents Identification Numbers (DIN) In communication with tax payers and other concern persons as per the norms prescribed by the board in this regard.

9. Casual Leave and Earned Leave in case of Superintendent will be sanctioned/recommended by the Assistant Commissioner. In respect of other officers, the same will be sanctioned/recommended by the Superintendent with whom they are attached.

10. The Sanctioning/recommending officer shall ensure that the said leave applications are submitted to the administrative section for records prior to proceeding on leave and Charge of the officers' proceeding on leave shall be given to another officer promptly.

11. In addition to the aforementioned task allotted above, the officers posted in Appeal Commissionerate, Ahmedabad, are also required to perform any additional work allotted to them by higher Authority from time to time.

This issues with the approval of Commissioner, CGST (Appeals), Ahmedabad.

Signed by

Adesh Kumar Jain

Date: 07-08-2023 16:54:41

(Adesh Kumar Jain)

Joint Commissioner

CGST APPEALS AHMEDABAD

**Copy To:**

1. P.A. to Commissioner (Appeals), CGST, Ahmedabad.
2. All individuals.
3. Superintendent (Systems) for publication on office website.
4. Office Copy.