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माल और सेवाकर महानिदेशालय  
DIRECTORATE GENERAL OF GOODS AND SERVICES TAX  
पांचवा तल, टेलीफोन एक्सचेंज(एम. टी. एन. एल.) बिल्डिंग  
FIFTH FLOOR, TELEPHONE EXCHANGE(MTNL) BUILDING  
8- भीकाजी कामा प्लेस, नई दिल्ली - 110066  
8-BHIKAJI CAMA PLACE, NEW DELHI-110066  
कार्यालय आदेश संख्या : 7/2020

In pursuance of retirement of Sh. R.C Meena, AD and Ms. Kamal Malhotra, AD, on superannuation, their charges have been allocated to the following officers :

S.No	Charge of	Assigned to	Charge Assigned
1.	Sh. R.C Meena, AD	Sh. Ashok Kumar, DD	DDO/ Pay Cell
		Sh. Nikhil Mohan Goyal, DD	Other Charges
2.	Ms. Kamal Malhotra, AD	Sh. Loveneesh Kashyap, AAD	CPIO
		Sh. Balmick Chakravarty, AD	Other Charges

During the absence /leave / tour of the concerned officer the officer below him in the table will be his/her linked officer:

Sr. No.	Name of the officer (Smt./Sh.)	Officer in Charge (Smt./Sh.)	Officer in Charge (Smt./Sh.)
1	Ashok Kumar	Nikhil Mohan Goyal	Balmick Chakravorty
2	Balmick Chakravorty	Nikhil Mohan Goyal	Ashok Kumar
3	Nikhil Mohan Goyal	Ashok Kumar	Balmick Chakravorty

The above mentioned charges have been assigned in addition to the charges already being looked after by the officers.

Apart from the above any other work allocated from time to time to any of the officers above by any senior officers as per requirement.

This issues with the approval of competent authority.

(Nikhil Mohan Goyal)  
Deputy Director

Dated: 31.03.2020

F.No. I (12) DGGST/Admin/Office Order-A/15/2018/

Copy to:

- (1) PA to DG, DGGST, New Delhi
- (2) PA to Pr. ADG, DGGST, New Delhi
- (3) officer Concerned

31/03/2020

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मालऔरसेवाकरमहानिदेशालय  
DIRECTORATE GENERAL OF GOODS AND SERVICES TAX  
पांचवातल, टेलीफोनएक्सचेंज(एम. टी. एन. एल.) बिल्डिंग  
FIFTH FLOOR, TELEPHONE EXCHANGE(MTNL) BUILDING  
8- भीकाजीकामाप्लेस, नईदिल्ली- 110066  
8-BHIKAJI CAMA PLACE, NEW DELHI-110066

**कार्यालय आदेश संख्या : 35 /2019**

The work allocation among Deputy/Assistant Directors of DGGST, New Delhi is ordered as follows with immediate effect and until further orders:

S.No.	Name of the Officer	Charge assigned
1.	Sh. Ashok Kumar	(a) CPGRAMS, Trade representations-analysis and broadsheeting, all work related to North & East Zone (b) ACL for GST application, Nodal Officer for Antrang, website, Data security management, CPGRAMS (overall) & IT related matters (c) Parliamentary Questions (d) GeM-II (e) Any miscellaneous reports to be sent to higher formations.
2.	Sh. R.C. Meena	(a) Establishment including biometric attendance. (b) Vigilance & Confidential (c) Accounts including Pay Cell/DDO GeM (d) Official Language (e) Alternate Custodian of APAR
3.	Smt. Kamal Malhotra	(a) Capacity Building (b) RTI, Technical Reports & all legal matters (c) Coordination with various Directorates of CBIC connected to GST (d) Coordination with GSTC
4.	Sh. Balmick Chakravorty	(a) IGST/CGST Refunds, UIN Refunds & Sewa Bhoj Yojna (Issues + Reports) (b) CPGRAMS, Trade representations-analysis and broadsheeting, all work related to West & South Zone. (c) Offence Reports (d) Statistics & any reports to be sent to higher formations.
5.	Sh. Nikhil Mohan Goyal	(a) PAR of APAR (b) GeM-I (c) Administration (d) Headquarters (e) Technical Cell

  
29/12/19

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During the absence /leave / tour of the concerned officer the officer below him in the table will be his/her linked officer:

Sr. No.	Name of the officer (Smt. /Sh.)	Officer in Charge (Smt./Sh.)	Officer in Charge (Smt./Sh.)
1	Ashok Kumar	Balmick Chakravorty	Nikhil Mohan Goyal
2	Balmick Chakravorty	Nikhil Mohan Goyal	Ashok Kumar
3	R.C. Meena	Nikhil Mohan Goyal	Balmick Chakravorty
4	Nikhil Mohan Goyal	R.C. Meena	Ashok Kumar
5	Kamal Malhotra	Ashok Kumar	R.C. Meena

Apart from the above any other work allocated from time to time to any of the officers above by any senior officers as per requirement.

This issues with the approval of the competent authority.

  
(Rajinder K Gupta)  
Additional Director

F.No. I (12) DGGST/Admin/Office Order-A/15/2018/3495+03506

Dated: .12.2018

Copy to:

- (1) PA to Pr. DG, DGGST, New Delhi
- (2) PA to Pr. ADG, DGGST, New Delhi
- (3) The Pr. ADG, WZU/ SZU
- (4) The Assistant Director EZU
- (5) Superintendent, HQ, DGGST, New Delhi
- (6) officer Concerned
- (7) Guard file.

20/12/19

o/c

(Rajinder K Gupta)  
Additional Director



माल और सेवाकर महानिदेशालय  
 Directorate General of Goods & Services Tax  
 पांचवा तल, टेलीफोन एक्सचेंज(एम. टी. एन. एल.) बिल्डिंग  
 Fifth Floor, Telephone Exchange (M.T.N.L) Building  
 8- भीकाजी कामा प्लेस, नई दिल्ली - 110066  
 8- Bhikaji Cama Place, New Delhi - 110066

**OFFICE ORDER No. 021 2019 20**

The work allocation in the grade of Superintendents is hereby ordered with immediate effect and until further orders:

Sr. No	Name of the Officer (Sh./Ms./Smt.)	Charge Assigned	Reporting Officer (Sh./Ms./Smt.)
1	Kuldeep Singh Nijhar	<ul style="list-style-type: none"> <li>Headquarters</li> <li>RTI and all legal matters</li> </ul>	Nikhil Mohan Goyal
2	Manish Kumar	<ul style="list-style-type: none"> <li>DDO</li> <li>Accounts-Pay Cell Section</li> </ul>	R. C. Meena
3	Laxmi Rawat	<ul style="list-style-type: none"> <li>Administration</li> </ul>	Nikhil Mohan Goyal
		<ul style="list-style-type: none"> <li>Vigilance &amp; Confidential</li> <li>Establishment including Biometric Attendance.</li> <li>Official Language</li> </ul>	R.C. Meena
4	Ghanshyam Sanwal	<ul style="list-style-type: none"> <li>DG Cell</li> <li>Coordinating with GSTC Secretariat &amp; other formations.</li> <li>Technical work related to GST</li> </ul>	Nikhil Mohan Goyal
5	Vijay Kumar Dikshit	<ul style="list-style-type: none"> <li>CPGRAMS, Trade representations-analysis and broad sheeting, and all work related to East Zone</li> <li>ACL for GST application, Nodal Officer for Antrang, website, Data security management, CPGRAMS (overall) &amp; IT related matters.</li> <li>Any miscellaneous reports to be sent to higher formations.</li> </ul>	Ashok Kumar
6	Umesh Kanojia	<ul style="list-style-type: none"> <li>CPGRAMS, Trade representations-analysis and broadsheeting and all work related to North Zone</li> <li>Custodian of PAR/APAR Group 'B'</li> <li>Parliamentary Questions</li> <li>Any miscellaneous reports to be sent to higher formations.</li> </ul>	Ashok Kumar

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7	Jitender Kumar	<ul style="list-style-type: none"> <li>• CPGRAMS, Trade representations-analysis and broadsheeting, all work related to South Zone.</li> <li>• Statistics &amp; any reports to be sent to higher formations.</li> </ul>	Balmick Chakravorty
8	Loveneesh Kashyap	<ul style="list-style-type: none"> <li>• IGST/CGST Refunds, UIN Refunds &amp; Sewa Bhoj Yojna (Issues + Reports)</li> <li>• CPGRAMS, Trade representations-analysis and broadsheeting, all work related to West Zone</li> <li>• Offence Reports</li> </ul>	Balmick Chakravorty
9	Rajesh Kumar Meena	<ul style="list-style-type: none"> <li>• Technical Cell</li> </ul>	Nikhil Mohan Goyal

2. During the absence / leave / tour of the concerned officer, the officer below in the table will be his/her linked officer:

S. No.	Name of the officer (Smt./Sh.)	Officer in Charge (Smt./Sh.)	2 <sup>nd</sup> Link Officer
1	Manish Kumar	Laxmi Rawat	Kuldeep Singh Nijhar
2	Laxmi Rawat	Kuldeep Singh Nijhar	Manish Kumar
3	Kuldeep Singh Nijhar	Ghanshyam Sanwal	Laxmi Rawat
4	Jitender Kumar	Loveneesh Kashyap	Umesh Kanojia
5	Umesh Kanojia	Vijay Kumar Dikshit	Jitender Kumar
6	Loveneesh Kashyap	Jitender Kumar	Vijay Kumar Dikshit
✓	Vijay Kumar Dikshit	Loveneesh Kashyap	Ghanshyam Sanwal
8	Ghanshyam Sanwal	Kuldeep Singh Nijhar	Loveneesh Kashyap
9	Rajesh Kumar Meena	Umesh Kanojia	Jitender Kumar

Apart from the above work distribution any other work allocated to them from time to time.

3. This issues with the approval of Additional Director General, DGGST, New Delhi.

sd/-  
(Rajinder K Gupta)  
Additional Director  
Dated: .12.2019

F.No.: 1 (12) DGGST/Admin/Office Order-B & C/21/2018/123  
प्रेषित प्रतिलिपी :

14/1/2020

प्रधान महानिदेशक, प्रधान अपर महानिदेशक, डीजीजीएसटी, नई दिल्ली के निजी सहायक।

1. अपर महानिदेशक, डीजीजीएसटी, नई दिल्ली के निजी सहायक।
2. माल और सेवाकर महानिदेशालय-क्षेत्रीय कार्यालय- मुंबई/कोलकाता/चेन्नई।
3. संबंधित अधिकारीगण।
4. नोटिस बोर्ड।
5. गार्ड फाइल।

  
(Rajinder K Gupta)  
Additional Director



माल और सेवाकर महानिदेशालय  
DIRECTORATE GENERAL OF GOODS AND SERVICES TAX  
पांचवा तल, टेलीफोन एक्सचेंज(एम. टी. एन. एन.) बिल्डिंग  
FIFTH FLOOR, TELEPHONE EXCHANGE(MTNL) BUILDING  
8- भीकाजी कामा प्लेस, नई दिल्ली - 110066  
8-BHIKAJI CAMA PLACE, NEW DELHI-110066

कार्यालय आदेश संख्या : 03/2019 20

The work allocation in the grade of Inspectors is hereby ordered with immediate effect and until further orders:

S. No.	Name of the Inspector (Sh./Ms./Smt.)	Charge Assigned
1	Ankit Kumar Dahiya	a. Headquarters
2	Chhote Lal Meena	a. Accounts Section-Pay Cell
3	Amit Kumar	a. RTI and all legal matters b. Administration
4	Ankur Bika	a. APAR (Gr'A', 'B' and 'C') b. Establishment including Biometric Attendance c. Vigilance & Confidential
5	Rahul Chaudhary	a. CPGRAMS, Trade representations - analysis and broad sheeting and all work related to North Zone. b. Monitoring and disposal of e-mail: dggst-pq@gov.in c. Parliamentary Questions d. Any miscellaneous reports to be sent to higher formations.
6	Virender Gahlot	a. CPGRAMS, Trade representations analysis and broad sheeting and all work related to East Zone. b. ACL for GST application, Nodal Officer for Antrang, website, Data security management, CPGRAMS (overall) & all IT related matters. c. Any miscellaneous reports to be sent to higher formations.
7	Shubhank Sharma	a. IGST/CGST, UIN refunds & Seva Bhoj Yojna (Issues + Reports) b. CPGRAMS, Trade representations - analysis and broad sheeting and all work related to West. c. Monitoring and disposal of e-mail: dggst-cbic@gov.in d. Offence Reports

8	Dhananjay	a. CPGRAMS, Trade representations -- analysis and broad sheeting and all work related to South Zone. b. Statistics & any reports to be sent to higher formations
9	Ravi Dixit	a. Technical Cell
10	Vaishali Kharbanda	a. Technical Cell

2. During the absence /leave / tour of the concerned officer the officer below him in the table will be his/her linked officer:

S. No.	Name of the officer (Ms./Sh.)	Officer in Charge (Ms./Sh.)	2 <sup>nd</sup> Link Officer
✓1	Amit Kumar	Ankur Bika	Ankit Kumar Dahiya
2	Ankur Bika	Amit Kumar	Chhote Lal Meena
3	Chhote Lal Meena	Ankit Kumar Dahiya	Ankur Bika
4	Ankit Kumar Dahiya	Chhote Lal Meena	Amit Kumar
5	Rahul Chaudhary	Shubhank Sharma	Virender Gahlot
6	Dhananjay	Virender Gahlot	Shubhank Sharma
7	Shubhank Sharma	Rahul Chaudhary	Dhananjay
8	Virender Gahlot	Dhananjay	Rahul Chaudhary
9	Ravi Dixit	Vaishali Kharbanda	-
10	Vaishali Kharbanda	Ravi Dixit	-

3. In addition to above they shall be responsible for any other tasks assigned by the undersigned.

This issues with the approval of the competent authority.

sd/-  
(Rajinder K Gupta)  
Additional Director

फ.सं.: (12)/डीजीजीएसटी/प्रशा. / कार्यालय आदेश-ब&स/21/2018/14

दिनांक: .12.2019

प्रतिलिपी :

1. प्रधान महानिदेशक, प्रधान अपर महानिदेशक, डीजीजीएसटी, नई दिल्ली के निजी सहायक।
2. अपर महानिदेशक, डीजीजीएसटी, नई दिल्ली के निजी सहायक।
3. माल और सेवाकर महानिदेशालय-क्षेत्रीय कार्यालय- मुंबई/कोलकाता/चेन्नई।
4. संबंधित अधिकारीगण।
5. नोटिस बोर्ड।
6. गार्ड फाइल।

sd/-  
(Rajinder K Gupta)  
Additional Director

Annexure C

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माल और सेवाकर महानिदेशालय

## DIRECTORATE GENERAL OF GOODS AND SERVICES TAX

पांचवा तल, टेलीफोन एक्सचेंज(एम. टी. एन. एल.) बिल्डिंग

FIFTH FLOOR, TELEPHONE EXCHANGE(MTNL) BUILDING

8- भीकाजी कामा प्लेस, नई दिल्ली - 110066

8-BHIKAJI CAMA PLACE, NEW DELHI-110066OFFICE ORDER NO. 01 /2020

Re-allocation of Work in respect of SPS/Stenos is hereby ordered with immediate effect and until further orders:

Sr. No.	Name of the Officer (Ms./Sh.)	Charged Assigned
1	Gautam Sharma, Sr. PS	<ul style="list-style-type: none"> <li>Attached with Principal Additional Director General</li> </ul>
2	Ritu Sharma, EA	<ul style="list-style-type: none"> <li>To look after the file work of O/o Additional Director</li> <li>To assist in the work of UIN Refunds and Sewa Bhoj</li> </ul>
3	Shikha Malhotra, Steno - II	<ul style="list-style-type: none"> <li>To look after the file work of O/o The Principal Additional Director General</li> <li>Swachta Action Plan (SAP)</li> <li>Monitoring of MTS &amp; Housekeeping</li> <li>Coordination for the Meetings</li> </ul>

- In addition to above they shall be responsible for any other tasks assigned by the undersigned.
- During the absence /leave / tour of the concerned officer the officer below him in the table will be his/her linked officer:

Sr. No	Name of the Officer	Name of the link Officer
1	Gautam Sharma, Sr. PS	Shikha Malhotra, Steno - II
2	Shikha Malhotra, Steno - II	Ritu Sharma, EA
3	Ritu Sharma, EA	Shikha Malhotra, Steno - II

This issues with the approval of competent authority.

(Rajinder K Gupta)  
Additional Director

Date : .01.2020

F.No. I(12)/DGGST/Estt/O.OGr.B&C/4/2020

Copy to :

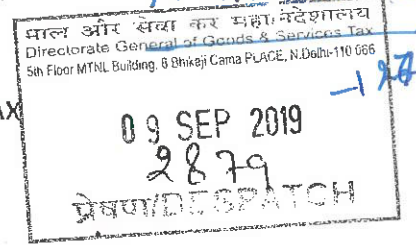
- PA to Pr. DG/ Pr. ADG, DGGST, New Delhi
- PA to Additional Director, DGGST, New Delhi
- Officers concerned
- Guard File

(Rajinder K Gupta)  
Additional Director





माल और सेवाकर महानिदेशालय  
DIRECTORATE GENERAL OF GOODS AND SERVICES TAX  
पांचवा तल, टेलीफोन एक्सचेंज(एम. टी. एन. एल.) बिल्डिंग  
FIFTH FLOOR, TELEPHONE EXCHANGE(MTNL) BUILDING  
8- भीकाजी कामा प्लेस, नई दिल्ली - 110066  
8-BHIKAJI CAMA PLACE, NEW DELHI-110066



## कार्यालय आदेश संख्या : 28/2019

Work allocation on joining in the grade of Executive Assistant and Tax Assistant in DGGST, New Delhi is hereby ordered with immediate effect and until further orders: -

Sr.No.	Name of the Officer (Sh./Ms.)	Charge Assigned
1	Krishan Kumar, EA	Receiving & Dispatch
2	Sunita Jugran, TA	Administration

2. During the absence /leave / tour of the concerned officer, the officer below him in the table will be his/her linked officer:

Sr. No.	Name of the officer(Ms./Sh.)	Officer in Charge(Ms./Sh.)
1	Krishan Kumar, EA	Shalini, TA
2	Shalini, TA	Krishan Kumar, EA
3	Sunita Jugran, TA	Hemant Jakhar, TA
4	Hemant Jakhar, TA	Sunita JUgran, TA

3. In addition to above they shall be responsible for any other tasks assigned by the undersigned.
4. This issues with the approval of Pr. Additional Director General.

संजय कुमार

(संजय कुमार)  
संयुक्त निदेशक

F.No.: I (12)/DGGST/Admn/Office Order-B&C/21/2018/

Dated: .09.2019

Copy to:

1. PS to Pr. DG, DGGST, New Delhi.
2. PA to Pr.ADG, DGGST, New Delhi.
3. All Zonal units.
4. The Officer Concerned.

✓ 5. Guard File.

संजय कुमार

(संजय कुमार)  
संयुक्त निदेशक