

I/1163075/2023



**कार्यालय आयुक्त**  
**Office of the Commissioner**  
**केंद्रीय उत्पाद शुल्क, माल और सेवा कर आयुक्तालय, जालंधर**  
**Central Excise & GST Commissionerate, Jalandhar**  
**केंद्रीय जीएसटी, केंद्रीय राजस्व भवन, मॉडल टाउन सड़क, जालंधर-144001**  
**Central GST, C. R. Building, Model Town Road, Jalandhar-144001**  
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21.02.2023

### **ESTABLISHMENT ORDER NO. 01/2023**

Consequent upon issuance of Establishment order No. 03/2023 dated 03.02.2023 issued by the Chief Commissioner office, Chandigarh, the following work allocation in the grade of administrative officer is hereby ordered with immediate effect till further orders: -

Sr . N o	Name of the Officer (Smt/Sh) & Designation	Work Allocation
1.	Gurjit Kaur, Administrative Officer	All work related to Hqrs. Pay & Cash Section with additional charge of Hindi section.
2.	Pushpinder Kumar, Administrative Officer	All work related to Hqrs. ET-I with additional charge of ET-II, Admn. Section and Budget Section.
3.	Biranchi Saw Administrative Officer	All work related to Admin of Div-1 and Div-2 Amritsar.

2. On relieving of Smt. Gurjit Kaur, Administrative officer, who is under order of posting to Chandigarh, her charge will be looked after by Smt. Satwinder Leal, Administrative Officer on joining.
3. The divisional AC/DC (except Div-1, Amritsar and Div-2, Amritsar) may nominate a Superintendent to handle the work of Administrative Officer pertaining to that division.

This issue with approval of the Commissioner.

(Gurkaran Singh Bains)  
 Additional Commissioner (P&V)

प्रतिलिपि :-

1. अपर/संयुक्त आयुक्त, माल और सेवा कर आयुक्तालय, जालंधर।
2. सभी उप/सहायक आयुक्त, माल और सेवा कर आयुक्तालय, जालंधर।
3. अधीक्षक (Systems), माल और सेवा कर आयुक्तालय, जालंधर, आयुक्तालय की वेबसाइट पर अपलोड करने के लिए।
4. संबन्धित अधिकारी
5. गार्ड फाईल।

