

	<p style="text-align: center;">कार्यालय आयुक्त OFFICE OF THE COMMISSIONER केन्द्रीय माल और सेवा कर आयुक्तालय - जालंधर CENTRAL GOODS AND SERVICES TAX COMMISSIONERATE-JALANDHAR जीएसटी भवन , फ्लॉक, ऋषिनगर लुधियाना-141001 GST BHAWAN, F-BLOCK, RISHI NAGAR, LUDHIANA-141001 दूरभाष/TELE: 0161-2305633, फैक्स/FAX: 0161-2679422; ई-मेल/Email: commr-cexjlnr@nic.in</p>	
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Date:-11.12.2020

स्थापना आदेश संख्या 4Establishment ORDER No. 4

Consequent to issuance of Establishment Order No. 09/2020 dated 07.10.2020 by the Additional Commissioner, Principal Chief Commissioner's Office, CGST, Chandigarh Zone, the following work allocation (in supersession of earlier orders in respect of officers/staff below) in the grade of Administrative Officers and Stenographers/EA/TA/LDC is hereby ordered with immediate effect and until further orders :

Sr. No.	Name of the Officer (Sh./Smt)	Charges Held (From)	Charges Allocated (To)	Staff Allocated/ transferred (S/Sh./Smt)
1.	Pushpinder Kumar	Establishment -I & II with addl. charge of Budget and Infrastructure	Establishment-I&II (Transfer/ Posting, HOP, Training, Deputation/ Loan, Departmental Examination, Disposition, Sanction and Working, GPF Withdrawal/ Advance, HBA, Scooter/MVA Advance) and Budget	Amit Kumar, TA; Anoop Yadav, TA(Budget);
2.	Neelam Rani	Administration	Purchase, E-Procurement, GeM (Hqrs. & Divisions), Swachhta, House Keeping, Govt. Accommodation, Briefcase Allowance, Meritorious and Welfare Funds, Misc. Bills of Hqrs. and Divisions, Land and Infrastructure (Hiring and Maintenance of Buildings, LED Installations, Infrastructure Project Jalandhar and other	Manish Tanwar, TA; Kunal Sharma, TA

			related work)	
3.	Seema Rawat	Pay and Cash Section	Salary and its related allowances, Income Tax, Leave, Pay Fixation, Pension & Revision of Pension of all Staff and Related Reports. She will also act as DDO.	Nitesh Phulwaria, TA (for 'other than Group C' matters); Sunil Kumar, TA (for Group C matters); Anoop Yadav, TA(Cashier)
4.	Parmod Kumar	On Joining	Medical, TA, TTA, LTC, Leave Encashment, Service Books, Hindi	Kapil Singla, TA; Ashok Kumar, LDC
5.	Biranchi Saw	On Joining	Building Rent, Motor Vehicles, ID Card, Work related to Casual Labour, Biometric, Advertisement & Publicity, Electricity, Telephone, Newspaper, Motor Vehicle, BNPL & Stamps, Water charges and other related work.	Anita Kataria, EA; Sunil Kumar, TA; Rajan, LDC

2. Further, the following transfers and postings in the grade of Stenographer/Tax Assistants is ordered with immediate effect and until further orders –

- (i) **Shri Himanshu Sahu, TA** is transferred and posted to Hqrs. DMI section (DGARM & related work),
- (ii) **Shri Davinder Kumar, TA** is transferred from Amritsar-I Division and posted to Hqrs. Review section;
- (iii) **Shri Yashpreet Singh, Stenographer** is transferred from Jalandhar-I Division and posted as P.A. to Additional Commissioner&Joint Commissioner;
- (iv) **Shri Mukesh Kumar Pathak, TA** is transferred and posted to Hqrs. Anti Evasion.

3. **Smt. Neelam Rani, A.O**, will attend this office from Monday to Wednesday and DGGI, LdZU, Ludhiana on Thursday and Friday.

4. **Sh. Pramod Kumar, A.O**, will attend this office from Monday to Wednesday and CGST Audit Commissionerate Jammu on Thursday and Friday.

5. Sh. Biranchi Saw, A.O, will attend this office from Monday to Wednesday and CGST Appeals Commissionerate Jammu on Thursday and Friday.

6. The above officers will also look after any other work assigned by their Superiors.

This issues with the approval of the Commissioner.

(Surendra Thakur Singh)
Assistant Commissioner

Copy for information and necessary action to:

1. The Commissioner, CGST Audit, Jammu.
2. The Commissioner, CGST Appeals, Jammu.
3. The ADG, DGGI, LdZU, Ludhiana.
4. The Addl.Commissioner, CCU, CGST& CE, CZ, Chandigarh.
5. The Jt. Commissioner (AE), CGST Jalandhar Commissionerate.
6. The AC/DC (Hdqs), All Divisional AC/DC, CGST Jalandhar Commissionerate.
7. PS to the Commissioner, CGST Jalandhar Commissionerate.
8. Supdt. (System), CGST Jalandhar Commissionerate for uploading on website.
9. Concerned Individual Officers/Staffas posted above, for proper handing over and taking over of charges in respect of each charge; the relieving officer also to give a note on important / time bound issues to the officer taking his/her charge.

Assistant Commissioner