



भारत सरकार : वित्त मंत्रालय : राजस्व विभाग
 GOVERNMENT OF INDIA : MINISTRY OF FINANCE : DEPARTMENT OF REVENUE
 माल और सेवाकर एवं केन्द्रीय उत्पाद शुल्क के आयुक्त का कार्यालय, पुदुच्चेरी
 OFFICE OF THE COMMISSIONER OF GST AND CENTRAL EXCISE, PUDUCHERRY
 1, गुबेर एवेन्यू (बीच रोड), पुदुच्चेरी-605001 | 1, GOUBERT AVENUE (BEACH ROAD) PUDUCHERRY - 605001
 ☎ 0413-2336995, 2331243 ☎ 0413-2331244 ✉ commr-cexpdy@nic.in 📧 Google Group: puducherrygst
 Website: <http://www.pondycentralexexcise.gov.in/> 📞 Telegram: @puducherrygst
 Whatsapp/Telegram: 8300505535

ET/TRFR/GrBC/18/2020-DC/AC-I

31-03-2023

Sub: Work allocation among the Administrative officers and Ministerial staff working in Puducherry GST & CEX. Hqrs- Regarding.

The following work allocation among the Administrative officers and Ministerial staff working in Puducherry GST & CEX. Hqrs is ordered herewith as specified in the table below, in supersession of the earlier orders with immediate effect:

WORK ALLOCATION

I. ADMINISTRATIVE OFFICER (HQRS) - TMT. S. VIJAYALAKSHMI

S. No.	Name of the Officer (S/Shri/Smt/Kum.)	Allocation of work
1.	Estt I Agnes Romancy A, TA	1. Posting and Transfer in respect of all cadres of Puducherry Commissionerate. 2. Joining report/Relief report in respect of all cadres of Hqrs. 3. Disposition statement in respect of all cadres, e-DL/Half Yearly Brochure for all cadres/ Group B & C Module. 4. Departmental Examination of all cadres (Confirmation / Promotion). 5. Monthly reports / Statements of all establishment matters 6. Maintenance of HOP's all Cadres in print/excel format 7. Maintenance of registers / posting order registers. 8. Inspection reports. 9. Matters relating to sanction of NFUG/MACP to all cadres. 10. Confirmation in the Cadres of direct recruitments. 11. Counting of Past Service. 12. Processing of request for VRS /Technical Resignation/Resignation. 13. Any other work assigned by their in- charge officers from time to time in addition to the above work.
2.	Estt II Pavidhra M, TA	1. Matters relating to Compassionate reports. 2. Meritorious scholarship awarded to children of staff. 3. Forwarding of representation of all cadres including MACP & AGT. 4. Matters relating to ICT. 5. Matters relating to Deputation. 6. Work related to Independence Day/ Republic Days/ GST Day/ Women's Day etc/ Holidays of Union Government.

I/1238714/2023

		<p>7. Matters relating to training / workshop in r/o all cadres.</p> <p>8. Any other work assigned by their in-charge officers from time to time in addition to the above work.</p>
3.	<p>Estt III</p> <p>Jithin James, TA</p>	<p>1. Degree Certificate Verification of all Cadres</p> <p>2. Police Verification of all Cadres</p> <p>3. Caste Certificate Verification of all Cadres</p> <p>4. Work related to Stores.</p> <p>5. Work related to Quarters.</p> <p>6. Rewards</p> <p>7. Any other work assigned by their in-charge officers from time to time in addition to the above work.</p>
4.	<p>Budget</p> <p>Nivesh Pandey, TA</p>	<p>1. Expenditure Budget related all works. Submission of Revised Budget Estimate and Final Budget estimates to Higher Formations.</p> <p>2. GFR Statement preparation for Hqrs Office.</p> <p>3. Preparation of consolidated monthly expenditure statement for Puducherry Commissionerate and submitting it to PR.CCO.</p> <p>4. Long Term Advances like HBA, PCA</p> <p>5. Preparation of necessary agreements for HBA and PCA. Also release of original documents of HBA.</p> <p>6. Work relating to reconciliation of accounts with PAO, Puducherry on timely basis.</p> <p>7. Monthly rental reports to higher formations (RRT)</p> <p>8. All works related to GPF withdrawal/ Advance.</p> <p>9. Withdrawal from NPS Account.</p> <p>10. Matters related to hired premises and rent proposals.</p> <p>11. Any other work assigned by their in-charge officers from time to time in addition to the above work.</p>
5.	<p>O.E</p> <p>G. Saravana Kumar, LDC</p>	<p>1. Preparation of O.E. Bills towards telephone, news paper, housekeeping, Security, Vehicles, Swachhta & etc.</p> <p>2. Brief case Allowance for all cadre</p> <p>3. Purchase of Books and Stationary</p> <p>4. Maintenance of Stock Register & Telephone Register, News Paper Register, and Dead Stock register.</p> <p>5. Work related to e-procurement & GEM.</p> <p>6. Pensioners ID Cards</p> <p>7. ID cards to all Officers.</p> <p>8. GST - TDS filing.</p> <p>9. Work related to EB, Bank, PWD & PAO.</p> <p>10. Issue of Rubber Stamps</p> <p>11. Any other work assigned by their in-charge officers from time to time in addition to the above work.</p>
6.	<p>IC & OC</p> <p>K. Sophia, LDC</p>	<p>1. Work related to Inward (IC) and diarizing the IC Papers</p> <p>2. Despatch & Outward Correspondences</p> <p>3. Any other work assigned by their in-charge officers from time to time in addition to the above work</p>
7.	<p>Laddu Kumar, MTS</p>	<p>1. Diarizing the IC Papers</p>
8.	<p>Kamaraj S, Head Havildar</p>	<p>1. Assisting Despatch & Outward Correspondences</p>

I/1238714/2023

II. ADMINISTRATIVE OFFICER (DDO) - TMT. H GOMATHY

S. No.	Name of the Officer (S/Shri/Smt/Kum.)	Allocation of work
1.	Accounts I Balaji, TA	1. Preparation of Pay Bills and other related bills of all cadres, Pay Fixation, Arrear Bills incl. MACP etc. 2. Issue of Form-16 to all Officers. 3. Work related to professional charges. 4. Processing of pension papers in respect of all cadres. 5. Preparation of reports to be sent to IT Department etc. 6. Matters related to Bonus. 7. CL Register for Entire Administration Section. 8. Any other work assigned by their in-charge officers from time to time in addition to the above work.
2.	Accounts II Vishal, TA	1. Medical claims in r/o of all cadres. 2. Children Education allowances. 3. LTC. 4. Rewards 5. Cashier work related to deposit of money under TRC Challan & maintenance cash book Register. 6. Any other work assigned by their in-charge officers from time to time in addition to the above work.
3.	SB K. Sophia, LDC	1. Maintenance of Service Book of all cadres. 2. Preliminary preparation of work related to pension in r/o all cadres 3. Service verification for all officers who has completed 18 years. 4. Any other work assigned by their in-charge officers from time to time in addition to the above work.

III SUPERINTENDENT (ADMN) - SHRI T. CHIDAMBARANATHAN.

1.	Admin Rakesh Kumar Yadav, TA	1. Sanction of leave of all cadres 2. ABEAS related works 3. Tour and transfer TA. 4. Uniform allowances in r/o of all cadres. 5. Welfare fund. 6. Casual labourer related works. 7. Any other work assigned by their in-charge officers from time to time in addition to the above work.
2.	B.Thulassi, EA	1. Maintenance of Service Book of all cadres 2. Miscellaneous work. 3. Any other work assigned by their in-charge officers from time to time in addition to the above work.

2. In the absence of the above officers, work must be attended by the link officers nominated below:

Administrative Officer, Supdt. (Admin)

Sl.No.	Section	First Nominated Link	Second nominated Link
--------	---------	----------------------	-----------------------

I/1238714/2023

1	AO (Estt)	Supdt. (Admin)	AO (DDO)
2	AO (DDO)	AO (Estt)	Supdt. (Admin)
3	Supdt. (Admin)	AO (DDO)	AO (Estt)

Other Cadre Link Orders:

Sl.No.	Section	First Nominated Link	Second nominated Link
1	Estt I	Estt II	Estt III
2	Estt II	Estt III	Budget
3	Estt III	Estt I	OE
4	OE	SB/IC/OC	Estt I
5	Budget	Accounts I	Admin
6	Accounts I	Budget	Estt II
7	Accounts II	Admin	Accounts I
8	Admin	Accounts II	SB/IC/OC
9	SB/IC/OC	OE	Accounts II

3. The officers may be entrusted with other responsibilities by the Assistant/ Additional Commissioner on need basis.

4. The officers are called for to equip themselves to deliver on their allotted responsibilities. The interest shown and progress made by the officers in the capacity building of their own selves and the subordinates will be closely monitored and duly appreciated.

KRISHNA RAO PEDDAPUDI
ASSISTANT COMMISSIONER