



**भारतसरकार**  
**GOVERNMENT OF INDIA**  
 वित्तमंत्रालय, राजस्वविभाग,  
 Ministry of Finance, Department of Revenue,  
 प्रधानमुख्यआयुक्तकाकार्यालय  
**Office of the Principal Chief Commissioner,**



.केंद्रीयजीएसटीक्षेत्र, अहमदाबाद, जीएसटी भवन, राजस्वमार्ग, अम्बावाडी अहमदाबाद ३८००१५  
 Central GST Zone, Ahmedabad, GST Bhavan, Revenue Marg, Ambawadi, Ahmedabad – 380015.  
 Tele No. 079-26301540 Fax No. 079-26303607 Email id ccu-cexamd@nic.in

**Office Order No. 01/2022**

Subsequent to joining of Ms. Manali Singla, Tax Assistant and Ms. Smriti Gupta, Tax Assistant in PCCO, the following charge allocation is hereby ordered with immediate effect and until further orders :

Sl. No.	Name of the Officer (S/Shri)	Designation	Sections
1	Pradeep Kumar Chaubey	Steno-II	PCCO CRU, Diarisation of all physical and electronic receipts addressed to DC/AC, PCCO. Diarisation related to Inspection, Preventive, AZDAC, All Review Sections, RTI.
2	Anoop Kumar Gupta	Steno-II	PA to ADC/JC, Diarisation of all physical and electronic receipts addressed to ADC/JC, PCCO.
3	Arvind Kumar Sorout	Tax Assistant	Reporting work related to Establishment, Admin Section & other miscellaneous task related to the section.
4	Parikh Nishit Chandresh	Tax Assistant	Diarisation related to Technical & Systems, Monitoring, TAR & other miscellaneous task related to the section.
5	Manali Singla	Tax Assistant	Diarisation related to Audit, NAA, Media Cell, Legal, Prosecution, Sevottam, CAT, Vigilance & Confidential & other miscellaneous task related to the section.
6	Smriti Gupta	Tax Assistant	Diarisation related to Establishment, Admin, Accounts, L&B & other miscellaneous task related to the section.

2. Further, in absence of any of the above officer due to any reason, following link charge is hereby ordered with immediate effect and until further orders:

Sl. No.	Name of the Officer (S/Shri)	1st Link Charge	2nd Link Charge
1	Pradeep Kumar Chaubey	Anoop Kumar Gupta	Parikh Nishit Chandresh
2	Anoop Kumar Gupta	Pradeep Kumar	Arvind Kumar Sorout

		Chaubey	
3	Arvind Kumar Sorout	Smriti Gupta	Pradeep Kumar Chaubey
4	Parikh Nishit Chandresh	Manali Singla	Anoop Kumar Gupta
5	Manali Singla	Parikh Nishit Chandresh	Smriti Gupta
6	Smriti Gupta	Arvind Kumar Sorout	Manali Singla

3. Ms. Manali Singla, Tax Assistant and Ms. Smriti Gupta, Tax Assistant are requested to co-ordinate with EMD Manager, PCCO, CGST Ahmedabad Zone for activation of their IDs on e-office.

4. Further, for identification of communications relevant to the sections, the officers are hereby directed to co-ordinate with the Heads of the sections, allotted for email diarisation.

(R.K. Tiwari)  
Additional Commissioner

**Copy To :**

1. Sr. PS to the Chief Commissioner of CGST Ahmedabad Zone.
2. PA to the Additional/Joint Commissioner, CGST Ahmedabad Zone.
3. PA to the Deputy/Assistant Commissioner, CGST Ahmedabad Zone.
4. The Superintendent [Admn.] with a request to arrange infrastructure and seating arrangement to the newly joined officers [Sl. No. 5 & 6 in table at para 1 above]
5. Individual / Guard file.