

Manual - 4

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**Norms set by it for the discharge of its functions**  
**[Section 4 (1) (b) (iv)]**

Norms/Standards for execution of the activities/programmes of the department are the rules and procedures as laid down /outlined in the DVAT Act 2004, DVAT Rules 2005 and the Circulars/Notifications issued by the Commissioner and the delegation of powers and duties ordered by the Commissioner from time to time.

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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DEPARTMENT OF TRADE & TAXES  
VYAPAR BHAWAN, I. P. Estate, NEW DELHI-110002  
(HR BRANCH)

F.III/7/T&T/Misc./2020/Estt./Pt.file-I/3673-679

Dated: 09.05.2023

ORDER

The Competent Authority is pleased to assign the duties/work among the Senior Officers in supersession of all previous orders with immediate effect are as follows:

S.No.	Name & Designation	Work Allocated	Link Officer
1.	Ms.Tapasya Raghav, SCTT-I	Zone- V, Zone- VII, SOHA, Accounts, HR, FM,A.E-II, Vigilance, Embassy Refund, She shall also look after the work of RFID Integration with E-way bill, <b>OHA All cases:</b> Zone -III, VI, IX, A.E-I, XII (SPL. ZONE), <b>GST Appeals:</b> Zone -IV, VI, IX, XI (KCS), SPL. Zone XII	Sh. Awanish Kumar SCTT-II
2.	Sh. Awanish Kumar, SCTT-II	Zone - VIII,IX,XI (KCS), AE-1, System, BIU, Library, Policy, Training, All IT & technical matters related to GST Act & Rules, E-Office, Nodal officer for ease of doing Business, Audit, Recovery, L&J, Seva Kendra(Centralized GST Registration Cell) <b>OHA All cases :</b> Zone- IV, A.E-II <b>GST Appeals:</b> Zone-III,VII, Embassy refund, & A.E-II	Ms. Tapasya Raghav, SCTT-I
3.	Sh. Lekhraj, ACTT	Zone-I, III,IV, ECS, CRU,PR (including GST Facilitation Centre) ,Call Centre, L&J, First Appellate Authority(RTI), SPL. Zone (XII), Zone-X (E Commerce), Nodal Officer for Amnesty Scheme, Audit and Recovery  <b>State Admin for Zone I to XII</b> <b>OHA ALL cases:</b> Zone-II , Zone-VIII, <b>GST Appeals:</b> Zone-II,	Dr. Atish Kumar, JCTT

9.5.23

4.	Dr. Atish Kumar, JCTT	<p>Zone-II, Zone-VI, L&amp;J, Vigilance Branch, RTI, Policy, System, BIU, Seva Kendra(Centralized GST Registration Cell)</p> <p><b>OHA All cases:</b> Zone -I, V, VII, XI(KCS), Zone-X (E Commerce), &amp; Embassy Refunds</p> <p><b>GST Appeals:</b> Zone -I,V,VIII, X (E Commerce), A.E-I,</p>	Sh. Lckhraj, ACTT
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This issues with the prior approval of Principal Commissioner (ST), DT&T.

*[Signature]*  
9.5.23  
ASSISTANT COMMISSIONER (HR)

F.III/7/T&T/Misc./2020/Estt./Pt.file-I/3673-679

Dated: 09.05.2023

**Copy forwarded for information & necessary action to:**

1. PS/PA to Principal Commissioner (State Tax), Deptt of Trade & Taxes, Delhi.
2. PS/PA to Spl. Commissioner (HR), Deptt of Trade & Taxes, Delhi.
3. PS/PA to SCTTs/ACTT/JCTT, Deptt of Trade & Taxes, Delhi
4. Sr. System Analyst (IT), Deptt of Trade & Taxes, Delhi.
5. Ward/Branch Incharges through SCTT/ACTT/JCTT.
6. Dealing Assistant (HR).
7. Guard file.

*[Signature]*  
9.5.23  
ASSISTANT COMMISSIONER (HR)