

Manual – 4

Norms set by it for the discharge of its functions

[Section 4 (1) (b) (iv)]

- 5.1 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.

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

No. F.III/7/T&T/Misc./2000/Estt./Pt.file/8524-530

Dated : 16.10.2019

ORDER

In supersession of all previous orders, the approval of Competent Authority is conveyed for allocating the charge / work amongst the Senior Officers of the Department as under with immediate effect :-

S. No.	Name & Designation	Work Allocated	Link Officer
1.	Ms. Shilpa Shinde, SCTT-I	Zone-VIII, HR, Training, Accounts, OHA Cell, L&J, System Branch [including grievances, file work relating to system issues, procuring hardware/ software, manpower etc.], E-commerce All IT & technical matters related to GST Act & Rules and their implementation. OHA > 15 Lakhs: Zone-VI, IX & XII(Special Zone) *State Admn. for GST	Sh. Udit Prakash Rai, SCTT-II
2.	Sh. Udit Prakash Rai, SCTT-II	Zone-VI & VII, XII (Special Zone), Vigilance, FM, Policy OHA > 15 Lakhs: XI (KCS), X (E-commerce)	Ms. Shilpa Shinde, SCTT-I
3.	Sh. Azim-Ul-Haq, SCTT-III	Zone-IV, PR, ECS OHA > 15 Lakhs: Zone-II, VII, Embassy Refunds & Enf.-II	Sh. Subhash Chandra, SCTT-IV
4.	Sh. Subhash Chandra, SCTT-IV	Zone- II & V, Enforcement-II, Audit, First Appellate Authority under RTI Act, 2005 OHA > 15 Lakhs: Zone-III, VIII, Enf.-I	Sh. Vinay Kumar, SCTT-V
5.	Sh. Vinay Kumar, SCTT-V	Zone-III, CRU, Library, R&S, DATA OHA > 15 lakhs : Zone-I, IV & V	Sh. Azim-Ul-Haq, SCTT-III
6.	Sh. Anand Kumar Tiwari, Addl. Commissioner	Zone-XI (KCS), Recovery, Policy, Enforcement-I, BIU,W-209 (All matters of DEBT Tax, 1996, DTLA, 1996 and Advertisement Tax) OHA upto 15 lakhs : Zone-I,VIII, IX, X & XII (Spl. Zone)	Sh. Saumyaketu Mishra, JCTT

Contd.....2-

Shreeja's
16/10/19.

7.	Sh. Saumyaketu Mishra, JCTT	Zone- IX, E-Office, Call Centre & Co-ordination, Embassy Refunds, FM, System Branch OHA upto 15 lakh : Zone- III, V, VI, VII & XI (KCS), Embassy Refunds, E-I & E-II	Sh. Banbari Lal, JCTT
8.	Sh. Banbari Lal, JCTT	Zone-I, Enf. - I, OHA upto 15 Lakhs : Zone-II, IV & Embassy Refunds	Sh. Saumyaketu Mishra, JCTT

Mishra's
16/10/19
ASSISTANT COMMISSIONER (HR)

No. F.III/7/T&T/Misc./2000/Estt./Pt.file/8524-530 Dated : 16.10.2019

Copy forwarded for information & necessary action to :-

01. PS to Commissioner, State Taxes, Delhi.
02. PS to SCTT (HR).
03. All SCTTs/ACTTs/JCTTs, DT&T.
04. Senior System Analyst, EDP, DT&T with the request to upload on the Department's website & allocate charge in e-office.
05. Officers concerned.
06. Dealing Assistant (HR).
07. Personal file / Guard file.

Mishra's
16/10/19.
ASSISTANT COMMISSIONER (HR)