



C.NO. II/3/1/2017-Estt. ChN

Dated. .12.2017

OFFICE ORDER NO.48/2017-CHENNAI NORTH

Sub: Allocation of work among the Assistant Commissioner (Officer Trainees) belonging to the 68th batch of IRS (C&CE) –Reg.

In pursuance of PCC's Order No. 15/2017 dated 15.12.2017, the Assistant Commissioner (Officer Trainees) belonging to the 68th batch of IRS (C&CE) are allocated work as detailed below.

ALLOCATION OF WORK FOR THE PERIOD FROM 18.12.2017 TO 22.12.2017				
SL. NO	PERIOD	RADHIKA VENUGOPALAN	K. SHARMILA	S. VANDHANA RAJ
1	18.12.2017 TO 22.12.2018	COMPUTERS	EGMORE DIVISION	NUNGAMBAKKAM DIVISION
ALLOCATION OF WORK FOR THE PERIOD FROM 26.12.2017 TO 27.04.2018.				
SL. NO	FORMATION	TENURE FOR THE OFFICER TRAINEES		
		RADHIKA VENUGOPALAN	S. VANDHANA RAJ	K. SHARMILA
1	AMBATTUR RANGE	--	26.12.17 - 05.01.18	---
2	EGMORE RANGE	--	--	26.12.17 -05.01.18
3	MYLAPORE RANGE	26.12.17 - 05.01.18	---	---
4	NUNGAMBAKKAM DIVISION	---	----	08.01.18 - 19.01.18
5	TRIPPLICANE DIVISION	08.01.18 - 19.01.18	--	----
6	THIRUVOTTIYUR DIVISION	---	08.01.18 - 19.01.18	----
7	R&T	22.01.18 -16.02.18	19.02.18 - 16.03.18	19.03.18 -13.04.18
8	INTERNAL AUDIT	19.03.18 - 13.04.18	22.01.18 - 16.02.18	19.02.18 -16.03.18
9	ADJUDICATION	19.02.18 - 16.03.18	19.03.18 - 13.04.18	22.01.18 - 16.02.18
10	LEGAL &PROSECUTION	26.03.18 – 28.03.18 & 02.04.18	09.04.18-11.04.18	03.04.18 - 05.04.18
11	COMPUTERS	03.04.18 -05.04.18	26.03.18 -28.03.18 & 02.04.18	06.04.18 & 09.04.18 TO 11.04.18
12	STATISTICS	06.04.18 & 09.04.18-11.04.18	03.04.18 - 06.04.18	26.03.18 TO28.03.18 & 02.04.18
13	P&V	12.04.18 & 13.04.18	12.04.18 & 13.04.18	12.04.18 & 13.04.18
14	PREVENTIVE (SEARCH)	16.04.18 -20.04.18	16.04.18 - 20.04.18	16.04.18 -20.04.18
15	TECHNICAL	23.04.18 - 27.04.18	23.04.18 -27.04.18	23.04.18 - 27.04.18

The Officer Trainees are assigned functional assignment of subordinate officer (Inspector/Superintendent) for the entire tenure with the designation of AC (OT) as per the guidelines issued by DG, NACIN, Faridabad in reference F.No. II(1)31/2017-NACIN dated 02.12.2017(Copy enclosed). The assignments given to the AC (OT)s will be such that she is not only accountable but also fully responsible for the decision she takes to ensure proper training/exposure is given to them in actual decision making process such as issuance of SCN/processing of Refund Claims/preparation of Adjudication Orders etc.

During their tenure in Headquarters each of the AC (OT)s will be required to prepare synopsis on GST Acts/Rules on the Specific chapters assigned to them . This work has to be completed one week prior to the completion of their tenure.

If any of the AC (OT)s wish to appear in the Civil Services Examination again during the above period they have to compulsorily proceed on EOL duly sanctioned. All the officers who wish to proceed to out station should necessarily obtain prior sanction before proceeding.

AC (OT)s will be reporting to the Divisional Assistant Commissioners concerned when they are attached to Ranges /Divisions. While they are attached to the sections of Headquarters AC (OT)s will be reporting to Additional Commissioner (P&V) on a daily basis. Reporting officers may assign the responsibilities to the AC (OT)s as per para 2 of the guidelines for the Officer Trainees contained in NACIN' s referece cited supra. The officers are required to maintain a dairy of the daily activities similar to XT1 diary. The Diary shall be submitted on a weekly basis to the Controlling Officer to Shri Rajeev Kumar, Additional Commissioner(P&V) who is nominated as Mentor for the AC (OT)s.The undersigned will review the performance on a fortnightly basis.



(M. SREEDHAR REDDY)
PRINCIPAL COMMISSIONER

To

The Individuals

Copy submitted to: The Principal Chief Commissione of Central Tax, Chennai

Copy to:

- 1.The Dy/Assistant Commissioner -Hqrs-R&T/IA/Preventive/Technical
2. The Assistant Commissioner-Egmore/Madhavaram/Thiruvottiyur/ Mylapore/ Triplicane/Nungambakkam Divisions
- 3.The CAO, Chennai-34
- ✓4The Supdt. -Computer/Adjudication/Vigilance, Chennai North
- 5.AO(DDO), chennai North
- 6.The PAO & Accounts Officer, chennai -34
- 7.The Hindi Cell.