



**OFFICE OF THE COMMISSIONER,
CGST & CENTRAL EXCISE,
29, BHARATPURI, ADMINISTRATIVE AREA, UJJAIN (MP)**

F. No. II(03)01/Con/Group A/UJN/17-18

Ujjain, Dated 25.07.2018

CENTRALIZED ORDER No. - DGHRD/AC-DC/144/2018

ESTABLISHMENT ORDER NO. 12/2018

Dated 25.07.2018

Consequent upon issuance of Establishment Order No. 48 dated 19.07.2018 issued by the Additional Commissioner (CCO) Bhopal, under letter F.No. IV(16)14/CCO/BZ/Admn./2018 and joining of Shri Anurag Ranjan Khare, Assistant Commissioner, partial modification in establishment order 11/2018 dated 18.07.2018 following transfer & posting in the grade of Deputy/Assistant Commissioner, CGST & C.Ex. Ujjain is hereby ordered with immediate effect:-

S.No	Name	Emp. Code	From	To
1	Shri Khare Aunrag Ranjan, A.C.	8985	UOP to CGST & C.Ex. Ujjain	Hqrs. Review, RTI, Sevottam
2	Shri R.K. Sharma, A.C.	7631	Hqrs. Technical, Statistics, RTI, GST Sevakendra, Sevottam, Public grievance cell.	Hqrs. Technical, Statistics, GST Sevakendra, Public grievance cell.
3	Shri Aakash Singhai, D.C.	3816	Hqrs. Preventive, Third Party Information with additional charge of Hqrs. Review, Systems.	Hqrs. Preventive, Third Party Information with additional charge of Hqrs. TRC & Systems.
4	Shri Jadeja Rajendrasinh Kishorsinh, A.C.	8987	Hqrs Adjudication, legal, Audit, TRC.	Hqrs Adjudication, legal, Audit.

2. The concerned officers should ensure proper take over and hand over of charge. List of all urgent and time bound matters, pertaining to the important matter and necessary work should be prepared and handed over to the controlling officer and the copy of the same should be handed over to the officer taking over the charge by the officer handing over the charge. The officer should also make a note for the successor on issues of current important, urgency of the actionable points, critical issues as envisaged in DOP&T OM no. 13024/01/2014-TRG (Trg-Ref) dated 26.09.2014.

3. The above charges are not exclusive. In addition to the above charges each of the above officers shall also attend to any official work/ charge assigned by superior officers from time to time.

4. This issues with the approval of the Commissioner, CGST & C.Ex. Ujjain.


(M.P. MEENA)
JOINT COMMISSIONER(P&V)