



GOODS AND SERVICES TAX COUNCIL
5th Floor, Tower-II, Jeevan Bharti Building
Connaught Circus, New Delhi - 110001

F. No. 33/T&P/GSTC/2016/ 7282-9/3/22

Dated: 08-03-2022

Office Order No. 07/2022

In pursuance to the direction of the Competent Authority, the work distribution amongst the Director and Deputy Secretary of the GST Council Secretariat shall be as under with immediate effect until further orders:

S.No.	Name of the Officer	Work Distributions
1.	Smt. B. Sumidaa Devi, Director	<ol style="list-style-type: none"> 1. All matters pertaining in general to the GST Implementation Committee; 2. Interface with Law Committee and all Representation/ Grievances relating to GST Law/ Rules; Invoice & Accounts, Registration, E-way Bill; 3. Conduct of officers' meetings (other than GSTC related officers' meeting) and subsequent action; 4. Assistance in conduct of the GST Council Meeting related work. 5. All research and analysis work; 6. Maintaining data bases and analytics related work, 7. Print & Publication (e.g. Newsletter, Journal etc.); 8. North-eastern and Special category States; Dispute resolution between two States or between Centre and one or more States, IGST Settlement, Payment of tax. 9. Any other work allotted from time to time.
2.	Sh. Kshitendra Verma, Director	<ol style="list-style-type: none"> 1. Administration, Establishment & Vigilance, Accounts, CPGRAMS, Coordination, Record room and library, all matters pertaining to the office and infrastructure of GST Council Secretariat. 2. Meeting notice and logistic arrangements for GST Council Meetings 3. Representation of Industry / Trade Association regarding GST Tariffs; 4. Preparation of detailed Agenda items / Notes Part II of the GST Council Meetings and GST Council related Officers' meetings

		and preparation of Minutes of the meetings; 5. Interface with Fitment Committee, GST Core Committee, 6. All issues relating to tax rates, classification, valuation, RTI related work; 7. Assistance in conduct of Officers' meeting related work. 8. Any other work allotted from time to time.
3.	Sh. Harish Kumar, Deputy Secretary	1. All Court / Legal matters of the secretariat; 2. TADAT (IMF) training, NACIN training and any other training; 3. All ITGRC matters, 4. GST Tribunal and Compensation Cess related matters; 5. Interface with GSTN and Systems issues; 6. Assistance in conduct of the GST Council Meeting/Officers' meeting related work. 7. Any other work allotted from time to time.
4.	Sh. S. S. Shardool, Deputy Secretary	1. Public Outreach; 2. All Officers 'Committees and GoMs; 3. All VIP and PMO references; 4. All Parliament Questions work, Monitoring and issue of Notifications by the States / UTs and mapping on GST Council Website; 5. Developing and maintaining website of GST Council; 6. Anti-profiteering, Advance Rulings, Enforcement, Job Work, Returns and Transitional Provisions; 7. Assistance in conduct of the GST Council Meeting/Officers' meeting related work. 8. Any other work allotted from time to time.

2. Further, till the time Smt. B. Sumidaa Devi, Director and Sh. S. S. Shardool, Deputy Secretary join this office, Sh. Kshitendra Verma, Director shall look after the charge of Smt. B. Sumidaa Devi in addition to his regular work and Sh. Harish Kumar, Deputy Secretary shall look after the charge of Sh. S. S. Shardool in addition to his regular work.

3. The link officers' arrangement amongst them are as under:

Sr. No.	Name & Designation of the officers	1 st Link Officer	2 nd Link officer
1	Sh. Kshitendra Verma, Director	Smt. B. Sumidaa Devi, Director	Sh. Harish Kumar, Deputy Secretary
2.	Smt. B. Sumidaa Devi, Director	Sh. Harish Kumar, Deputy Secretary	Sh. S. S. Shardool, Deputy Secretary
3.	Sh. Harish Kumar, Deputy Secretary	Sh. S. S. Shardool, Deputy Secretary	Sh. Kshitendra Verma, Director
4.	Sh. S. S. Shardool, Deputy	Sh. Kshitendra Verma,	Smt. B. Sumidaa

Secretary

Director

Devi, Director

4. In the absence of the officer during leave, the link officer shall discharge all necessary duties and functions assigned to the officer. In case both the officer and 1st link officer are on leave, the 2nd link officer shall discharge all necessary duties and functions assigned to the officer.

5. This issues with the approval of the Competent Authority, GST Council Secretariat.

Agrawal Naveen
NAVEEN AGRAWAL
UNDER SECRETARY

8-3-22

Copy to:

1. PPS to Additional Secretary;
2. PS to Joint Secretary;
3. PA to Director;
4. PA to Deputy Secretary;
5. All Under Secretaries;
6. All Superintendents / Inspectors / ASOs and TAs
7. Notice Board
8. Guard File

नवीन अग्रवाल / NAVEEN AGRAWAL
अवर सचिव / Under Secretary
यस्तु एवं सेवाकर परिषद्
Goods & Services Tax Council
भारत सरकार, नई दिल्ली
Government of India, New Delhi