

**PARTICULARS REQUIRED TO BE PUBLISHED UNDER
SECTION 4(1)(b) OF RIGHT TO INFORMATION ACT 2005.**

(I) ORGANISATION, FUNCTIONS AND DUTIES.

1. Name of the Organisation: Central GST and CX, Jamshedpur Commissionerate
2. Jurisdiction: Office of the Commissioner, CGST & CX Jamshedpur Commissionerate is situated at Office of the Commissioner, GST Bhawan, Outer Circle Road, Bistupur, Jamshedpur-831001, Distt.-East Singhbhum, Jharkhand.

The jurisdiction of CGST & CX, Commissionerate comprises of three districts of Jharkhand namely 1. East Singhbhum, 2. West Singhbhum and 3. Saraikela-Kharsawan.

Structure – There are five Divisions namely -

- i) CGST & CX Division-I, Jamshedpur;
- ii) CGST & CX Division-II, Jamshedpur;
- iii) CGST & CX Division-III, Jamshedpur;
- iv) CGST & CX Division-IV, Jamshedpur;
- v) CGST & CX Division-V, Jamshedpur.

3. Functions & Duties: -

The primary and the main function of the organization are to collect Goods & Service Tax, Central Excise Duty and Service Tax.

Besides, different kinds of Cess are also collected for the Exchequer. The revenue and cess collection are monitored by different Divisions and Ranges within the Divisions. There are total five Divisions.

Collection of Taxes is ensured by close monitoring, Preventive Checks and E-Way Bill verification from time to time.

The Department has separate Legal Wing and Tribunal & Review wing to deal with Litigations in Court and Tribunals.

The collection of Taxes and monitoring of the Tax Payers is done at the field level by the Officers at the Range Offices, which is the basic unit of the CBIC. The CGST & CX, Range Offices are headed by the Superintendents and assisted by Inspectors.

The Range Officers report to the respective Divisional Heads.

At Commissionerate level, the Commissioner of CGST & CX, Jamshedpur is assisted by separate sections headed by the Joint Commissioners and Deputy Commissioner/Assistant Commissioners besides Superintendents & Inspectors. He is also assisted in the Administration, Estt, Accounts & Vigilance Accounts matters by Joint Commissioner (Admin.)/Asst Commissioner (Admin.), the Admin Officer, EA, TA etc. All the Officers assisting the Commissioner have work areas which are clearly defined.

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES [Section 4(1)(b)(ii)]

The cadre wise powers and duties are listed below:

1. Commissioner/Principal Commissioner of CGST & CX:-

The Commissioner/Principal Commissioner is the Head of the Commissionerate. He/She has both Executive and Quasi-judicial powers. He/She ensure the collection of targeted revenue every year and reports to the Chief Commissioner/Principal Chief Commissioner. The Commissionerate is subject to Inspection by the CBEC/CBIC, Chief Commissioner/Principal Chief Commissioner, Directorate of Inspection and Accountant General. The Commissioner/Principal Commissioner of CGST & CX exercises the powers conferred upon him in the proper functioning of the Commissionerate.

2. Joint/Additional Commissioner of CGST & CX.

Two post of Joint/Additional Commissioner are sanctioned for Jamshedpur Commissionerate. Presently, one Officer in the rank of Joint Commissioners of CGST & CX is deployed in Jamshedpur Commissionerate. They adjudicate all cases falling under the adjudicating powers of the Joint/Additional Commissioner. In addition, they supervise and control the sections that report to her/ him.

a) Establishment Section :

This section is headed by Assistant/Deputy Commissioner (P&V) and is assisted in his work by a Superintendent and an Inspector/Executive Assistant/Tax Assistant. This section is responsible for transfer and posting of officers, annual general transfer (AGT), training matter, leaves of officers, DoP & T related issues, preparation of disposition list.

b) Confidential & Vigilance Section:

This section is headed by Assistant/Deputy Commissioner (P&V) and is assisted in his work by a Superintendent and an Inspector/Executive Assistant/Tax Assistant. This section investigates all the complaints against officers. In respect of confidential matters, this section is primarily responsible for the maintenance of confidential records viz. Annual Immovable Property Return and of Group B Officers of the Jamshedpur Commissionerate. Biometric Attendance Systems (BAS) is being monitored by this section. This section is also responsible for writing of APAR. Issues related to granting of permission for purchase/disposal of movable and immovable property are also being dealt by this section. Matter related to CPGRAM is also being dealt at this section.

c) Accounts & GL (General) and Diary & Dispatch Section:

This section is headed by Chief Accounts Officer (CAO) (Group "A") and an Assistant Chief Accounts Officer (ACAO) / Administrative Officer (Group "B Gazetted) assist the CAO with help of Executive Assistants/Tax Assistants. The CAO report to Assistant/Deputy Commissioner (P&V) for his work. This section is responsible for preparation of Pay bills, disbursement of pay, pay fixation of officers, all kinds of allowances, maintenance of Service Book,

Settlement of claims like medical, Tour T.A, Tuition Fee etc., Settlement of pension / group insurance, on superannuation/VRS etc. The Administrative Officer is assisted by Executive Assistant / Tax Assistants. The ACAO reports to the CAO. This section is responsible for the entire Expenditure Budget of this Commissionerate. This section is also responsible for maintaining of Account of GPF Subscription and Withdrawal, House Building Allowance, Motor Cycle Advance and all the long term advances. The ACAO is responsible for proper deployment of funds, control of expenditure and periodical reports to respective PAOs. He shall coordinate with the local pay and Accounts Officer for pre audit and post audit of receipts and expenditure.

The GL (General) branch is responsible for purchase of stationary/perishable goods and different items related to infrastructure viz. Table, Chair, Computer, Printer, Almirah, Phone etc and its maintenance, facility of internet connectivity. This section is also looked after Housekeeping of the Heqadquarter Building i.e. GST Bhawan.

Diary & Dispatch cell is an exclusive cell where Executive Assistant/Tax Assistant is deployed and monitored by CAO and ACAO. Work related to Sevottam is also being dealt at this cell.

d) Computer/Systems Section:

This section is headed by Assistant/Deputy Commissioner (System) and is assisted in his work by a Superintendent and an Inspector/Executive Assistant/Tax Assistant. This section is responsible for All-in-One (AIOs) related issues and its deployment, connectivity and functioning. Mapping of taxpayers, mapping of role of officers, GST application related issues, issues related to Directorate of Systems are being dealt by this section. This section also maintains an official website. <https://cexiamshedpur.gov.in> and upload data on it and send data to webmaster for updation of CBIC website.

e) Welfare Section:

This section is headed by Assistant/Deputy Commissioner and is assisted in his work by a Superintendent and an Inspector/Executive Assistant/Tax Assistant. This Section is responsible for welfare matters of staff. For the welfare of the staff, Education scholarship on merit is recommended for the children of the staff. Financial aid is enabled in case of demise of staff while in service. The balance of Medical reimbursement claim which is not given by CGHS and is eligible for sanction is allowed from Welfare fund. This section also dealt the matter related to allotment of quarters and departmental Guest House, purchase of land for construction of residential colony as well as office building. This section also make liaison with CPWD for purchase of land, construction of residential colony, office building and its maintenance. This section also look after the work of swachhata and monitor the action being taken under Swachhata Action Plan (SAP).

f) Hindi Cell (हदी शाखा):

This section is headed by Assistant/Deputy Commissioner and is assisted in his work by a Superintendent and an Inspector/Executive Assistant/Tax Assistant. It organizes OLIC meetings time-to-time as per rule, Hindi Workshop, Hindi Week & Hindi Day Celebration. Periodical reports related to Hindi is prepared and sent by this cell. In addition, it also publishes magazine

& help in providing Literature by maintaining good library and daily Hindi news Papers.

g) Preventive Section:

This section is responsible for gathering intelligence/information from various sources with regard to evasion of Goods & Service Tax and Central Excise Duty, investigates the cases of such evasion to its logical conclusion. Evasion includes non – payment/short payment on account of misuse of exemption, clandestine removals, undervaluation, misuse of Input Tax Credit etc. On due authorization, the Preventive Officers are empowered to search premises and persons and issue summons for appearance of persons, recording of their statements and production of documents. The Section is headed by a Deputy/Assistant Commissioner and Six (6) Groups in Hqrs. The Preventive Groups are headed by a Superintendent and assisted by Inspectors. The Preventive Groups visit units by surprise after granting permission by proper officer, check the records and registers maintained at the tax payer premises, and bring to book the evasion of GST & CX, cases of fake invoices etc if any. The Investigation Report and draft Show Cause Notice are then sent to Adjudication branch for further action. E-way Bill verification are carried out by the Officers of the Preventive (Hqrs.) at the Inter-State/inter-district borders time-to-time.

h) Tax/ARC Recovery Cell (TRC/ARC):

This section is headed by a Superintendent and an Inspector/Executive Assistant/Tax Assistant. This Cell co-ordinates collection of the arrears of revenue by constant follow up with the Tax payers and also resorting to attachment and sale of properties of the defaulters. The TRC closely keeps a watch and monitors recovery of arrears and categorization of arrears in to various groups.

i) Technical & RTI Cell:

This section is headed by Assistant/Deputy Commissioner (Tech) and is assisted in his work by a Superintendent and an Inspector/Executive Assistant/Tax Assistant. This section conveys the policies Notification, Circulars and instructions of the Government to the filed formations and coordinates proper implementation of the policies of the Government of India. The problems ascertained from the field formations are conveyed to the Government for devising/altering policy frame - work. All functions requiring permissions by Joint/Additional Commissioner and above are examined by this section. The annual inspection of various sections of the Commissionerate are drawn up by the Technical Section. All Meetings with the trade and industry are handled by this section. Clarifications on any technical issues sought by the field formations as well as trade are handled by the Technical section (Hqrs). Work related to Right to Information Act, 2005 viz. nomination of CPIO, Appellate Authority, receipt of RTI Application, their circulation among other branches for collection of information, receipt of information, compilation of information, preparation of reply, transfer of RTI application, appeal related issues of RTI are being dealt by this section. This section also dealing the issuance of Public Notice, Trade Notice, Office Order time-to-time as per requirement and necessity.

j) Data Management Cell (DMC):

This cell is headed by Assistant/Deputy Commissioner and is assisted in his work by a Superintendent and an Inspector/Executive Assistant/Tax Assistant. The entire vital statistics of the Commissionerate is collected, collated and analyzed at Data Management cell of the Commissionerate. The revenue trend and analysis is prepared in the Data Management cell. The pending position of various aspect of work like adjudication, refunds, assessments, arrears pending in various categories, appeals pending at various levels at Commissioner (Appeal), CESTAT, High Court and Supreme Court are monitored. Periodical reports including the most important Monthly Performance Report (MPR) and FMR are prepared by the Data Management cell. Close monitoring and uploading of the DGARM Reports is done by the Data Management cell.

k) Tribunal & Review Section:

This section is headed by Assistant/Deputy Commissioner (T & R) and is assisted in his work by a Superintendent and an Inspector/Executive Assistant/Assistant. This section deals in the matters relating to the Review of the Orders passed by the adjudicating authorities and filing of appeals in various Appellate forums like Commissioner Appeals, CESTAT, High Court and Supreme Court. Proposal are sent to the CBIC, New Delhi, in respect of appeals to the filed before the Supreme Court.

l) Legal Section:

This section is headed by Assistant/Deputy Commissioner (Legal) and is assisted in his work by a Superintendent and an Inspector/Executive Assistant/Tax Assistant. The main responsibility of this Section is to attend to the Legal matters of the Department in various Courts of Law including interaction with the Department's Counsels. Launching of prosecution in cases where huge tax amount was evaded is also dealt by this section. Cases pending at various levels at Commissioner (Appeal), CESTAT, High Court and Supreme Court are monitored by this section.

m) Audit Section:

This section is headed by Assistant/Deputy Commissioner (Audit) and is assisted in his work by a Superintendent and an Inspector/Executive Assistant/Tax Assistant. The Audit objections raised by the Internal Audit of CGST & CX, Audit Commissionerate, Jamshedpur and CERA, Ranchi is handled by this Section.

n) Adjudication Section:

This section is headed by Assistant/Deputy Commissioner (Adjudication) and is assisted in his work by a Superintendents and Inspectors/Executive Assistants/Tax Assistants. This section processes the Draft Show Cause Notices (DSCNs) issued by the Preventive (Hqrs) / Divisions/ Ranges and after due processing of the DSCN the same is issued by the Commissioner or the Joint /Additional Commissioners. After the issuance of the Show Cause Notices (SCN) and receipt of the reply from the taxpayers, dates for Personal Hearings are fixed and subsequently the SCNs are disposed-off by way of Order-in-Original (O-I-Os). The parties concerned and fixing time for personal hearing.

Call Book Cases are maintained in the Adjudication Section.

(o) GST Cell:

This cell is headed by a Deputy/Asst Commissioner with one Superintendent and two Inspectors. The issues related to GST viz. registration of GST taxpayers, filing of GST Returns, non-filers, stop-filers are being dealt by this cell. GST Seva Kendra also being run by GST Cell for assistance of GST taxpayers.

DECISION MAKING PROCESS [Section 4(1)(b)(iii)]:

Any letter / documents relating to a case/ administrative issues/misc matters are scrutinized at the inward stage by an officer to whom the correspondence is addressed by the officer and is marked to the concerned Section / Cell/Officer who takes up the issue for examination and processing. The issue, facts, provisions of law with suggested solution are proposed after due process by the concerned officer. Detailed File Notes are drawn and put up to the concerned Senior Officer for his decision/direction. In certain cases, where the issue involved is beyond the scope of the written Rules, Section, like Policy matter or issue requiring amendment to law, the matter is brought to the notice of the Central Board of Indirect Tax and Customs, New Delhi through the Chief Commissioner/Principal Chief of CGST & CX Ranchi Zone, Patna for clarification / decision. All decisions taken are communicated to the concerned parties.

CHANNELS OF SUPERVISION:

At the Commissionerate, the first Supervisory Officer is the Superintendent / Assistant Chief Accounts Officer and the Senior Most Supervisory Officer is Commissioner/Principal Commissioner. The overall control / supervision of the Commissionerate is with the Commissioner/Principal Commissioner. The various items of work at the Commissionerate level are subjected to the inspection by the Assistant / Deputy Commissioner, Joint/Additional Commissioner, Commissioner/Principal Commissioner at the Commissionerate Level and the Chief Commissioner/Principal Chief Commissioner, CBIC, and Directorate General of Inspection, CERA etc.

Accountability:

All officers from the lowest Rank of Sepoy/Hawaldars to the highest Rank of Commissioner/Principal Commissioner are accountable for the responsibility entrusted to him / her.

(3) NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS [Section 4 (1)(b)(iv)]:

Norms for day to day work in the CGST & CX Commissionerate as envisioned in the Citizen Charter of CBIC

We shall follow the following time norms in our services:

Acknowledge all written communications including declarations, intimations, applications and returns immediately and in no case later than 7 working days of their receipt;

Convey decision on matters relating to declarations or assessments within 15 working days of their receipt;

|| Dispose of a refund claim within 60 days of receipt of a complete claim;
Complete GST registration formalities as per the Notification No.94/2020-Central Tax, dated Dec,22,2020; ||

Release of seized documents, which have not been relied on for the issue of the show cause notice, within 30 days from the date of issue of the said notice, unless otherwise provided under the law;

Time norms for other activities, as may be prescribed, shall also be observed;

We shall endeavour to achieve minimum compliance level of 80% of the aforesaid time norms.

Compliance levels shall be gradually enhanced through close monitoring, standardization of processes, use of IT enabled services etc.

All to discharge the work assigned to them, then and there. No. communication shall remain unattended for more than 7 days.

Norms for Revenue collection:

The target for revenue collection is fixed for each Divisions on an annual basis.

Norms for Adjudication:

As per the CGST Law, all SCN, as far as possible, are to be issued within a maximum period of 3 months prior to the time limit set for adjudication. Delay beyond 6 months is to be explained and accepted by the Commissioner/Principal Commissioner. In case any CGST has not been levied or paid or has been short-levied or short-paid or erroneously refunded, by reason of fraud, collusion or any wilful mis-statement or suppression of facts, or contravention of any of the provisions of this act or of the Rules made there- under with intent to evade payment of duty, shall be adjudicated within a period of maximum 5 years (Section 74) from the date of filing of annual return. In case of section 73 the maximum time limit is 3 years for the same.

Norms for Refund:

As per the provisions of Central Goods and Services Tax Act, 2017 and rules made applicable there under.

Norms for Provisional Assessment:

As per the provisions of Central Goods and Services Tax Act, 2017 and rules made applicable there under.

Norms for prosecution:

As per the provisions of Central Goods and Services Tax Act, 2017 and rules made applicable there under.

Rules, regulations, instructions, manuals and records, held by it or under control or used by its employees for discharging its functions [Section 4(1)(b)(v)].

1. Central Goods and Services Tax Act, 2017
2. Central Excise Act, 1944.
3. Finance Act 1994 (for Service Tax).
4. CBEC Manual of Supplementary instructions on CGST, Central Excise & Customs.
5. Circulars issued by the CBIC.
6. Instructions issued by the CBIC.
7. Notifications issued by the ministry of Finance on GST and Central Excise Matters.
8. Various other Acts & Rules made applicable by Goods and Services Tax Act, 2017 and Central Excise Act, 1944 and rules made there under or as per the guidelines of CBIC.

A statement of the categories of documents that are held by it or under its control [Section 4(1)(b)(vi)]:

As prescribed by Acts and Rules, mentioned at 4(1)(b)(v)] above.

The particulars of any arrangement that exists for consultation with or in relation representation by, the members of the public its to the formulations of 4(1)(b)(vii): policy or implementation thereof [Section

GST Seva Kendra (GST Cell) - Each Divisions and Headquarter have separate GST Seva Kendra for redressal of GST related issues of individual taxpayers.

Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.. [Section 4(1)(b)(viii)]: NIL

A directory of its officers and its employees [Section 4(1)(b)(ix):

List placed at ~~Annexure I below~~.

Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in ITS regulations [Section 4(1)(b)(x):

As on 31st January,2021 there is total 11 Group A Officers (2 officers In-situ) and 50 Group B officers posted under the jurisdiction of this Commissionerate who draw their monthly emoluments as per Government pay rules. The indicative monthly pay for each level is available at page 14-15 of the following link:

https://www.finmin.nic.in/sites/default/files/7thCPC_revisedpayrules25072016.pdf?download=1

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made [Section 4(1)(b)(xi):

List placed at Annexure-II below.

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes [Section 4(1)(b)(xii):

There is no subsidy programme.

Particulars of recipients of concessions, permits or authorizations granted by it [Section 4(1)(b)(xiii)]:

Not applicable.

Details in respect of the information, available to or held by it, reduced in an electronic form [Section 4(1)(b)(xiv):

All the general information about CGST & CX, Jamshedpur Commissionerate are available on its official website < <http://cexjamshedpur.gov.in>>

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use [Section 4(1)(b)(xv)]:

1. No library is maintained for Public / Citizens.
2. Officer of GST Cell, CGST & CX, Jamshedpur Commissionerate guides the concerned Public or Members of Trade / Industry.

The names, designations and other particulars of the Public Information Officers [Section 4 (1) (b) (xvi):

<http://cexjamshedpur.gov.in/PublicNotice.aspx>

Such other information as may be prescribed. (Section 4(1)(b)(xvii) of RTI Act, 2005):

Not applicable

Annexure - I

**List of the Group A & B Officers with their designation and place of posting
(Section/Branch) (as on 31st January 2021)**

Sl.No.	Name S/Shri/Smt	Designation	Place of Posting
1.	M. Rahman	Commissioner	CGST & CX Commissionerate Jamshedpur
2.	Anurima Sharma	Joint Commissioner	CGST & CX Commissionerate Jamshedpur
3.	Dhruvajyoti Roy	Deputy Commissioner	CGST & CX Headquarter Jamshedpur (Technical, Legal, DMC, Systems and Adjudication)
4.	Maheswar Maji	Deputy Commissioner	CGST & CX Headquarter Jamshedpur (P & V, GST Cell and CPIO)
5.	Sanjay Kumar Mishra	Deputy Commissioner	CGST & CX Headquarter Jamshedpur (Welfare, Rajbhasha (Hindi), Refund)
6.	Pratyush Ghorai	Assistant Commissioner	CGST & CX Headquarter Jamshedpur (Anti Evasion, ARC)
7.	Anand Prakash	Assistant Commissioner	CGST & CX Headquarter Jamshedpur (Tribunal & Review, Audit)
8.	Shrishti Prasad	Deputy Commissioner	CGST & CX Division-I
9.	Aftab Alam	Assistant Commissioner	CGST & CX Division-II
10.	Maheswar Maji	Deputy Commissioner	CGST & CX Division-III
11.	Anand Prakash	Assistant Commissioner	CGST & CX Division-IV
12.	Pratyush Ghorai	Assistant Commissioner	CGST & CX Division-V
13.	Shashi Sharat	Assistant Commissioner	CGST & CX Division-V (In-situ)
14.	S. K. Singh	Assistant Commissioner	CGST & CX Headquarter Jamshedpur, DMC (In- situ)
15.	Binay Bhushan	Superintendent	Hqrs. Commissioner Office/Cell
16.	Ajay Kumar Gupta	Superintendent	Hqrs. Establishment & Vigilance
17.	Alok Ranjan	Superintendent	Hqrs. Systems
18.	Amarnath	Superintendent	Hqrs. Refund, Rajbhasha (Hindi)
19.	R. K. Singh	Superintendent	Hqrs. Preventive
20.	Rajesh Narayan	Superintendent	Hqrs. Preventive
21.	Sanjay Kumar	Superintendent	Hqrs. Preventive
22.	Satyendra Prasad	Superintendent	Hqrs. Preventive
23.	S. B. Singh	Superintendent	Hqrs. Preventive
24.	Santosh Kumar Verma	Superintendent	Hqrs. Preventive
25.	M. K. Jha	Superintendent	Hqrs. Technical
26.	Sudhir Kumar	Superintendent	Hqrs. Audit
27.	Arun Kumar Jha	Superintendent	Hqrs. Legal
28.	Bijay Kumar Day	Superintendent	Hqrs. Welfare & G.L
29.	Prabhat Kumar	Superintendent	Hqrs. Adjudication
30.	Jitendra Kumar	Superintendent	Hqrs. Adjudication
31.	Shailendra Kumar Dutta	Superintendent	Hqrs. Adjudication
32.	R. K Ojha	Superintendent	Hqrs.T & R

33.	Rajeev Ranjan Mishra	Superintendent	Hqrs.T & R
34.	Pradeep Lakra	Superintendent	Hqrs.T & R
35.	Rajeev Ranjan	Superintendent	Hqrs. GST Cell
36.	Amit Kumar Sinha	Superintendent	Hqrs. Legal (In- situ)
37.	Rajesh Kumar Singh	Superintendent	Divisional Office (Div-I)
38.	Sanjay Kumar Mishra	Superintendent	Divisional Office (Div-I)
39.	Ratnesh Kumar Mishra	Superintendent	Tisco Range (Div-I)
40.	Koshy Jacob	Superintendent	Jugsalai Range (Div-I)
41.	P. K. Patra	Superintendent	Chakradharpur Range (Div-I)
42.	Anil Kumar Jha	Superintendent	Chaibasha (City) Range and additional Charge Chaibasha (Rural) Range (Div-I)
43.	Anubrata	Superintendent	Divisional Office (Div –II)
44.	Kiran Eva Khalkho	Superintendent	Divisional Office (Div –II)
45.	Sudhir Kumar Singh	Superintendent	Telco North Range and additional Charge Burmamines Range (Div –II)
46.	Sujit Prasad	Superintendent	Golmuri Mines Range and additional Charge Telco South (Div –II)
47.	Ravi Kumar	Superintendent	Ghatsila Range (Div –II)
48.	Naresh Das	Superintendent	Divisional Office (Div – III)
49.	Ratan Kumar Ekka	Superintendent	Divisional Office (Div – III)
50.	Subodh Kumar Sinha	Superintendent	Adityapur Range –I and additional Charge Adityapur Range –III (Div – III)
51.	Ashok Kumar	Superintendent	Adityapur Range-II (Div – III)
52.	J. K. Sinha	Superintendent	Adityapur Range- IV (Div – III)
53.	Arbind Kumar Sinha	Superintendent	Adityapur Range - V (Div – III)
54.	R. K Verma	Superintendent	Adityapur Range- VI (Div – III)
55.	Sudama Nishad	Superintendent	Divisional Office (Div – IV)
56.	Sanjay Kumar	Superintendent	Divisional Office (Div – IV)
57.	Prashant Kumar Bakshi	Superintendent	Mango Range (Div – IV)
58.	Md. Obaidullah	Superintendent	Chandil Range (Div – IV)
59.	D. K Shukla	Superintendent	Dimna – I Range and additional Charge Sidgora Range (Div – IV)
60.	M. K. Singh	Superintendent	Dimna –II Range (Div – IV)
61.	K. K. Mishra	Superintendent	Divisional Office (Div – V)
62.	Vikash Chandra	Superintendent	Kadma Range and additional Charge Sonari Range (Div – V)
63.	Kanchan Chaterjee	Superintendent	Bistupur North Range and additional Charge Bistupur South Range (Div – V)
64.	Rajan Kumar Ranjan	Superintendent	Sakchi North Range and additional Charge Sakchi South Range (Div – V)

Annexure-II

List of expenditure head with Name and expenditures:

Sl.No.	Head	Head Name	Expenditure (in 2019-20) (Rupees in thousands)	Expenditure (in 2020-21) upto Jan, 2021 (Rupees in thousands)
1	204200101010201	Salaries	182468	168200
2	204200101010202	Wages	0	0
3	204200101010203	Overtime Allowances	0	0
4	204200101010205	Rewards	0	0
5	204200101010206	Medical Treatment	1166	749
6	204200101010211	Domestic Travel Expenses	4492	995
7	204200101010212	Foreign Travel Expenses	0	0
8	204200101010213	Office Expenses (General)	14625	8389
9	204200101010213	OE (MV)	6298	4910
10	204200101010214	Rent Rates and Taxes	285	280
11	204200101010216	Publications	0	0
12	204200101010220	Other Administrative Expenses	0	0
13	204200101010226	Advertising and Publicity	601	6
14	204200101010228	Professional Services (Law Charges)	1073	585
15	204200101010241	Secret Services Expenses	300	200
16	204200101010250	Other Charges	0	0
17	2042001010109613	Swachhta Action Plan (OE)	991	350
18	2042001010109913	Information Technology	1903	798
19	221607053050127	Minor Works (Residential)	0	0
20	204200800030031	Grants in aid	0	0
21	204200800030027	Minor Works (Office)	0	0
22	204200800050001	Department Canteen Salaries	0	0