

CHAPTER-1
Organisation, Functions and Duties
(Section 4(1)(b)(i))

Sl. No.	Name of the Organization	Address	Functions	Duties
1	State Tax Department, Government of Andhra Pradesh	O/o.Chief Commissioner of State Tax, 5-59, B –Block, R.K. Spring Valley, Edupugllu, Kankipadu(Mandal), Krishna (District), Vijayawada - 521144.	<ol style="list-style-type: none"> 1. Assessment and enforcement of collection of taxes under GST Act 2017, APVAT Act, 2005, CST Act, 1956, AP Profession Tax,1987, AP Tax on Entry of Motor Vehicles into local area Act, 1996. 2. Registration of the dealers under GST Act, 2017. 3. Issue of refundsof Input Tax Credit under APVAT Act,2005 and GST Act, 2017. 	<ol style="list-style-type: none"> 1.Registering the dealers liable to be registered. 2. Auditing and Assessing the dealers. 3. Detecting Tax Evasion Cases 4. Enforcing collection of taxes if necessary by Invoking Revenue Recovery Act. 5. Granting refunds to eligible dealers 6. Implementing the orders of Higher Courts of Law. Scrutiny of VAT and GST Acts, refunds and preparation of notes as instructed by the Chief Commissioner(ST).

CHAPTER-2
Powers and Duties of Officers and Employees
(Section 4(1)(b)(ii))

1. SECTION: ACCOUNTS

Sl. No.	Name of the Officer/Employee S/Sri	Designation	Duties allotted
1	T K Rama Mani, IAS.,	Secretary to Chief Commissioner of State Tax	
2	Sulochana Dunna	Superintendent Grade-I (Drawing & Disbursing Officer)	Supervising of Accounts Section
3	Annapurna Bandaru	Senior Assistant	Pay bills relating to all the Gazetted and Non-Gazetted officers working in the Chief Commissioner Office
4	Amrutha Kumar VivekaSagar Vipparthi	Senior Assistant	All the contingent bills relating to the Chief Commissioner Office
5	Prema Kumar Guntur	Senior Assistant	PRC bills relating to the Chief Commissioner Office

2. SECTION: B-I

Sl. No.	Name of the Officer/Employee	Designation	Duties allotted
1	T K Rama Mani, IAS.,	Secretary to Chief Commissioner of State Tax	
2	Vacant	Superintendent	Allegations against dealers
3	Vacant	Assistant	

3. SECTION: B-II

Sl. No.	Name of the Officer/Employee	Designation	Duties allotted
1	G.Venkateswarlu	Commissioner (ST),	Controlling officer of B-II section.
2	K. Srinivasa Rao	Joint Commissioner (ST) (Audit)	Supervising the PAC Audit Paras Supervising the LAR & Factual notes on Internal Audit reports Preparing the PAC Audit paras
3	S.Jagabandhu swamy	Assistant Commissioner (ST)(Audit)	
4	S.Md.Ibrahim	Superintendent Grade-I, (Gazetted)	Supervision of all matters relating to B-II Section
5	S.Md.Ibrahim	Superintendent Grade-I, (Gazetted)B-II(1)	Assisting in distributions of Local Audit Reports pertaining to all divisions in the State. Tappals and supervision of work i.e., internal audit notes of all divisions. Assisting in review of Internal Audit Notes and Factual Notes of all the Divisions.
		Superintendent Grade-I, (Gazetted)B-II (2)	Assisting in all the work relating to Draft paras included in the C & AG reports from 2008-09 to 2017-18 years.
		Superintendent Grade-I, (Gazetted)B-II(3)	Assisting in distribution of Local Audit Reports pertaining to all divisions in the State. Tappals and supervision of work i.e., Internal Audit Notes of all divisions. Assisting in review of Internal Audit Notes and Factual Notes of all the divisions.

4. SECTION: C

Sl. No.	Name of the Officer/Employee	Designation	Duties allotted
1	T K Rama Mani, IAS.,	Secretary to Chief Commissioner of State Tax	
2	Usha Rajya Lakshmi	Assistant Commissioner (ST)(Services)	
3	K Seshukumar	Superintendent In-charge	Supervision of all matters relating to C - Section
4	K. Seshu Kumar	Superintendent (C1)	(Establishment matters of CCST Office, Superintendent and below Cadres) Service matters with regard to Ministerial Service of Senior Assistants and below cadre pertaining to Visakhapatnam, Vizianagaram, Kakinada, Eluru, Vijayawada-I and Vijayawada-II Divisions. Maintenance of Attendance Register of the employees of O/o the CCST. Assisting in Reorganization CTDepartment, Creation and shifting of posts,merging of offices etc..
5	K. Seshu Kumar	Superintendent (Incharge C (2) Seat)	Assisting in Service matters relating to Ministerial staff of Chief Commissioner of State Tax office and sanction of increments, leaves, LTC, Pay Fixation, surrender leave, education reimbursement. And Promotion to below the cadre of Superintendent in CCST office.
5	P. Chaitanya	Superintendent (C3)	All Service matters of L.G.S., Office Subordinates, Drivers, Record Assistants, Roneo Operators, Lift Operators, Telephone Operators. Service matters relating to ministerial service of Senior Assistants and below cadre pertaining to Guntur-I, Guntur-II, Nellore, Kadapa, Kurnool, Anantapur and Chittoor Divisions.

5. SECTION: D

Sl. No.	Name of the Officer/Employee	Designation	Duties allotted
1	T K Rama Mani, IAS.,	Secretary to Chief Commissioner of State Tax	To deal with service matters of CTO and above cadres
2	Ch. UshaRajya Lakshmi	Assistant Commissioner (ST), Services and Vigilance	To deal with service matters of CTO and above cadres
3	CH. Gopal	Superintendent (Grade –I) Gazetted	Supervising overall work of D-Section (Service matters of CTO's and above cadres i.e. ACs, DCs, JCs, Addl. CCTs and Cadre Posts
4	CH. Gopal	Superintendent (Grade –I), D1& D2 Seats Incharge	.Deal with Transfers & Postings of CTO and above cadres Leaves, Surrender leaves, Trainings pertaining CTO and above cadres, Increments and pay-fixation pertaining to DCs and above cadres and also CTO and above cadre officers in the O/o Chief Commissioner (ST). Preparation of panels, Seniority lists, Adhoc promotions, I/C promotions pertaining to CTO and above cadres.
5	KSG Bhargavi	Senior Assistant (D3)	Allegations, Permissions, maintaining of ACRs & APCSSs, Appointments, Training, Probation declaration of DR. CTOs

6. SECTION: DMU

Sl. No.	Name of the Officer/Employee	Designation	Duties allotted
1	K. Ravi Shankar	Additional Commissioner CT (ST)	Subject matters of all Audit & DMU
2	K Venkateswara Rao	Joint Commissioner JC (ST), DMU	
3	D. Ram Babu	Deputy Commissioner (ST)	
4	Smt. G. Manjula	Dy Assistant Commissioner (ST)	
5	Smt. G. Sunitha	Dy Assistant Commissioner (ST)	
6	J. Christopher	Superintendent Grade –I (Gazetted)	Super vision of DMU Section
7	Rajya Lakshmi	Superintendent DMU- Seat	Deals with the Old Arrears, granting of installments, permissions for attachments under APGST, CST&VAT. Waiver, RR Act, write off proposals, OTS proposals, preparation of Top 2500 collectable cases and Deferment Reviews. The seat deals with the above subject relating to Visakhapatnam, Vizianagaram, Kakinada, Eluru, Vijayawada – I and Vijayawada – II Divisions in the State.
8	Babu Rao	Senior Assistant (DMU -1) On OD	Deals with the Old Arrears, granting of installments, permissions for attachments under APGST, CST&VAT. Waiver, RR Act, write off proposals, OTS proposals preparation of Top 2500 collectable cases and Deferment Reviews. The seat deals with the above subject relating to Guntur – I, Guntur – II, Nellore, Kadapa, Kurnool, Ananthapur and Chittoor Divisions.

7. SECTION: DXZ

Sl. No.	Name of the Officer/Employee	Designation	Duties allotted
1	T K Rama Mani, IAS.,	Secretary to Chief Commissioner of State Tax	To deal with service matters of ACTO and DCTOs of all Zones
2	Ch. UshaRajya Lakshmi	Assistant Commissioner (ST), Services and Vigilance	To deal with service matters of ACTO and DCTOs of all Zones
3	R. SambasivaRao	Superintendent Grade – (I),Gazetted – DXZ Section	To supervise the work allotted to the Assistants and to submit files to higher officials
4	R. SambasivaRao	Superintendent DXZ (1) seat (in-charge) Grade –I Gazetted	Promotions, transfers, preparation of Zonal seniority lists and other service related matters of DCTOs, Special Grade Scales, Notional dates, sanction of leave and allegation matters of DCTOs of all Zones.
5	Y.Malakondaiah	Superintendent DXZ (2) seat	ACTOs service matters preparation of Zonal seniority lists of ACTOs, allegation against of ACTOs, Notional seniority in the cadre of ACTOs, preparation of DR vacancies and notification to Government and allotment of DR ACTOs to respective Nodal divisions.
6	Y.Malakondaiah	Superintendent DXZ (3) seat (in-charge)	Preparation of State wide integrated seniority list of the DCTOs / feeder category seniority for effecting promotion to the cadre of CTOs.

8. SECTION: ENFORCEMENT

Sl. No.	Name of the Officer/Employee	Designation	Duties allotted
1	Smt. T.K Rama Mani, I.A.S.	Commissioner (ST) Enforcement	
2	S.Sekhar	JC (ST) Enforcement	Enforcement in the entire State. Establishment matters of Enforcement Wing. Monitoring of performance of Divisional intelligence wings. Check of Vehicular traffic in the entire State. Vigilance & Enforcement reports and alert notes. In-charge of Economic intelligence unit including REIC meetings. Inter-state investigations (ISI).
3	I.Hema	Deputy Commissioner (ST)	Inter-state Investigation (In & Out) relating to the Divisions. Vigilance & Enforcement reports and alert notes.
			Conducting Inspections/Audits assigned by the Commissioner (ST). Any other work entrusted by the Chief Commissioner(ST)/ Commissioner(ST) Enforcement
			Conducting Inspections/Audits assigned by the Commissioner (ST). Any other work entrusted by the Chief Commissioner (ST)/ Commissioner (ST) Enforcement.
4	P. Madhavi	Deputy Commissioner(ISI), Inter State Investigation	Inter State Investigation (In & Out) relating to the Divisions. Vigilance & Enforcement reports and alert notes.
			Conducting Inspections/Audits assigned by the Commissioner (ST) Enforcement. Any other work entrusted by the Chief Commissioner (ST). Attend REIC meetings correspondence.
5	D.P.Anjaneyulu	Assistant Commissioner(ST)-II	Conducting Inspections/Audits assigned by the Commissioner (ST). Any other work entrusted by the Commissioner(ST) Enforcement.
6	Hema Prasad	G.S.T.O (On deputation)	Assisting DC- ST for Enforcement work.

9. SECTION: G

Sl. No.	Name of the Officer/Employee	Designation	Duties allotted
1	T K Rama Mani, IAS.,	Secretary to Chief Commissioner of State Tax	Services and General matters
2	Ch. UshaRajya Lakshmi	Assistant Commissioner (ST)	Services and General matters
3	V Bhanuprasad	Superintendent	Budget & Supervisions
5	P. MadhaviLatha	G.S.T.O (On deputation)	Building maintenance & Private Building Rent files Telephone, hired vehicles & Govt. vehicles maintenance. Reconciliation of Expenditure & Security & House keeping maintenance.

10. SECTION: GST

Sl. No.	Name of the Officer/Employee	Designation	Duties allotted
1	T. Ramesh Babu	Commissioner (ST)	Amendments / Clarifications/ reports to Govt. and other policy matters related to GST Act. Attending GST Council meeting.
2	JVM Sarma	JC(ST)	Conducting GST implementation committee. Addressing issues of Trade, conducting trade awareness meetings / Training sessions etc. studying various aspects of evasion in service sectors. Preparing draft Act / Rules amendments and pursuing in the Govt. to get the Government orders
3	P. Jaya Shankar	DC(ST)	Help desk, Anti profiteering, price monitoring, studying various aspects of evasion in service sectors. Compellation of representations of various sections.
4	Ch. Tulasi Shankar	AC (ST)	Liaioining with Government
5	SV Raghavacharyulu	Superintendent Grade-I Gazetted	Correspondence relates to all GST matters. Assisting to C(ST), JC(ST), DC(ST) on their work.
6	F.G. Sarada	Dy.AC(ST) (On deputation)	Assisting DC(ST) on service sector related issues. Assisting DC(ST) on Help Desk, correspondence of representations of various sections. Assisting DC(ST) on updating of Act and other related issues. Assisting DC(ST) on Price monitoring and Anti-profiteering.
7	M. Shankar Raju	Dy. AC(ST) (On deputation)	

11. SECTION: IT

Sl. No.	Name of the Officer/Employee	Designation	Duties allotted
1	T. Ramesh Babu	Commissioner (ST) GST	Persuasion of IT administrative matters
2	S.Sekhar	Joint Commissioner (ST) IT	Administration of Central Computer Wing, it infrastructure, Tax Payer Services.Review and maintenance of online tax payer service like e>Returns, e-Payments, e-Waybill, e-Pragathi, EODB, MeeKosam Grievances portal, e-Office, GSTN, SAS Project etc., and tax payer education through CTD Portal.
3	D. David Anil Kumar	Assistant Commissioner (ST), IT	GSTN issues, e-pragathi , e-office, CFMS and other IT related issues
4	Sk.Shananaz Begum	Assistant Commissioner (ST), IT	Procurements and payments,EODB,Spandana, RTI Act
5	Subba Lakshamma	Dy.Asst. Commissioner (ST)	APPT, Portal Issues
6	M. Jayavardhan	Superintendent	Supervising the all IT Wing subjects and other issues entrusted by the superiors.
7	D. Venkatesh	Junior Assistant – CS (1)	Issues relating to FM & AMC, software services, procurement of Hardware and correspondence with APTS. Supply of UPS Batteries, CMS material to all State Tax Offices and maintenance of IT Wing store, issuance of Data cards and other IT related issues in the section and other issues entrusted by the superiors.
8	Bh. S. Prasad	Senior Assistant CS(2)	Issues relating to e-Payment, e-Registration, e-Office, e-Pragathi, EODB, Bio-Metric attendance, Deputation charges of APPC, BSNL lease lines, SAS Project, MacAfee Antivirus, GSTN Portal, Officer grievances, dealers grievances and other issues entrusted by the superiors..

12. SECTION: L-I

Sl. No.	Name of the Officer/Employee	Designation	Duties allotted
1	D. Ramesh	Additional Commissioner (ST) Legal Affairs	<ol style="list-style-type: none"> 1. Monitoring the court cases filed before Hon'ble High Court of Andhra Pradesh and Hon'ble Supreme Court of India. Preparation of Counter Affidavits in WPs and Special Leave Petitions, if required. 2. Preparation of SLP Committee Notes. 3. Preparation of Grounds of Appeal in Special Leave Petitions which are recommended by the SLP Committee.
2	P. Murali Krishna	Superintendent, Legal Affairs	Assisting to the Commissioner (ST), Legal Affairs in monitoring the Court Cases. Supervising the L-1 Section which is constituted to monitor High Court Cases and Supreme Court Cases filed by the Department as well as the dealers. Assisting the Senior Officers in preparation of SLP Grounds, SLP minutes, TRC minutes and assisting the Senior Officers in monitoring the Supreme Court Cases and TRC Cases filed in the Hon'ble High Court of Andhra Pradesh. Assisting the Senior Officers in preparation of SLP minutes and in monitoring Writ Petitions filed in the Hon'ble High Court of Andhra Pradesh and the High Courts of other States. Assisting in monitoring the cases filed in CST Appellate Authority, New Delhi.
3	Setu Uma Priyadarsini	Sr. Assistant (On deputation) L1(1) & (3)	
4	G.Hariprasad	Jr. Assistant (On deputation) L1(2)	

14. SECTION: L-II

Sl. No.	Name of the Officer/Employee	Designation	Duties allotted
1	D Ramesh	Additional Commissioner (ST) Legal	To supervise the Legal section work and Legal Affairs work. Special Grade Stenographer
2	Rajendra Prasad	DC (ST) Legal	To prepare draft stay orders and stay revision orders
3	S. Purushothama Rao	AC (ST) Legal	To prepare draft Tax Revision show cause notices.
4	G.Sunitha	Dy. Asst. Commissioner (DMU)	To prepare draft Counter Affidavits
5	Ramana Kumari	Dy.Ac (Legal)	Assisting the Additional & Deputy Commissioner
6	Vijaya Lakshmi	Dy.Ac (Legal)	
7	M Sri Lakshmi	Dy.Ac (Legal)	
8	N. Vijaya Bharathi	Dy. Asst. Commissioner (Legal)	To prepare draft Tax Revision show cause notices
9	B.Bhaskar	Superintendent	Liasioining Assistant
10	R. Nageswara Rao	Dy.Ac	
11	CH. Krishna	GSTI LII(1)	Files maintenance (Stay petitions and Stay Revisions petitions)
12	P Rajasekhar	GSTO LII(2)	Files maintenance of Legal Section (Revision Files)
13	Venkata Rami Reddy	Superintendent (Grade -I)	To supervise the section Assistants
14	CH.Krishna (2)	Senior Assistant Incharge LII(I)	Deals with revision of Assistant, Orders passed by the assessing authorities, revisional authority and appeal orders of

			<p>Appellate Authorities which are prejudicial interest of revenue u/s 20 of APGST Act read with Rules 34, 35, 36, 44 and 44-A of APGST Rules and U/s 32 of APVAT Act read with Rule 50 & 51 of APVAT Rules. These powers of revision have to be exercised within the period of limitation. The other major function is hearing of stay petitions requesting for grant of stay of disputed tax on which appeals are pending before the appellate authority i.e., ADCs and STAT (AP) and their disposal.</p>
15	P.Rajasekhar	Senior Assistant L-II(2) Incharge L	<p>Deals with revision of Assistant, Orders passed by the assessing authorities, revisional authority and appeal orders of Appellate Authorities which are prejudicial interest of revenue u/s 20 of APGST Act read with Rules 34, 35, 36, 44 and 44-A of APGST Rules and U/s 32 of APVAT Act read with Rule 50 & 51 of APVAT Rules. These powers of revision have to be exercised within the period of limitation. The other major function is hearing of stay petitions requesting for grant of stay of disputed tax on which appeals are pending before the appellate authority i.e., ADCs and STAT (AP) and their disposal.</p>

15. SECTION: M

Sl. No.	Name of the Officer/Employee	Designation	Duties allotted	Powers
1	T.K Rama Mani, IAS.,	Secretary to Chief Commissioner of State Tax		
2	Smt. P. Usha Rajya Lakshmi	Assistant Commissioner (ST) (Services)		
3	J. Gopal	Superintendent (Grade-I) Gazetted	Excluding I.A.S., cadre 1. Monitoring Service pensions, Gratuity matters from the cadre of DCTO and above and the entire staff of O/o.CC(ST). 2. Medical reimbursements of entire staff in the State. 3. Final GPF in respect of Gazetted Officers from the cadre of CTO and entire staff of the O/o.CC(ST). 4. Advances of GPF in respect of all staff working in the O/o.CC(ST). 5. Distribution of budget allocation of advances for Housing / Motorcycle /Cycle /Marriage /Computer to the Divisions. 6. Sanction of advances to the staff of CC(ST).	Supervision
4	A. Balaveeranna	Superintendent (M1)	Sanction of Pensionary benefits, Gratuity to all Gazetted Officers and also all cadres in the O/o.CC (ST).	Processing
5	A. Balaveeranna	Superintendent (M2)	1. Final GPF in respect of Gazetted Officers from the cadre of CTO and entire staff of the O/o. CC(ST). 2. Advances of GPF in respect of all staff working in the O/o.CC(ST) 3. Distribution of Budget allocation of advances for Housing / Motorcycle /Cycle / Marriage / Computer to the Divisions. 4. Sanction of advances to the staff of CC(ST).	
6	Y. Lakshmi Kanth	Superintendent (M5)	Sanction of Medical reimbursement to entire staff in the State.	Processing

16. SECTION: POLICY(A-I)

Sl. No.	Name of the Officer/Employee	Designation	Duties allotted
1	T.Ramesh Babu	Commissioner (ST)	AP VAT Act, Policy matters, Minor Acts, Industrial incentives
2	P. Rama KoteswaraRao	Deputy Commissioner (ST)	AP VAT Act, Policy matters, Minor Acts, Industrial incentives
3	M. Padma	GSTO	VAT and CST related files
4	G. Vjaya Lakshmi	Superintendent	Minor Acts and Industrial incentives

17. SECTION: RTI

Sl. No.	Name of the Officer/Employee	Designation	Duties allotted
1	G.Venkateswarlu	1 st Appellate Authority & Commissioner (ST)	Disposal of 1 st Appeals
2	K. Srinivasa Rao	State Public Information Officer & Joint Commissioner (ST),	Scrutiny and disposal of the RTI Applications
3	S. Srinivasa Rao	StateAssistantPublic Information Officer, Public Relations Officer&Economist.	Assist to SPIO and 1 st Appellate Authority. Submission of Press clippings to CC(ST), Submission of compiling statements(quarterly & annual) of RTI applications of the State Tax Department to the Government. Placing the departmental information on official Website. Encashment of Postal Orders, etc., towards RTI Applications and Remittance to the Government Account.
4	S. KrupaRao	Special Category Stenographer	Assist to SAPIO and Processing files

19. SECTION: Statistics (Revenue Wing)

Sl. No.	Name of the Officer/Employee	Designation	Duties allotted
1	T.RameshBabu	Commissioner (ST)	In-charge of Revenue Wing
2	S Sekhar	Joint Commissioner (ST)	<ol style="list-style-type: none"> 1. Supervision of Revenue wing and monitoring the compilation of Revenue reports. 2. Any other work entrusted by Chief Commissioner (ST) and Commissioner(ST)
3	L. Bhanu Prasad	Assistant Commissioner (On deputation)	<ol style="list-style-type: none"> 1. Fixation of Revenue Targets as communicated by the Government. 2. Fixation of Revenue Targets to the divisions under all Acts and communication of the same to all the divisions. 3. Compilation of Revenue reports required for review by the Chief Commissioner (ST)/ Principal Secretary / Chief Secretary / Hon'ble minister / Hon'ble Chief Mnister. 4.Updating of revenue information in CM Dash board. 5.Updating of revenue information in ROMS portal. 6.Any other work entrusted by Chief Commissioner (ST), Commissioner (ST) & Joint Commissioner (ST). 7.Preparation of the performance indicators of all the officers of the State. 8.Preparation of the Monthly revenue projections 9.Preparation of the monthly statistical booklets. 10.Preparation of GST compensation statements. 11.Any other work entrusted by Chief Commissioner (ST), Commissioner (ST) & Joint Commissioner (ST).
4	S. Umadevi	Economist	

20. SECTION: V

Sl. No.	Name of the Officer/Employee	Designation	Duties allotted	Powers
1	T.K.Rama Mani, I.A.S.,	Secretary to Chief Commissioner of State Tax		
2	Ch. UshaRajya Lakshmi	Assistant Commissioner (ST) (Services) & (Vigilance)		
3	ADP Raj Kumar	Superintendent (Grade-I) Gazetted	Supervision and monitoring the files of Vigilance Section	Supervision & Processing
4	R. Sailaja	DCTO	<ol style="list-style-type: none"> 1. All Vigilance, Disciplinary/ ACB cases in respect of DCTOs, ACTOs and Superintendents in the State. 2. NOCs for obtaining Passport and VISA against the cadres of DCTOs in the State. 	Processing
5	S. SankaraRao	Senior Assistant (V4)	<p>All Vigilance, Disciplinary/ ACB cases against the cadres of Senior Assistant and below cadres.</p> <p>NOCs for obtaining Passport and VISA against the cadres of Superintendent and below cadres of CCST's Office, Vijayawada.</p>	Processing
6	Haritha	Junior Assistant	<ol style="list-style-type: none"> 1. All Vigilance, Disciplinary/ACB cases in respect of State Cadres i.e. Additional Commissioner(CT), Joint Commissioner(CT), Deputy Commissioner(CT) and Assistant Commissioner(CT) & CTOs in the State. 2. NOCs for obtaining passport and VISA against the cadres of Assistant Commissioners(ST) and above cadres in the State. 	Processing

21. SECTION: Advance Ruling

Sl. No.	Name of the Officer/Employee	Designation	Duties allotted
1	D.Ramesh	Additional Commissioner (ST)	SGST Member – Authority for Advance Ruling
2	T. Lalitha	Assistant Commissioner (ST)	Registrar – Authority for Advance Ruling Registrar – Appellate Authority for Advance Ruling
3	R V. Subbaiah	Superintendent (Grade-I) Gazetted	Steno – Authority for Advance Ruling Steno – Appellate Authority for Advance Ruling
4	D.John Chennaiya	Deputy Assistant Commissioner	Advance Ruling

CHAPTER-3
PROCEDURE FOLLOWED IN DECISION MAKING PROCESS
(Section 4(1)(b)(iii))

3.1 Describe the procedure followed in decision making by the Public Authority

SECTION: GST

Activity	Description	Decision making process	Designation of final decision making authority	Reference document prescribing the norms (Citizen charter, Service charter etc.,)
All information technology related activities, software and computer related hardware procurements	All information technology related activities, software and computer related hardware procurements	As per the orders/ instructions, files will be processed	Chief Commissioner(ST)	

SECTION: IT

Activity	Description	Decision making process	Designation of final decision making authority	Reference document prescribing the norms (Citizen charter, Service charter etc.,)
All information technology related activities, software and computer related hardware procurements	All information technology related activities, software and computer related hardware procurements	As per the orders/ instructions, files will be processed	Chief Commissioner(ST)	

SECTION: L-I

Activity	Description	Decision making process	Designation of final decision making authority	Reference document prescribing the norms (Citizen charter, Service charter etc.,)
To supervise the Legal Affairs Section work.	All legal Affairs matters related to the Court cases filed before Hon'ble High Court, the Hon'ble Supreme Court, High Courts of other States and CST Appellate Authority.	As per the APVAT Act, 2005 and Rules/Orders/Circulars/instructions, files will be processed.	Commissioner(ST)	

SECTION: L-II

Activity	Description	Decision making process	Designation of final decision making authority	Reference document prescribing the norms (Citizen charter, Service charter etc.,)
To supervise the Legal section work	All legal matter related to Revisions and Stay petitions filed in respect of traders, Companies etc.,	As per the APVAT Act, 2005 Rules and Regulations	Commissioner(ST) Legal	-NA-

SECTION: REFUNDS (VAT)

Activity	Description	Decision making process	Designation of final decision making authority	Reference document prescribing the norms (Citizen charter, Service charter etc.,)
Refund	Refund process tenure 90 days with ref. to date of receipt the claim under concerned Act.	<ol style="list-style-type: none"> 1. Below Rs.50,000 is circle level. 2. Above Rs. 50,000 to below 10 lakhs – divisional level. 3. Above Rs.10 lakhs decision making head office. 	Making authority appointed by Chief Commissioner(ST)	As per norms prescribed by the concerned Act.

SECTION: Statistics (Revenue Wing)

Activity	Description	Decision making process	Designation of final decision making authority	Reference document prescribing the norms (Citizen charter, Service charter etc.,)
Fixation of Targets. Preparation of Revenue reports	Fixed as per Government instructions	As per the orders / instructions of the Chief Commissioner (ST)	Chief Commissioner(ST)	

CHAPTER-4

Norms set for the discharge of functions
(Section 4(1)(b)(iv))

4.1 Please provide the details of the norms/standards set by the Public Authority for the discharge of its functions/delivery of services.

SECTION: GST

Sl. No.	Functions/Service	Norms/Standards of performance set	Time frame	Reference document prescribing the norms (Citizen charter, Service charter etc.,)
1	Issue of Registration under Profession Tax	Companies and Manufacturing units	1 day	Citizen Charter

SECTION: IT

Sl. No.	Functions/Service	Norms/Standards of performance set	Time frame	Reference document prescribing the norms (Citizen charter, Service charter etc.,)
1	Issue of Registration under Profession Tax	Companies and Manufacturing units	1 day	Citizen Charter

SECTION: L-I

Sl. No.	Functions/Service	Norms/Standards of performance set	Time frame	Reference document prescribing the norms (Citizen charter, Service charter etc.,)
1	All legal Affairs matters related to the Court cases filed before Hon'ble High Court, the Hon'ble Supreme Court, High Courts of other States and CST Appellate Authority.	As per the APVAT Act, 2005 and Rules/Orders/Circulars/instructions files will be processed.		

SECTION: L-II

Sl. No.	Functions/Service	Norms/Standards of performance set	Time frame	Reference document prescribing the norms (Citizen charter, Service charter etc.,)
1	All legal matter related to Revisions and Stay revision petitions filed in respect of dealers.	As per the APVAT Act, 2005 and APVAT Rules, 2005.	4 years from the date of service of the orders of the Lower Authorities.	-NA-

SECTION: Refunds (VAT)

Sl. No.	Functions/Service	Norms/Standards of performance set	Time frame	Reference document prescribing the norms (Citizen charter, Service charter etc.,)
1	Issue of Refunds	As per the instructions of the Head of the Department	As per concerned Act	

CHAPTER-5

Rules, Regulations, Instructions, Manual and Records for discharging functions
Section 4(1)(b)(v)&(vi)

SECTION:C

Sl. No.	Description		Gist of contents	Price of the Publication if priced
	Rules & Regulations	Manuals		
1	APMS Rules			
2	APS &SSRules			
3	APLGS Rules			
4	APCS(Conduct) Rules, 1964			
5	Fundamental Rules			
6	AP Leave Rules			
7		District Office Manual		

SECTION: D

Sl. No.	Description		Gist of contents	Price of the Publication if priced
	Rules & Regulations	Manuals		
1	APS &SSRules			
2	APCT Sub-ordinate Service Rules			
3	APCS(Conduct) Rules			
4	Fundamental Rules			
5	AP Leave Rules			
6		District Office Manual		

SECTION: DXZ

Sl. No.	Description		Gist of contents	Price of the Publication if priced
	Rules & Regulations	Manuals		
1	APS &SSRules			
2	APCT Sub-ordinate Service Rules			
3	APCS(Conduct) Rules			
4	Fundamental Rules			
5	AP Leave Rules			
6		District Office Manual		

SECTION: GST

Sl. No.	Description		Gist of contents	Price of the Publication if priced
	Rules & Regulations	Manuals		
1	GST Act, 2017			
2	AP Profession, Trading, Calling and Employment Act and Rules, 1987		Profession Tax and various professions, trades, Employments etc., levy and collection etc.,	

SECTION: IT

Sl. No.	Description		Gist of contents	Price of the Publication if priced
	Rules & Regulations	Manuals		
1	GST Act, 2017			
2	AP Profession, Trading, Calling and Employment Act and Rules, 1987		Profession Tax and various professions, trades, Employments etc., levy and collection etc.,	

SECTION: M

Sl. No.	Description		Gist of contents	Price of the Publication if priced
	Rules & Regulations	Manuals		
1	AP Revised Pension Rules 1980			
2	AP Provident Fund Rules, 1935			
3	AP State Employee Group Insurance Scheme, 1984			

SECTION: L-I

Sl. No.	Description		Gist of contents	Price of the Publication if priced
	Rules & Regulations	Manuals		
1	As per the APVAT Act & Rules, 2005 and Regulations	The Section dealings all Acts (including Rules & Regulations)		

SECTION: L-II

Sl. No.	Description		Gist of contents	Price of the Publication if priced
	Rules & Regulations	Manuals		
1	As per the APVAT Act, 2005 and APVAT Rules, 2005 and various judicial decisions			

SECTION: Refunds (VAT & IT)

Sl. No.	Description		Gist of contents	Price of the Publication if priced
	Rules & Regulations	Manuals		
1			As per concerned Act	

SECTION: V

Sl. No.	Description		Gist of contents	Price of the Publication if priced
	Rules & Regulations	Manuals		
1	APCS (CC &A)Rules, 1991			
2	APCS (Conduct) Rules, 1964			
3	AP Revised Pension Rules 1980			
4		AP Vigilance Manuals I to IV		

CHAPTER-6

Categories of documents held by the Public Authority under its control
(Section 4(1)(b)v(i))

SECTION: GST

Sl. No.	Category of document	Title of the document	Designation and address of the custodian (held by /under the control of whom)	Reference document prescribing the norms (Citizen charter, Service charter etc.,)
1				Notifications issued by the Government of A.P on GST Act, 2017 from time to time. These are available in the Public Domain i.e., www.apct.gov.in

SECTION: L-I

Sl. No.	Category of document	Title of the document	Designation and address of the custodian (held by /under the control of whom)	Reference document prescribing the norms (Citizen charter, Service charter etc.,)
1	Writ Petition bundles, Special Leave petition Case bundles, TRC Case bundles.	Writ Petition bundles, Special Leave petition Case bundles, TRC Case bundles.	Sri U. Hema Prasad, GSTO Sri P.Murali Krishna, Superintendent.	

SECTION: L-II

Sl. No.	Category of document	Title of the document	Designation and address of the custodian (held by /under the control of whom)	Reference document prescribing the norms (Citizen charter, Service charter etc.,)
1	Revision files, Stay petition files and Stay Revision petition files	Revision files, Stay petition files and Stay Revision petition files	P.Rajasekhar, GSTO CH. Krishna, GSTO	

CHAPTER-7

Arrangement for consultation with or Representation by, the members of the relation to the formulation of policy or implementation thereof
(Section 4(1)(b)viii)

Sl. No.	Functions/Service	Arrangements for consultation with or Representation of public in relations with policy formulation	Arrangements for consultation with or Representation of public in relations with policy implementation	
NIL				

CHAPTER-8
Boards, Councils, Committees and other bodies constituted as part of Public Authority
(Section 4(1)(b)v(iii))

----- NIL -----

CHAPTER-9
Directory of Officers and employees
(Section 4(1)(b)(ix))

Sl. No.	Name of the Office/ Administrative Unit	Name, Designation and Address of Officer S/Sri	Telephone & Fax			
			Mobile	Office	Intercom	FAX / PBX
1	Chief Commissioner (ST)	Sri.PeeyushKumar,I.A.S.,	9951801144	0866-2821171	201	0866-2821181 (Fax)
2		T.K.Rama Mani,I.A.S.,	9515999053	0866-2821172	204	0866-2821173
3		B.Ramakrishna,I.R.S.,	9121632111		400	0866-2821174
4		G. Venkateswarlu, Commssioner(ST)(Legal&Legal Affairs)	9949992628		306	0866-2821175
5		T. Ramesh Babu, Commissioner(ST)(GST)	9949992858		411	0866-2821176
6		D.Ramesh,Addl.CCST(ST)	9949992333		410	0866-2821179
7		Ravisankar,Addl.CCST(ST)	9949992881			0866-2821180
8		I. Sri Nagesh,JC(ST) Statistics	9849083283		207	
9		S Sekhar,JC(ST) GSTIN	9949992680		117	0866-2821183
10		K. SrinivasaRao,JC(ST)	9704957586		311	
11		JVM Sharma,JC(ST) (GST)	9949992859		501	
12		P. Vaishnavi,JC(ST)	9000081662		406	
13		P.Raghunadh Reddy, DC(ST)	9949995170			
14		G. Rajendra Prasad,DC(ST)	9949992924			
15		K. Nagendra Kumar, DC(ST),	9949992746		316	
16						
17		P. John Stevenson, DC(ST) (Enft)	9949048364		405	

18	K. MadhuBabu,	DC(ST) (Enft)	9963844413	407
19	K. Chandra Sekhar,	SPIO DC(ST)	9949992486	314
20	P. Rama koteswaraRao,	DC(ST)	9949233339	319
21	P.Madhavi,	DC(ST)	9618242098	402
22	Bhaskaravalli,	DC(ST)	9908460909	209
23	D.P. Anjaneyulu,	AC(ST) (Enft.)	9949992593	
24	Y. SrinivasaRao,	AC(ST) (Enft.)	9849902344	
25	UshaRajya Lakshmi,	AC(ST)	9949992521	210
26	S PuroshattamRao,	AC(ST)	9949992344	409
27	VVSL Prasad Babu,	AC(ST)	9949992453	418
28	Lalitha,	AC(ST)	9949918926	212
29	PVS.Ramakrishna Reddy,	AC(ST)	9949992589	
30	Kavitharao,	AC(ST)	7331136639	
31	V.VenkateshwaraRao,	AC/PS to CCST.	7702400657	
32	G.Suneetha,	DCTO	8978538686	
33	D.Kaika,	Supdt.grade-1	6309897777	
34	TV Bhaskar,	Supdt Grade-1	7993356081	

CHAPTER-10

Monthly remuneration received by Officers and Employees including the system of compensation as provided in Regulations
(Section 4(1)(b)(x))

SECTION: ACCOUNTS

Chief Commissioner's Office

Sl. No.	Name of the Officer / Employee	Designation	Monthly Remuneration including its composition
1	PeeyushKumr, IAS.,	Chief Commissioner Of State Tax, IAS	235942
2	Rama Mani ThallapalliKaranam, IAS.,	Secretary To Chief Comm. State Tax, IAS	158669
3	Rama Krishna B, IRS.,	Commissioner Of State Tax, IRS	168644
4	Ramesh BabuTappeta	Commissioner Of State Tax	173060
5	Lakshmi Prasad Geddapu	Commissioner Of State Tax	96542
6	VenkateswarluGoondla	Commissioner Of State Tax	173140
7	YedukondaluUppu	Additional Commissioner of State Tax	95745
8	Ramesh Dammu	Additional Commissioner of State Tax	133689
9	Ravi SankarKuchibotla	Additional Commissioner of State Tax	139545
10	VenkateswaraRaoKadali	Joint Commissioner of State Tax	158179
11	SrinivasaRaoKondaveeti	Joint Commissioner of State Tax	160372
12	MarkandeyaSarmaVenkataJunutula	Joint Commissioner of State Tax	139159
13	SekharSeetalam	Joint Commissioner of State Tax	133216
14	SrinageshIrrinki	Joint Commissioner of State Tax	133216
15	VaishnaviPenneru	Joint Commissioner of State Tax	99091
16	Rama KoteswaraRaoParam	Deputy Commissioner of State Tax	102309
17	Chandra SekharaRaoKilari	Deputy Commissioner of State Tax	130501
18	BhaskaravalliPenumala	Deputy Commissioner of State Tax	85673
19	KavithaRaoPendyala	Deputy Commissioner of State Tax	79292
20	HanumanthaRao Kari	Deputy Commissioner of State Tax	127976
21	John Stevenson Patra	Deputy Commissioner of State Tax	94234
22	MadhuBabuKosanam	Deputy Commissioner of State Tax	94234
23	Rajendra Prasad Garikapati	Deputy Commissioner of State Tax	130741

24	Nagendra Kumar Kolavennu	Deputy Commissioner of State Tax	127787
25	Madhavi Pa Ndu	Deputy Commissioner of State Tax	86028
26	VenkataSrikantKotra	Assistant Commissioner of State Tax	119948
27	JagabandhuswamySinguru	Assistant Commissioner of State Tax	125308
28	V S L Prasad BabuVejudla	Assistant Commissioner of State Tax	110981
29	SrinivasaRaoYellaki	Assistant Commissioner of State Tax	99091
30	UshaRajya Lakshmi Chaganti	Assistant Commissioner of State Tax	101676
31	AnjaneyuluPanchamukaDhulipala	Assistant Commissioner of State Tax	101751
32	V S R Krishna Reddy Putta	Assistant Commissioner of State Tax	96663
33	Jaya SankarPuvendala	Assistant Commissioner of State Tax	81419
34	LalithaThota	Assistant Commissioner of State Tax	83546
35	PurushothamRaoSanga	Assistant Commissioner of State Tax	112998
36	Uma Devi Chalapaka	Assistant Commissioner of State Tax	75130
37	David AnilkumarDumpa	Assistant Commissioner of State Tax	67798
38	VijayalaxmiGoli	Assistant Commissioner of State Tax	59364
39	TejaswiManne	Assistant Commissioner of State Tax	59364
40	BinuYasawiniGuzzula	Assistant Commissioner of State Tax	59364
41	Uma Devi Soma	Economist	79292
42	Sita Rama Chandra Murthy Ravuri	Superintendent Grade I	106447
43	DevasriPhaniRajkumarAllu	Superintendent Grade I	85017
44	VijayaRaghavacharyuluSeshabhattar	Superintendent Grade I	82950
45	Venkata Siva RavikumarChundi	Superintendent Grade I	108749
46	SulochanaDunna	Superintendent Grade I	53894
47	KaikaDhanavath	Superintendent Grade I	60359
48	VijayaBhaskarTangiRala	Superintendent Grade I	101676
49	SrinivasJuttiga	Private Secretary To C C S T	90268
50	KrupaRaoSwarna	Special Category Steno	67597
51	Nirmala Devi	Superintendent	99121
52	Kristopher Jaladi	Superintendent	69039
53	BalaVeerannaAvvaru	Superintendent	67187
54	VenkataSubbaiahRathamsetty	Superintendent	82960
55	Bhanu Prasad Vemuri	Superintendent	67187
56	VenkataRatnamKurasa	Superintendent	87260
57	SambasivaRaoYadlapalli	Superintendent	101716
58	Gopal Chukka	Superintendent	67187
59	Venkatrama Reddy Nanikalva	Superintendent	67227

60	Anantha Reddy K	Superintendent	63724
61	SeshukumarKorrapati	Superintendent	52416
62	RajyalakshmiMolabanti	Superintendent	69049
63	SubrahmanyamGanta	Superintendent	82950
64	J. GopalJuvvaladinne	Superintendent	80783
65	Sambasivarao Ravi	Superintendent	82900
66	Mahammed Ibrahim Shaik	Superintendent	80783
67	JayavardhanMallipudi	Superintendent	85673
68	Vijaya Lakshmi Gorantla	Superintendent	101676
69	RamasuryanaryanaKasibhatla	Superintendent	73937
70	VeeraBrahmamDuggineni	Superintendent	82900
71	Subrahmanyeswara Prasad Bhiravabhotla	Senior Assistant/ Senior	46280
72	Prema Kumar Guntur	Senior Assistant/ Senior	59404
73	SankararaoVaragani	Senior Assistant/ Senior	77341
74	SubrahmanyaGirijaBhargaviKotturi	Senior Assistant/ Senior	57787
75	ChaitanyaPolepalli	Senior Assistant/ Senior	49676
76	Amrutha Kumar VivekaSagarVipparthi	Senior Assistant/ Senior	82900
77	BhaskarRaoBaddula	Senior Assistant/ Senior	69014
78	Murali Krishna Potturi	Senior Assistant/ Senior	62003
79	Annapurna Bandaru	Senior Assistant/ Senior	49676
80	Lakshmi KanthYernena	Senior Assistant/ Senior	48379
81	KullayappaGujjala	Senior Assistant/ Senior	38647
82	MalakondaiahYendluri	Senior Assistant/ Senior	38647
83	VenkataRamanaMurahari	Junior Assistant/Junior	39737
84	EshwarRaoThota	Telephone Operator	72377
85	MuralidharShivakuri	Office Subordinate	36561
86	Sai Ram Battula	Office Subordinate	36561
87	DamodharPampari	Office Subordinate	36561
88	Ramesh Vasa	Office Subordinate	38907
89	SivvaiahTalari	Office Subordinate	29244
90	SirajuddinMohd	Office Subordinate	29244
91	Noor Mohammed Khan	Office Subordinate	25931
92	BharaniBhairi	Office Subordinate	22459
93	SambasivaRaoPeteti	Watchman	36561
94	Mohan RaoKolluru	Driver	60759
95	SolmonRajuZakkula	Typist	34583

CHAPTER-11

Budget allocated to each agency including plans etc.
(Section 4(1)(b)(xi))

11.1 Provide information about the details of the plans, programmes and schemes undertaken by the Public Authority for each agency.

SECTION: G

Agency	Plan/ Programme/ Scheme / Project / Activity / Purpose for which budget is allocated	Proposed expenditure	Expected Outcomes	Report on Disbursements made or where such details are available (website, reports, notice board etc.)
APMSIDC, Visakhapatnam	Providing of Additional amenities like partition and purchase of furniture to new CT Complex at Visakhapatnam	1.65 crores	For usage of Officers and staff of CT Department and AP VAT Appellate Tribunal, Visakhapatnam.	PAO (Works) and CFMS

11.2 Provide information on the budget allocated for different activities under different programmes / schemes / projects etc. in the given format

Agency	Programme/ Scheme / Project / which budget is allocated	Amount released last year	Amount spent last year	Budget allocated current year	Budget released current year
APMSIDC, Visakhapatnam	Providing of Additional amenities like partition and purchase of furniture to new CT Complex at Visakhapatnam	1.65 Crores	39,26,207	1.65 Crores	46,22,700

CHAPTER-12
Manner of execution of subsidy programmes
(Section 4(1)(b)(xii))

-----NIL-----

CHAPTER-13
Particulars of Recipients of Concessions, Permits of authorisation granted by the Public Authority
(Section 4(1)(b)(xiii))

-----NIL-----

CHAPTER-14
Information available in electronic form
(Section 4(1)(b)x(iv))

14.1 Please provide the details of information related to the internal various schemes of the department which are available in electronic formats (floppy, CD, VCD, website, internet etc)

Electronic format	Description (site address/ location where available etc.)	Contents of title	Designation and address of the custodian of information (held by whom?)	
Portal	apct.gov.in	G.Os, Circulars, proceedings and Revenue Statistics Orders by ADC's / Audit and assessing authorities.	Chief Commissioner (ST)	

14.2 Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information centre or reading room maintained for public use where information relating to the department or records / documents are made available to the public.

Electronic format	Description (site address/ location where available etc.)	Contents of title	Designation and address of the custodian of information (held by whom?)	
Portal	Apct.gov.in	G.Os, Circulars, proceedings and Revenue Statistics Orders by ADC's / Audit and assessing authorities.	Chief Commissioner (ST)	

CHAPTER-15
Particulars of facilities available to citizens for obtaining information
Section 4(1)(b)(xv))

Facility	Description (location of facility / Name etc.)	Details of information made available		
Notice Board	Head Office	1. Citizen Charter 2. RTI Act, 2005		
Websites	www.apct.gov.in	Information relating to activities of the Department		
Other facilities (name)	1. Grievance Redressal Mechanism 2. Dealers Service Centre in 13 Divisions	Disposal of Grievances of dealers		

CHAPTER-16
Names, Designations and other particulars of Public Information Officers
Section 4(1)(b)(xvi))

Sl. No.	Name of the Office / administrative unit	Name and Designation of the Officer	Telephones			e-Mail
			Office	Residence	Mobile	
1	Chief Commissioner (ST)	G.Venkateswarlu Appellate Authority & Commissioner (ST)			9949992284	commissioner.gv@gmail.com
2		K Srinivasa Rao, State Public Information Officer & Joint Commissioner (ST)			9949992313	ap_dcgstpolicy1@apct.gov.in
3		S Srinivasa Rao State Assistant PIO & Assistant Commissioner (ST)			8977160686	pro_rti@apct.gov.in

CHAPTER-17
Other Useful Information
Section 4(1)(b)(xvii)

----- NIL -----

Place: Vijayawada
Date:20.11.2019

State Public Information Officer (RTI)
O/o. Chief Commissioner of State Tax