

CHAPTER-3 (MANUAL-2)

(A) Powers and Duties of Officers and Employees

[Updated as on 27.01.2010]

Name : Sri Nikunja Bihari Dhal, IAS		
Designation : Commissioner of Commercial Taxes, Orissa		
Powers	Administrative	1. Head of the C.T. Department. 2. Overall administration of C.T. Department. 3. Appointing Authority of ACTO & Class-III employees of the C.T. Department.
	Financial	1. Controller of Budget. 2. Sanctioning Authority as per the provision of OGFR.
	Others	1. Statutory Authority under different Acts administered by the C.T. Department.
Duties	1. Administration of Commercial Tax Acts. 2. Perform statutory responsibilities as laid down in the Acts.	

Name : Sri Premananda Mishra, O.F.S. (S.S.)		
Designation : Special Commissioner of Commercial Taxes (Enforcement)		
Powers	Administrative	1. Incharge of Intelligence Wing.
	Financial	1. At present no financial power has been delegated.
	Others	1. Interstate transaction verification. 2. Border Checkgate management. 3. Mobile checking.
Duties	1. Intelligence collection. 2. Major fraud investigation. 3. Enquiry of allegation against dealers.	

Name : Sri Bijay Kumar Rath, O.F.S. (SAG)		
Designation : Addl. Commissioner of Commercial Taxes (Administration)		
Powers	Administrative	<ol style="list-style-type: none"> 1. Incharge of C.T. establishment. 2. Budget management. 3. Infrastructure management.
	Financial	<ol style="list-style-type: none"> 1. Sanction of final GPF (both Gazetted & Non Gazetted). 2. Sanction of bills relating to Electricity etc. 3. Sanction of unutilized leave of Gazetted Officers (excluding Super Time Scale, UGST, SAG) & Class-III employees. 4. Procurement of Furniture & fixtures for subordinate offices. 5. Sanction of House Rent in favour of employees & renewal of rent of the private building taken on hiring basis. 6. Approval of Tour Programme, Tour Particular of Gazetted Officers of C.T. Department except officers of Super Time, UGST & SAG scale. 7. Sanction of contingent expenditure above Rs.1,000/-. 8. Sanction of all Long Term Advances of Non-Gazetted employees of C.T. Department including ACTO, E.O., P.A. (N.T) & S.O. 9. Sanction of annual increment of Non-Gazetted employees & Gazetted employees upto the rank of OFS-I (SB). 10. Allotment of Departmental quarters to the employees of Head Office. 11. Sanction of leave upto 60 days in respect of officers in the cadre of OFS-I (JB) / (SB) & leave upto 120 days in case of OFS-II officers / Spl. declared Gazetted officers (ACTOs) / Section Officers, P.A. (N.T.) & Class-III employees. 12. Counter signature of estimates & administrative approval relating to building matters.
	Others	<ol style="list-style-type: none"> 1. Incharge of training. 2. Incharge of OAT cases. 3. Incharge of Stock & Store.
Duties	<ol style="list-style-type: none"> 1. General administration. 2. Replying Assembly Question. 3. Any work assigned by the C.C.T. (O). 	

Name : Sri Kunja Kanta Tripathy, O.F.S. (SAG)		
Designation : Addl. Commissioner of Commercial Taxes (Revenue & South Zone)		
Powers	Administrative	1. Monitoring of revenue collection. 2. Supervision of MIS & Statistics Unit. 3. Performance review of the Field Officers of the concerned zone.
	Financial	1. At present no financial power has been delegated.
	Others	1. Disposal of Appeals & Revisions under different Acts / Rules.
Duties	1. Analysis of statistical data. 2. Management of VAT audit. 3. Incharge of A.G. Audit.	

Name : Sri Prasant Kumar Patra O.F.S. (SAG)		
Designation : Addl. Commissioner of Commercial Taxes (VAT.)		
Powers	Administrative	1. Management of IT infrastructure of the C.T. Department. 2. Procurement of IT Software & Hardware for the C.T. Department.
	Financial	1. Sanction of all bills relating to I.T. Section.
	Others	1. All works relating to I.T.
Duties	1. Performance review of I.T. personnel.	

Name : Sri Bijay Kumar Rath, O.F.S. (SAG)		
Designation : Addl. Commissioner of Commercial Taxes (Law)&Central Zone)		
Powers	Administrative	1. Overall supervision relating to Law Unit. 2. Prosecution Cell.
	Financial	1. Grant of Fees Bills (PPS) of Law Section.
	Others	1. Appeal & Revision hearing.
Duties	1. Management of legal cases against the C.T. Department. 2. Passing of Appeal and Revision order.	

Name : Sri Prasant Kumar Patra, O.F.S. (SAG)		
Designation : Addl. Commissioner of Commercial Taxes (VAT & North Zone)		
Powers	Administrative	1. General supervision of VAT related matters. 2. Suggesting amendment of different Acts & Rules. 3. Issue of clarification.
	Financial	1. Sanction of all bills relating to T.R.U. head.
	Others	1. Appeal & Revision hearing. 2. Indenting & Printing of all Forms.
Duties	1. Complying trade representation. 2. Refund to international organization.	

Name : Sri Dinesh Chandra Nayak, O.F.S. (SAG)		
Designation : Addl. Commissioner of Commercial Taxes (Vigilance)		
Powers	Administrative	1. To assist the I.G., Vigilance
	Financial	1. At present no financial power has been delegated.
	Others	
Duties	1. As desired by the I.G., Vigilance.	

Name : Sri Bijay Kumar Dash, O.F.S. (SAG)		
Designation : Addl. Commissioner of Commercial Taxes-Cum-SR-I		
Powers	Administrative	1. Representing the state before the Tribunal. 2. Filing of reference before the High Court arising out of Second Appeal order.
	Financial	1. At present no financial power has been delegated.
	Others	1. Review of performance of Appellate Officers.
Duties	1. Scrutiny of First Appeal & Second Appeal orders.	

Name : Sri Durjyodhan Nayak, O.F.S. (SAG)		
Designation : Addl. Commissioner of Commercial Taxes-Cum-SR-II		
Powers	Administrative	1. Representing the state before the Tribunal. 2. Filing of reference before the High Court arising out of Second Appeal order.
	Financial	1. At present no financial power has been delegated.
	Others	1. Review of performance of Appellate Officers.
Duties	1. Scrutiny of First Appeal & Second Appeal orders.	

Name : Sri Chakrapani Sabaro O.F.S. (SAG)		
Designation : Addl. Commissioner of Commercial Taxes (Appeal)		
Powers	Administrative	1. Defending the State before the Orissa Sales Tax Tribunal.
	Financial	1. At present no financial power has been delegated.
	Others	
Duties	1. Scrutiny of First & Second Appeal orders	

Name : Vacant		
Designation : Addl. Commissioner of Commercial Taxes (Appeal)		
Powers	Administrative	1. Defending the State before the Orissa Sales Tax Tribunal.
	Financial	1. At present no financial power has been delegated.
	Others	
Duties	1. Scrutiny of First & Second Appeal orders	

Name : Vacant		
Designation : Addl. Commissioner of Commercial Taxes (Appeal)		
Powers	Administrative	1. Defending the State before the Orissa Sales Tax Tribunal.
	Financial	1. At present no financial power has been delegated.
	Others	
Duties	1. Scrutiny of First & Second Appeal orders	

Name : Sri Gokul Chandra Panda O.F.S.-I (S)		
Designation : Joint Commissioner of Commercial Taxes (Administration)		
Powers	Administrative	1. Management of establishment. 2. Infrastructure management. 3. Compliance to Court cases relating to service matters. 4. All administrative powers relating to Class-IV govt. employees of Head Office and it's outlying offices.
	Financial	1. Sanction of long & short term advances in case of E.Os, P.A., S.Os, ACTOs, & Non-Gazetted employees. 2. Sanction of unutilized earned leave of Class-IV employees. 3. Sanction of contingent expenditure more than Rs.500/- & less than Rs.1,000/-. 4. Distribution of funds among DDOs. 5. Approval of Tour Particulars in case of Non-Gazetted staff / Establishment Officers / Section Officers / P.A. (N.T.) & P.S. to C.C.T.(O). 6. Sanction of all short term advances in case of Non-Gazetted employees of C.T. Department including S.O., E.O., P.A. (N.T.) & A.C.T.Os. 7. Signature on mortgage deed / reconveyance deed related to House Building Advance.
	Others	1. Management of Issue & Diary Section.
Duties	1. Conducting DPC at the for promotional post of Class-III & Class-IV employees of the Head Office. 2. Any other work assigned by C.C.T.(O).	

Name : Vacant		
Designation : Joint Commissioner of Commercial Taxes (Law)		
Powers	Administrative	1. All OJC & WP(C) matters including service matters in the High Court.
	Financial	1. At present no financial power has been delegated.
	Others	
Duties	1. Dealing with the matters relating to the office of the Sr. Standing Counsel.	

Name : Sri Anthony Kulu O.F.S.-I (SB)		
Designation : Joint Commissioner of Commercial Taxes (IT)		
Powers	Administrative	1. Notification of lost, obsolete & invalid Waybills and Declaration Forms etc. 2. Amendment of Acts & Rules. 3. Issue of clarification.
	Financial	1. At present no financial power has been delegated.
	Others	1. Taxation matters & manual.
Duties	1. Receipt and distribution of important orders, Notifications, Gazettes, Circulars, Judgments etc, publication of Commercial Tax Gazette. 2. Indenting, Printing, Receipt & distribution of Waybills, Statutory Forms & Money Receipts.	

Name : Sri Bikram Ekka, O.F.S.-I (SB)		
Designation : Deputy Commissioner of Commercial Taxes (Appeal)		
Powers	Administrative	1. Scrutiny of First & Second Appeal orders.
	Financial	1. At present no financial power has been delegated.
	Others	1. Defending the State before the OSTT.
Duties	1. Preparation of counters / arguments on behalf of the State.	

Name : Bhawani Prasad Nanda O.F.S.-I(SB)		
Designation : Deputy Commissioner of Commercial Taxes (IT& Policy)		
Powers	Administrative	1. IT and Policy matters
	Financial	
	Others	
Duties		

Name : Sri Bijay Basanta Khalko, O.F.S.-I (SB)		
Designation : Deputy Commissioner of Commercial Taxes (Appeal)		
Powers	Administrative	1. Scrutiny of First & Second Appeal orders.
	Financial	1. At present no financial power has been delegated.
	Others	1. Defending the State before the OSTT.
Duties	1. Preparation of counters / arguments on behalf of the State.	

Name : Sri Sahadev Sahoo, O.F.S.-I (JB)		
Designation Deputy Commissioner of Commercial Taxes (VAT)		
Powers	Administrative	1. Monitoring of revenue collection. 2 Performance review of Field Officers. 3. Taxation matters.
	Financial	1. At present no financial power has been delegated.
	Others	1. VAT Audit. 2. VAT publicity.
Duties	1. Overall supervision of Statistical Cell. 2. Analysis of Statistical Data.	

Name : Sri Sudhansu Mohan Dash, O.F.S.-I (JB)		
Designation : Deputy Commissioner of Commercial Taxes (Law)		
Powers	Administrative	1. Prosecution cases. 2. Higher & Lower Court cases.
	Financial	1. At present no financial power has been delegated.
	Others	1. All other legal matters.
Duties	1. All works relating to legal matters.	

Name : Smt. Subhashree Nayak, O.F.S.-I (JB)		
Designation : Assistant Commissioner of Commercial Taxes (Administration)		
Powers	Administrative	1. A.G. Audit (R.R) 2. Compliance to C & AG Report. 3. Audit matters relating to P.A.C. & T.C.
	Financial	1. Sanction of temporary advance of GPF of Non-Gazetted staffs. 2. Sanction of Telephone Bills, RCM Bills & all bills relating to fuel and spare parts of the Govt. vehicle.
	Others	1. All matters relating to A.G. Audit.
Duties	1. Preparation of Audit compliances. 2. Any work assigned by the C.C.T.(O).	

Name : Sri Dipankar Sahu, O.F.S.-I (JB)		
Designation : Assistant Commissioner of Commercial Taxes (IT& Policy)		
Powers	Administrative	1. All matters relating to IT (Both Hardware & Software). 2. Management of official Website.
	Financial	1. At present no financial power has been delegated.
	Others	1. Maintenance of IT infrastructure.
Duties	1. Overall supervision of Networking, maintenance & procurement relating to IT Infrastructure.	

Name : Sri Sambit Parija, O.F.S.-I (JB)		
Designation : Personal Assistant to Commissioner of Commercial Taxes, Orissa		
Powers	Administrative	1. Management of CCR. 2. Management of Intelligence Wing. 3. Grievance Cell.
	Financial	1. Sanction of contingent expenditure upto Rs.500/- in each case.
	Others	1. Confidential work.
Duties	1. Any work assigned by C.C.T.(O).	

Name : Vacant		
Designation : Spl. P.A. to Commissioner of Commercial Taxes, Orissa.		
Powers	Administrative	1. Monitoring of Revision case matter. 2. All matters relating to Budget. 3. Processing of refund cases.
	Financial	1. Distribution of funds among DDOs.
	Others	1. Monthly review & disposal of revision cases.
Duties	1. Preparation of Budget. 2. Reconciliation of expenditure with A.G. (Orissa). 3. Issue of Revision / Refund Orders.	

Name : Smt. Mamata Mallik, O.F.S.-I (JB)		
Designation : Asst. Commissioner of Commercial Taxes (MIS & Statistics)		
Powers	Administrative	1. Monitoring of Revenue collection 2. performance review officers. 3. Taxation matters
	Financial	1. At present no financial power has been delegated.
	Others	
Duties	1. Management of Statutory Forms & Waybills. 2. Suggestion for amendment of Acts & Rules.	

Name : Sri Sidharth Shankar Acharya O.F.S.-I (JB)		
Designation : Commercial Tax Officer (Tax Research Unit)		
Powers	Administrative	1. Management of training programme for the officers of C.T. Department.
	Financial	1. At present no financial power has been delegated.
	Others	1. Analyzing, Reporting & Publishing various tax related matters.
Duties	1. Study & research on tax related matters. 2. Any work assigned by C.C.T.(O).	

Name : Sri Smt Jharashree Khuntia, O.F.S.-I (SB)		
Designation : Asst Commissioner of Commercial Taxes Law)		
Powers	Administrative	Law matter including Administrative matter
	Financial	
	Others	
Duties		

Name : Smt. Manoj Manjari Pradhan, O.F.S.-II		
Designation : DSR (Incharge)		
Powers	Administrative	1. Filing of second appeal before the Hon'ble OSTT in case Cuttack-I, II, Puri & Balasore Ranges. 2. Swearing of Affidavit before the Hon'ble High Court.
	Financial	1. At present no financial power has been delegated.
	Others	
Duties	1. Filing of Second Appeal as noted above.	

Name : Smt. SwyamPrava Sahu O.F.S.-I (JB)		
Designation CTO		
Powers	Administrative	1. Enforcement charge
	Financial	1.
	Others	
Duties	1.	

Name : Sri Santosh Kumar Pattanaik		
Designation : Senior Standing Counsel (C.T.)		
Powers	Administrative	1. Representing the C.T. Department before lower & higher Courts.
	Financial	1. At present no financial power has been delegated.
	Others	
Duties	1. Defending the C.T. Department in legal matters.	

Name : Sri Rudra Prasad Kar		
Designation : Standing Counsel (C.T.)		
Powers	Administrative	1. Representing the C.T. Department before lower & higher Courts.
	Financial	1. At present no financial power has been delegated.
	Others	
Duties	1. Defending the C.T. Department in legal matters.	

Name : Sri Biranchi Narayan Patnaik		
Designation : P.A. (Non-Technical) to Commissioner of Commercial Taxes, Orissa		
Powers	Administrative	1. Management of C.C.T's day-to-day work, tour, programme etc.
	Financial	1. At present no financial power has been delegated.
	Others	1. Confidential works relating to C.C.T's office.
Duties	1. As personal staff assisting the C.C.T. (O).	

(B) Powers and Duties of Officers and Employees (Unitwise)

[Updated as on 01.12.2009]

ADMINISTRATION UNIT Sri Bijay Kumar Rath Addl. CCT (Admin.) Sri Gokunl charan Panda J.C.C.T. (Admin.)		
Sl No.	Designation with Name	Functions
1.	Establishment Officer-II Sri Laxman Acharya	<ul style="list-style-type: none">• Drawing & Disbursement.• All accounts matters including compliance to A.G objection on accounts
2.	Establishment Officer-III Sri Muralidhar Nayak	<ul style="list-style-type: none">• All establishment matters relating to Gazetted & Non-Gazetted Sections.• OAT Cases.• Supervision of Issue & Diary Section.
3.	<u>Section Officer (Gazetted)</u> Sri Trilochan Pradhan <u>Senior Assistants</u> Sri Rabinarayan Panda Smt. Mamata Sethy Smt. Bishnupriya Dash	<ul style="list-style-type: none">• All establishment matter relating to Group A & B Officers including ACTOs.• Inspection notes relating to the offices of the CTD.• Allegation proceedings in case of Group A, B & A.C.T.Os.
4.	<u>Section Officer (Non-Gaz.)</u> Sri Kalandi Charan Mohapatra <u>Senior Assistants</u> Sri Madhaba Ch. Badapanda Sri Biswajit Sahoo Sri Sidanath Hansdah (Additional Charge)	<ul style="list-style-type: none">• All establishment matters relating to Gr. C & Gr. D staff of Head Office & sub-ordinate offices.• Allegation against non-gazetted staff.• OAT Cases relating to both gazetted & non-gazetted officers.
5.	<u>Section Officer (Budget)</u> Sri Sudarshan Nandi <u>Senior Assistant</u> Sri Saroj Kumar Pradhan	<ul style="list-style-type: none">• Preparation of Budget.• Allotment of funds to sub-ordinate offices and Head Office.• Investigation of arrear claims of Head Office & Sub-Ordinate Offices.• Information to Finance Commission.• Compilation of expenditure statement & reconciliation with A.G.• Losses and defalcation cases of the CTD.• Inspection reports of all subordinate offices relating to audit of cash & contingency.• Allocation of surcharge on ET.
6.	<u>Section Officer (Accounts)</u> Sri Prasanna Kumar Mishra <u>Senior Assistants</u> Sri Suresh Ch. Baliarsingh Smt. Jyotsna Mohanty	<ul style="list-style-type: none">• Payment of Salary.• Payment of all personal claims.• Payment of Pensionary claims.• Payment of GPF, NDC, GIS, T.A.• Income Tax Return.

	Sri Achyutananda Kar Sri Rajendra Kumar Das	<ul style="list-style-type: none"> • Compliance to A.G Audit relating to cash & contingency of HO. • Sanction & drawl of RCM & Medical advance, telephone and other Misc. bills. • Sanction of all long term and short term advances. • Maintenance of Cash & accounts.
7.	<p><u>Section Officer (Misc.)</u> Sk. Z. Haque</p> <p><u>Senior Assistants</u> Sri Nikunja Kumar Samal Sri Laxmikanta Behera</p>	<ul style="list-style-type: none"> • Stock & Stores, Library, Record Room, Vehicle management. • Assembly Question. • Preparation of works budget.
8.	<p><u>Section Officer (Audit)</u> Sri Bhaskar Charan Lenka</p> <p><u>Senior Assistant</u> Miss Alakarani Debata</p>	<ul style="list-style-type: none"> • Compliance to IRs submitted by AG. • Draft Notes. • Draft Para. • T.C. Meetings. • PAC. • Internal Audit. • CAG Report. • Any other works relating to AG, Audit relating to tax matters.
9.	<p><u>Supdt. Issue & Despatch</u> Sri Balmik Nath Naik, Lev.-I Sri Bishnu Ch. Senapati, Lev.-II</p>	<ul style="list-style-type: none"> • Receipt & issue of Letters / Notifications to different offices. • Distribution / despatch of letters within Head Office & local sub-ordinate offices. • Operation of Photocopier machines.
10.	<p><u>Supdt. Diary</u> Sri Basanta Ku. Behera, Supdt., Diary</p>	<ul style="list-style-type: none"> • Receipt & distribution of Daks.

I.T. UNIT		
Sri Kunja Kanta TRipathy Addl. C.C.T. (Revenue) (I/C I.T.) Sri Dipankar Sahu, A.C.C.T. (I.T. & Policy)		
Sl. No.	Designation with Name	Function
11.	<p><u>Section Officer</u> Sri Pusparaj Mohapatra</p> <p><u>Senior Assistant</u> Sri Achyutananda Kar (Additional Charge)</p>	<ul style="list-style-type: none"> • All matters relating to IT.
12.	<p><u>IT Unit</u></p> <p><u>System Analyst</u></p>	<ul style="list-style-type: none"> • Functions relating to hardware & software development & maintenance.

	<p>Sri Susan Kumar Panda</p> <p style="text-align: center;"><u>Programmer</u></p> <p>Sri Sandeep Kumar Mohapatra</p> <p style="text-align: center;"><u>Jr. Programmer</u></p> <p>Sri Nrusingh Prasad Pradhan</p> <p style="text-align: center;"><u>Data Entry Operators</u></p> <p>Sri Kirti Ranjan Nayak Smt. Kunmun Das Miss Poojarani Rout Sri Raj Kishore Khuntia Miss Rasmibala Rath Smt. Sabitri Behera Miss. Sanghamitra Parida Smt. Sarita Mohapatra Sri Susanta Kumar Mohapatra Smt. Urmila Prusty Smt. Alaka Ray</p>	
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<p>POLICY UNIT</p> <p>Sri Prasant Kumar Patra Addl. C.C.T. (VAT) Sri Ananda Satpathy, J.C.C.T. (VAT) Smt. Mamata Mallik, A.C.C.T. (MIS & Statistics) Sri Sidharth Shankar Aharya Das, C.T.O. (TRU)</p>		
Sl. No.	Designation with Name	Function
13.	<p style="text-align: center;"><u>Section Officer</u> Sri Basanta Kumar Sahoo</p> <p style="text-align: center;"><u>Senior Assistants</u> Sri Sanatan Sial Sri Giridhari Sethy</p>	<ul style="list-style-type: none"> • Notification of lost, obsolete & invalid Waybills and Declaration Forms etc. • Amendment of Acts & Rules. • Issue of clarification. • Indenting, Printing, Receipt & distribution of Waybills / Declaration Forms / Money Receipts. • CT Gazette publication. • All works relating to taxation & research.

<p>LAW UNIT</p> <p>Sri Bijay Kumar Rath, Addl. C.C.T. (Law)/C of (Administration) Sri Sudhansu Mohan Dash, D.C.C.T. (Law)</p>		
Sl. No.	Designation with Name	Function
14.	<p style="text-align: center;"><u>Section Officer</u> Sri Kalandi Ch. Mohapatra</p> <p style="text-align: center;"><u>Senior Assistant</u></p>	<ul style="list-style-type: none"> • All Law matters relating to Law Unit. • Prosecution cases. • Higher & Lower Court cases.

	Sri Y. V. Ramarao	<ul style="list-style-type: none"> All other legal matters relating to taxation.
REVENUE / MIS & STATISTICS UNIT Sri Prasant Kumar Patra Addl. C.C.T. (Revenue) Sri Sahadev Sahoo, A.C.C.T. (MIS & Stat.)		
Sl. No.	Designation with Name	Function
15.	<u>Section Officer</u> Sri Samir Kumar Jena <u>Senior Assistants</u> Sri Manoj Kumar Singh Sri Nikunja Kumar Samal (Additional Charge) Sri Laxmikanta Behera (Additional Charge)	<ul style="list-style-type: none"> All works relating to Revenue/MIS. All matters relating to Quarters & Building. Monitoring of revenue collection. VAT Audit. VAT Publicity.
16.	<u>Statistical Investigators</u> Sri Sahadev Beshra Sri Braja Kishore Panda Sri Ramesh Behera	<ul style="list-style-type: none"> Collection & compilation of data relating to tax under all Acts. Reconciliation of receipt and refund. Sector wise information on collection. Collection & supply of data from other states on tax related matters. Preparation of monthly collection reports. Compilation of MPR on tax matters.
ENFORCEMENT UNIT Sri Premananda Mishra Spl. C.C.T. (Enforcement)		
Sl. No.	Designation with Name	Function
17.	<u>Section Officer</u> Sri Aswini Kumar Biswal <u>Senior Assistant</u> Smt. Sulochana Mohanty	<ul style="list-style-type: none"> Review of performance of Checkgates, Intelligence & Investigation Units, R.R. Units, Vigilance Units. Compilation of figures based on MPRs. All other matters relating to Checkgates. Allegation against dealers. Inter-state verification.
APPEAL UNIT Sri Bijay Kumar Dash, Addl. C.C.T. (SR-I) Sri Durjyodhan Nayak, Addl. C.C.T. (SR-II) Sri Bikram Ekka, D.C.C.T. (Appeal) Sri Bijay Basanta Khalko, D.C.C.T. (Appeal) Sri Patrik Hembram, D.C.C.T. (Appeal) Sri Binod Bihari Dehury, D.C.C.T.		

Smt. Manoj Manjari Pradhan (I/C D.S.R.)		
Sl. No.	Designation with Name	Function
18.	Establishment Officer-I Sri Nadiya Bihari Mohanty	<ul style="list-style-type: none"> Filing of second appeal before the OSTT in case of Sambalpur, Koraput, Bolangir, Sundargarh and Ganjam Range and removal of defects pointed out by the Hon'ble, Orissa Sales Tax Tribunal.
19.	<p><u>Section Officers</u> Smt. Sabita Jethy Sri Abhina Ch. Das</p> <p><u>Senior Assistants</u> Sri Chitta Ranjan Lenka Sri Jatindranath Behera Smt. Lilibala Das Sri Bhabani Prasad Mishra Sri Ballava Kishore Naik Smt. Bijayalaxmi Sahoo Smt. Sanjukta Pattanaik</p>	<ul style="list-style-type: none"> Transmission of files both 1st & 2nd appeals to S.Rs & ACCT (Appeals) for scrutiny of 1st appeal orders & 2nd appeal orders and distribution of the same amongst the Assistants on return from the concerned authorities. Return of appeal and assessment records to the ACCTs & CTOs after the S.A orders are being accepted/on requisitions, as the case may be. Calling of appeal and assessment records from the lower forum etc.
<p>APPEAL & REVISION UNIT Sri Adwaita Prasad Sahoo, Addl. C.C.T. (South Zone) Sri Bijaya Kumar Rath, Addl. C.C.T. (Central Zone) Sri Hemanta Kumar Panda, Addl. C.C.T. (North Zone) Sri Rabindra Mallick, Addl. C.C.T. (Appeal) Sri Kandarpa Munda, Addl. C.C.T. (Appeal) Sri Sambit Parija, Special P.A. to C.C.T.(O)</p>		
Sl. No.	Designation with Name	Function
20.	<p><u>Section Officer</u> Sri Sahadev Minz</p> <p><u>Senior Assistants</u> Smt. Sandhyarani Das Sri Rabinarayan Panda (Additional Charge) Sri Manoj Kumar Singh (Additional Charge) Sri Rajendra Kumar Das (Additional Charge) Sri Achyutananda Kar (Additional Charge)</p>	<ul style="list-style-type: none"> Revision & refund matters.
<p>CCR CELL Sri Sambit Parija, P.A. to C.C.T.(O)</p>		
Sl. No.	Designation with Name	Function
21.	<p><u>Sr. Assistant</u> Sri Sidanath Hansdah</p>	<ul style="list-style-type: none"> Management of C.C.R.