



Government of Kerala



Office of the Commissioner of the State Goods and Services Tax
Department, Tax Towers, Karamana, Thiruvananthapuram - 695 002.

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Sub: Implementation of Re-organization of the State GST Department,
Kerala - Assigning names to Offices and officials - Guidelines issued -
Reg.

Ref: G.O.(Ms) No.55/2022/TAXES dated 02.08.2022.

Consequent to the implementation of the re-organization of the State GST Department, Kerala, the following guidelines shall be adhered to w.e.f. 10.01.2023, while assigning names to offices and officials. The name and style of names of offices and concerned officials shall be as below:

Sl. No.	Formation	Official Name	Example
1	Taxpayer Services HQ	Additional Commissioner, Taxpayer Services Headquarters	
2	Taxpayer Services District	Joint Commissioner, Taxpayer Services, <name of District>	Joint Commissioner, Taxpayer Services, Thiruvananthapuram
3	Taxpayer Services Division	Deputy Commissioner, Taxpayer Services Division, <name of Division>	Deputy Commissioner, Taxpayer Services Division, Neyyattinkara
4	Taxpayer Services Circle	Assistant Commissioner /State Tax Officer, Taxpayer Services Circle, <name of Circle>	Assistant Commissioner /State Tax Officer, Taxpayer Services Circle, Thrippunithura
5	Deputy Commissioner Arrear Recovery	Deputy Commissioner, Arrear Recovery, <name of District>	Deputy Commissioner, Arrear Recovery, Ernakulam

6	Assistant Commissioner/State Tax Officer Arrear Recovery	Assistant Commissioner /State Tax Officer, Arrear Recovery, <name of District>	Assistant Commissioner /State Tax Officer, Arrear Recovery, Wayanad
7	Audit HQ	Additional Commissioner, Audit Headquarters	
8	Audit District	Joint Commissioner, Audit, <name of District>	Joint Commissioner, Audit, Ernakulam
9	Audit Division	Deputy Commissioner, Audit Division, <name of Division>	Deputy Commissioner, Audit Division, Neyyattinkara
10	Audit Team	Senior Audit Officer/ Audit Officer, Audit Team, <name of Team> <i>* Each Senior Audit Officer/ Audit Officer in an audit team shall be titled SAO-1/AO-1 or SAO-2/AO-2</i>	Senior Audit Officer/ Audit Officer-1, Audit Team, Thrippunithura
11	Intelligence and Enforcement HQ	Additional Commissioner -1, Intelligence and Enforcement Headquarters	
12	Intelligence and Enforcement Zone	Joint Commissioner, Intelligence and Enforcement, <name of Zone>	Joint Commissioner, Intelligence and Enforcement, Thiruvananthapuram Zone
13	Deputy Commissioner Intelligence	Deputy Commissioner, Intelligence, <name of District>	Deputy Commissioner, Intelligence, Kozhikkode
14	Deputy Commissioner Enforcement	Deputy Commissioner, Enforcement, <name of Zone>	Deputy Commissioner, Enforcement, Kozhikkode Zone,
15	Intelligence Unit	Senior Intelligence Officer/ Intelligence Officer, Intelligence Unit, <name of Unit>	Senior Intelligence Officer/ Intelligence Officer, Intelligence Unit, Thrippunithura

16	Enforcement Squad	Senior Enforcement Officer/ Enforcement Officer, Enforcement Squad, <name of Squad>	Senior Enforcement Officer/ Enforcement Officer, Enforcement Squad, Palakkad
17	Appeals HQ	Additional Commissioner, Appeals Headquarters	
18	Joint Commissioner Appeals	Joint Commissioner, Appeals, <name of District>	Joint Commissioner, Appeals, Kollam
19	Law Office	Law Officer, <name of District>	Law Officer, Thiruvananthapuram
20	Joint Commissioner Law Office (Ernakulam)	Joint Commissioner, Law, Ernakulam	
		Deputy Commissioner, Law, Ernakulam	
		Additional Law Officer, Ernakulam	
21	Tribunal	Departmental Member, <name of Bench>, <name of District>	Departmental Member, AIT & STAT, Additional Bench, Thiruvananthapuram
		Secretary <name of Bench>, <name of District>	Secretary, AIT & STAT, Ernakulam
		Additional Secretary <name of Bench>, <name of District>	Additional Secretary, AIT & STAT, Ernakulam

DIVISIONS IN COMMISSIONERATE

Sl. No.	Division/ Cell/Unit	Official Name*
I. Divisions under Commissionerate		
1	Tax Research and Policy Cell	
	i.	Data Analytics Division

	ii.	Policy Division	State GST Commissionerate Assistant Commissioner /State Tax Officer, Policy Cell, Kerala State GST Commissionerate
2		Internal Audit and Internal Vigilance Cell	Deputy Commissioner, Internal Audit and Internal Vigilance Cell, Kerala State GST Commissionerate Assistant Commissioner /State Tax Officer, Internal Audit and Internal Vigilance Cell, Kerala State GST Commissionerate
3		Review Cell	Deputy Commissioner, Review Cell, Kerala State GST Commissionerate Assistant Commissioner /State Tax Officer, Review Cell, Kerala State GST Commissionerate
4		Legal Cell	Deputy Commissioner, Legal Cell, Kerala State GST Commissionerate Assistant Commissioner /State Tax Officer, Legal Cell, Kerala State GST Commissionerate
5		Training Cell	Deputy Commissioner, Training Division, Kerala State GST Commissionerate
6		IT Management Cell	
	i.	IT Infrastructure Division	Deputy Commissioner, IT Infrastructure Division, Kerala State GST Commissionerate Assistant Commissioner /State Tax Officer, IT Infrastructure Division, Kerala State GST Commissionerate
	ii.	IT Management Division	Deputy Commissioner, IT Management Division, Kerala State GST Commissionerate Assistant Commissioner /State Tax Officer, IT Management Division, Kerala State GST Commissionerate
7		Statistics and Performance Management Cell	Deputy Commissioner, Statistics and Performance Management Cell, Kerala State GST Commissionerate
8		Advance Ruling Cell	Deputy Commissioner, Advance Ruling Cell, Kerala State GST Commissionerate Assistant Commissioner /State Tax Officer, Advance Ruling Cell, Kerala State GST Commissionerate
9		Administration Cell	
	i.	Personnel Division	Deputy Commissioner, Personnel Division, Kerala State GST Commissionerate Assistant Commissioner /State Tax Officer, Personnel Division, Kerala State GST Commissionerate
	ii.	Infrastructure	Deputy Commissioner, Infrastructure Division,

	Division	Kerala State GST Commissionerate Assistant Commissioner/ State Tax Officer, Infrastructure Division, Kerala State GST Commissionerate
iii.	Public Relations Cell	Deputy State Tax Officer/ Assistant State Tax Officer, Public Relations Cell, Kerala State GST Commissionerate

II. Divisions under Taxpayer Services HQ

Sl. No.	Division/ Cell/Unit	Official Name*
10	Taxpayer Services HQ	Joint Commissioner, Taxpayer Services Headquarters, Kerala State GST Commissionerate
		Deputy Commissioner, Taxpayer Services Headquarters, Kerala State GST Commissionerate
	i. Central Registration Unit	Assistant Commissioner /State Tax Officer, Central Registration Unit, Kerala State GST Commissionerate
	ii. C&AG Cell	Deputy Commissioner, C&AG Cell, Kerala State GST Commissionerate
Assistant Commissioner /State Tax Officer, C&AG Cell, Kerala State GST Commissionerate		

III. Divisions under Intelligence HQ

11	Coordination Division	Deputy Commissioner, Coordination Division, Intelligence and Enforcement Headquarters, Kerala State GST Commissionerate
	i. Cyber Forensics Cell	Senior Intelligence Officer/ Intelligence Officer, Cyber Forensics Cell, Kerala State GST Commissionerate
	ii. Automatic Number Plate Recognition System Cell	Deputy Intelligence Officer/ Assistant Intelligence Officer, Automatic Number Plate Recognition System Cell, Kerala State GST Commissionerate
	iii. Inter Administration Co- Ordination Cell	Senior Intelligence Officer/ Intelligence Officer, Inter Administration Co-Ordination Cell, Kerala State GST Commissionerate
12	Economic Intelligence Division	Deputy Commissioner, Economic Intelligence Division, Kerala State GST Commissionerate
		Senior Intelligence Officer/ Intelligence Officer, Economic Intelligence Division,

Kerala State GST Commissionerate

* Each DC/AC/STO in Division/ Cell/Unit/ Sub Division shall be titled as DC-1, DC-2, etc.. AC-1/STO-1, AC-2/STO-2, etc..

As per the Government Order vide reference 2nd cited, the post of Assistant State Officer (Higher Grade) has been renamed as Deputy State Tax Officer. In this circumstance, the nomenclature of the post of Deputy State Tax Officer / Assistant State Tax Officer working under various formations shall be as under.

Sl. No.	Formation	Official Name
1	Intelligence Unit	Deputy Intelligence Officer/ Assistant Intelligence Officer
2	Enforcement Squad	Deputy Enforcement Officer, Assistant Enforcement Officer
3	Audit Team	Deputy Audit Officer/ Assistant Audit Officer
4	Cyber Forensics Cell	Deputy Intelligence Officer/ Assistant Intelligence Officer
5	Automatic Number Plate Recognition System Cell	Deputy Intelligence Officer/ Assistant Intelligence Officer
6	Inter Administration Co-Ordination Cell	Deputy Intelligence Officer/ Assistant Intelligence Officer
7	Economic Intelligence Division	Deputy Intelligence Officer/ Assistant Intelligence Officer

The nomenclature of Senior Clerk working under various formations will be as under.

Sl. No.	Formation	Official Name
1	Taxpayer Services	Senior Tax Assistant
2	Intelligence	Senior Intelligence Assistant
3	Enforcement	Senior Enforcement Assistant
4	Audit	Senior Audit Assistant
5	Appeal	Senior Appeal Assistant

The letter heads and other communications from a particular office shall carry the names as above.

Sd/-
COMMISSIONER

To

All concerned.

// Approved for issue //



Additional Commissioner (General)