

पत्र संख्या- आईटीआर Role Assign / 2018-19 / 996 / 1819051 वाणिज्य कर  
कार्यालय कमिशनर, वाणिज्य कर, उत्तर प्रदेश  
(आईटीआर-अनुभाग)  
लखनऊ: दिनांक: अक्टूबर, 23, 2018

समस्त जोनल एडीशनल कमिशनर, वाणिज्य कर,  
उत्तर प्रदेश।

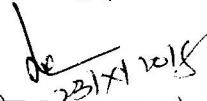
जीआईटीआर द्वारा फील्ड स्तर के अधिकारियों के सम्बंध में निम्न रोल एसाइन किये गये हैं। लोकल एडमिन द्वारा तालिका अनुसार अधिकारियों के रोल की मैपिंग की जायेगी।

Role	Description of the Role	Sample Task List associated with the Role	Officers
Recovery Officer	The Tax Official with role Recovery Officer will be given access to create to utilize amount against any demand raised, to create demand entries pertaining to earlier laws and for doing recovery of GST related demand	Find GSTIN, Record Search, Target Allocation, Create new entry in DCR	All assessing authorities
Senior Recovery Officer	The Tax Official with role Senior Recovery Officer will be given access to create to utilize amount against any demand raised & to approve demand entries created by Recovery office r pertaining to earlier laws.	Find GSTIN, Record Search, Target Allocation, View DCR	Joint commissioner (E) and Add. Commissioner Gr-1 Zone
Appellate authority	The tax Officer with role Appellate authority is expected to process the Appeal applications received under his jurisdiction	Process appeal application filed by taxpayer and legal officer, find GSTIN , Record Search ARN, Leave Application , Reassign work item, Admit appeal, Reject Appeal, Issue Appeal Order, View orders, Notices, View supporting documents, Upload documents, Search (ARN/RFN), Issue Personal Hearing notice/ Adjournment Notice/Show cause Notice, View Counter reply, Initiate and view Rectification Request, View cause list.	Add.Commissioner Gr-2 (Appeal)

Assistant to Appellate Authority	The tax Officer with role Appellate authority is expected to process the Appeal applications received under his jurisdiction	View Application related details, View orders, View supporting documents, upload documents, Search (ARN/RFN), Issue Personal Hearing notice/ Adjournment Notice/Show cause Notice, View Counter reply, Initiate and view Rectification Request, View cause list. Get Tax payers details, Search ARN, Leave Application, Reassign work item, Record Search, DSC Registration , Find GSTIN	Munsarim
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उपरोक्तानुसार लोकल एडमिन अपने लोकेशन पर यूजर्स को अधिकार क्षेत्र व रोल प्रदान करने का कार्य सुनिश्चित करेंगे । कर्मचारियों को **Role allot** करने हेतु इनकी आईडी0 जनरेट की जायेगी ।

भवदीय,



(अजीत कुमार शुक्ला)

एडीशनल कमिश्नर (विधि) वाणिज्य कर  
उत्तर प्रदेश लखनऊ ।