

PROFORMA

COMMERCIAL TAXES DIVISION, FINANCE, REVENUE & EXPENDITURE DEPARTMENT, GOVERNMENT OF SIKKIM, GANGTOK.

S.No	NAME	DESIGNATION	POWER & FUNCTION ASSIGNED	CONTACT DETAILS		E-MAIL ADDRESS	REMARKS
				Mobile	Landline		
01	Shri H. B. Rai	Commissioner	Head of Division	9593261196	209533 (O)		
02	Smt. Basanti Rai	Additional Commissioner	Head of office	9434023284			
03	Shri S.K. Pradhan	Joint. Commissioner	<p>1. He shall act as Section head of Audit team for whole of the State. Audit of the dealers selected under Section 39 (2) of the SVAT Act, 2005 read with rule 47 shall be conducted in the manner laid down I rule 47 A. The Commissioner will constitute an Audit team as per the recommendation of the Section head in case to case basis.</p> <p>2. He shall coordinate with the Empowered Committee of State Finance Ministers in all the matters related thereto.</p> <p>3. He shall be responsible for clearing assessment for the period upto 31st March 2012 for –</p> <p>- Dealers involved in resale of all electronic devices, home appliances and mobile handsets</p>	9593375151			

			<p>having principal place of business located within Rest of the North/East charge</p> <ul style="list-style-type: none"> - Dealers involved in works contract having principal place of business located within rest of the North/East charge other than ones mentioned elsewhere. 				
04	Shri Manoj Rai	Joint Commissioner	<p>1. He shall act as Section head for survey and inspection team for Gangtok and rest of the North/ East charges.</p> <p>2. He shall be responsible for clearing assessment for the period upto 31st March 2012 for –</p> <ul style="list-style-type: none"> - Dealers involved in manufacturing having principal place of business located within Gangtok and rest of the North/East charge. - Dealers involved in generation of power and works contractors involved in hydro power projects having principal place of business located within Gangtok and rest of the North/East charge - Dealers involved in distribution of petroleum products. 	9932028369			
05	Shri P.D. Rai	Deputy Commissioner	<p>1. He shall act as Section head for Assessment team for Gangtok</p>	7872958052			

			<p>charge.</p> <p>2. He shall be responsible for clearing assessment for the period upto 31st March 2012 for –</p> <ul style="list-style-type: none"> - Dealers involved in resale of all electronic devices, home appliances and mobile handsets having principal place of business located within Gangtok charge. - Dealers involved in works contract having principal place of business located within Gangtok charge other than ones mentioned elsewhere. - Dealers involved in resale of four wheelers and two wheeler automobiles. 				
06	Shri Keshab Subba	Deputy Commissioner	<p>1. He shall act as Section head for assessment team and survey and inspection team for Rangpo charge.</p> <p>2. He shall be responsible for clearing assessment for the period upto 31st March 2012 for –</p> <ul style="list-style-type: none"> - Dealers involved in manufacturing having principal place of business within Rangpo 	9733084608			

			<p>charge.</p> <ul style="list-style-type: none"> - Dealers involved in generation of power having principal place of business within Rangpo charge. 				
07	Ms Kamala Rai	Deputy Commissioner	<ol style="list-style-type: none"> 1. She shall act as administrative head of circle office at Jorethang 2. She shall act as Section head for assessment team and survey and inspection team for South and West charges. 3. She shall be responsible for clearing assessment for the period upto 31st March 2012 for – <ul style="list-style-type: none"> - Dealers involved in manufacturing having principal place of business within South and West charges. - Dealers involved in generation of power having principal place of business within South and West charges. 				
08	Shri T. L. Sharma	Sr. Accounts Officer	<ol style="list-style-type: none"> 1. He shall act as Section head of Accounts team. 2. He shall be responsible for issue of No Objection Certificate for registration of motor vehicles. 	9434357243			
09	Shri Rabindra	Assistant	<ol style="list-style-type: none"> 1. He shall act as Supervisor for Registration, Return & Statutory 	9474532011			

	Rai	Commissioner	<p>Forms section for Zone-I of Gangtok charge. He shall scrutinize the quarterly returns, validation the TINs, generate and approve CST forms for the dealers of his jurisdiction.</p> <p>2. He shall be responsible for clearing assessment for the period upto 31st March 2012 for the dealers having principal place of business located within Zone-I of Gangtok charge subjected to jurisdiction assigned to other officers on the basis of business nature and dealing items.</p> <p>3. He shall be responsible for issue of all types of Clearance and No Objection Certificate under the Sikkim Tax on Professions, Traders, Callings and Employments Act, 2006.</p>				
10	Shri Drojee Wangchuk	Assistant Commissioner	<p>1. He shall act as Supervisor for Registration, Return & Statutory Forms section for Zone-III of Rest of the North/East charge. He shall scrutinize the quarterly returns, manage revise returns requests, validate the TINs, generate and approve CST forms for the dealers of his jurisdiction.</p> <p>2. He shall be responsible for clearing assessment for the period upto 31st March 2012 for the dealers having principal place</p>	9832376094			

			of business located within Zone-III of rest of the North/East charge subjected to jurisdiction assigned to other officers on the basis of business nature and dealing items.				
11	Shri Sashi Bhushan Rasaily	Assistant Commissioner	<p>1. He shall act as Supervisor for Registration, Return & Statutory Forms section for Zone-I of Rest of the North/East charge. He shall scrutinize the quarterly returns, manage revise returns requests, validate the TINs, generate and approve CST forms for the dealers of his jurisdiction.</p> <p>2. He shall be responsible for clearing assessment for the period upto 31st March 2012 for the dealers having principal place of business located within Zone-I of rest of the North/East charge subjected to jurisdiction assigned to other officers on the basis of business nature and dealing items.</p> <p>3. He shall be responsible for issue of special permits for procurement of goods for non-commercial purpose.</p>	9434356113			
12	Shri Mani Prakash Tamang	Assistant Commissioner	1. He shall act as Supervisor for Registration, Return & Statutory Forms section for Zone-II of Rest of the North/East charge. He	9434489452			

			<p>shall scrutinize the quarterly returns, manage revise returns requests, validate the TINs, generate and approve CST forms for the dealers of his jurisdiction.</p> <p>2. He shall be responsible for clearing assessment for the period upto 31st March 2012 for the dealers having principal place of business located within Zone-II of rest of the North/East charge subjected to jurisdiction assigned to other officers on the basis of business nature and dealing items.</p> <p>3. He shall be responsible for issue of No Objection Certificate to registered and unregistered contractors.</p>				
13	Shri R. B. Rai	Assistant Commissioner	<p>1. He shall act as Supervisor for Registration, Return & Statutory Forms section for Zone-I of West charge. He shall scrutinize the quarterly returns, manage revise returns requests, validate the TINs, generate and approve CST forms for the dealers of his jurisdiction.</p> <p>2. He shall be responsible for clearing assessment for the period upto 31st March 2012 for the dealers having principal place of business located within Zone-I of West charge subjected to</p>				

			jurisdiction assigned to other officers on the basis of business nature and dealing items.				
14	Shri Anil Rai	Assistant Commissioner	<p>1. He shall act as Supervisor for Registration, Return & Statutory Forms section for Zone-II of Rangpo charge. He shall scrutinize the quarterly returns, manage revise returns requests, validate the TINs, generate and approve CST forms for the dealers of his jurisdiction.</p> <p>2. He shall be responsible for clearing assessment for the period upto 31st March 2012 for the dealers having principal place of business located within Rangpo charge subjected to jurisdiction assigned to other officers on the basis of business nature and dealing items.</p>	9434117756			
15	Smt. Choden Gensapa	Assistant Commissioner	<p>1. She shall act as Supervisor for Registration, Return & Statutory Forms section for Zone-II of Gangtok charge. She shall scrutinize the quarterly returns, manage revise returns requests, validate the TINs, generate and approve CST forms for the dealers of her jurisdiction.</p> <p>2. She shall be responsible for clearing assessment for the period upto 31st March 2012 for</p>	9733001867			

			<p>the dealers having principal place of business located within Zone-II</p> <ul style="list-style-type: none"> - Dealers operating hotel, restaurant, resorts and lodges having principal place of business within Gangtok and rest of the North/East charges. - The dealers involved in resale of jewelers, tobacco products and medicine having principal place of business within Gangtok and rest of the North/East charges. 				
16	Shri John Lepcha	Assistant Commissioner	<p>1. He shall act as Supervisor for Registration, Return & Statutory Forms section for Zone-II of Rangpo charge. He shall scrutinize the quarterly returns, manage revise returns requests, validate the TINs, generate and approve CST forms for the dealers of his jurisdiction.</p> <p>2. He shall be responsible for clearing assessment for the period upto 31st March 2012 for the dealers having principal place of business located within Zone-II of Gangtok charge subjected to jurisdiction assigned to other officers on the basis of business nature and dealing items.</p> <p>3. He shall be responsible for issue of Clearance and No Objection Certificates to all</p>	9679182700			

			registered and unregistered dealers involved in business other than works contractor.				
17	Shri Sailesh Rai	Assistant Commissioner	<p>1. He shall act as Supervisor for Registration, Return & Statutory Forms section for Zone-II of South and Zone-II of West charge. He shall scrutinize the quarterly returns, manage revise returns requests, validate the TINs, generate and approve CST forms for the dealers of his jurisdiction.</p> <p>2. He shall be responsible for clearing assessment for the period upto 31st March 2012 for the dealers having principal place of business located within Zone-I of South charge and Zone-II of West charge subjected to jurisdiction assigned to other officers on the basis of business nature and dealing items.</p>				
18	Shri Ajay Raj Gurjng	Assistant Commissioner	Supervisor of Check Post section for Melli Check Post- in-Charge of Melli Check Post.	9932093225			
19	Smt. Dawa Doma Bhutia	Private Secy.	P.S. to Commissioner	9647355999			
20	Shri Samrat Pradhan	Asstt. Director	Computer related works	9474355999			

21	Shri Karma Atop Bhutia	Office Supdt.	Over all incharge of Administrative section.	9547779950			
22	Smt. Purnima Pradhan	Sr. Accountant	Deals with all the accounts works. Preparation of budget, monthly statement of expenditure revenue receipts, booking of expenditures, checking of all the bills of payment and refund of taxes, revalidation of accounts with the office of CAG etc.	8016880553			
23	Smt. Tashi Donka Barfungpa	Sr. Accountant	Deals with all the cash, handling with cash books and preparation of printing bills & keeping all the paid vouchers etc.	9679182700			
24	Smt. Dadoma Bhutia	Accountant	Processing & preparation of bills for vehicles, stationeries etc..	9434486189			
25	Smt. Jyoti Gurung	Accountant	Processing and preparation of bills for re-imbursement, electricity, water & sewerage etc.	9474528207			
26	Ms. Tseten Barfungpa	Accountant	Preparation the bill of computer accessories, contract service & muster roll bills etc..				
27	Shri Khagen Dewan	Accountant	Compilation of hand receipts of checkpost and returns.	9832323200			
28	Shri Prakash Pradhan	Accountant	Issuance of NOC to dealers and contractors/collection of cash payment	9735795477			

29	Shri Kamal Gurung	Accountant	<ol style="list-style-type: none"> 1. Checking of all accounts bills/forwarding to concern authorities 2. Monthly revenue report/Annual Report preparation 3. Challan Entry of VAT/SST/CST of SBS, Jorethang/Melli 4. DCR maintenance of VAT 5. Record of Hand receipt 6. Forwarding of leave/joining report to HQ, Gangtok 7. Analysis of revenue 8. Budget re-appropriation/ appropriation of accounts 9. Annual budget 10. Proposal for procurement of stationeries/supply order/work order/office orders 11. Salary record up-to-date in the computer 12. Correspondence with Central IT 13. Opening of new file an file no. allotment 	7407379110			
30	Shri Pranai Rai	Inspector	Assigned to Survey & Inspection team for rest of the North/East	9733383929			

			charge.				
31	Smt. Pema Lhaden Lepcha	Inspector	Assigned to survey & inspection team for Gangtok charge	7872882069			
32	Smt. Leezum Donka Lepcha	Inspector	Assigned to survey & inspection team for Gangtok charge	9046445405			
33	Shri Bir Singh Subba	Inspector	Assigned to survey & inspection team for rest of the North/East charge.	9733071167			
34	Shri Rakam Singh Rai	Inspector	Monitoring of checkpoint and survey and inspections.	9434382573			
35	Ms. Usha Rani Pradhan	Inspector	Assigned to Survey and Inspection section for South and West charges				
36	Shri Tshering Dorjee Bhutia	Inspector	Assigned to Survey and Inspection section for South and West charges.				
37	Smt. Sunita Gurung	Head Asstt.	Deals with the personal files and correspondence files of State/Central etc..	9832650808			
38	Smt. Sikha Rai	UDC	1. Processing of personal file. 2. Receiving the daks of various departments. 3. Maintenance of stationeries.	9832390118			
39	Smt.	UDC	Preparation of Professional Tax	9734158803			

	Kamala Rai		NOC of LIC agents.				
40	Shri Pratap Rai	UDC	Assist the assessment team for rest of the Gangtok charge	9593909505			
41	Shri Pema Nima Lepcha	Steno	Shall be responsible for validation of TIN	8101779841			
42	Smt. Shital Sharma	Asstt. Programmer	Shall be responsible for handling all types of correspondences in the official email address. She shall also act as coordinator in terms of maintenance of hardware installed in head office, circle office, charge offices and check posts. In addition to that she shall continue the works of entering data from departmental copy of bank challan. Management of bounce cheques.	9735928998			
43	Shri Kailash Subba	LDC	Assist the assessment team for rest of the North/East charge	9474522655			
44	Ms. Angelina Gurung	Computer Operator	Shall assist the section head of audit team.	9773041814			
45	Shri Rinzing Tamang	Computer Operator	1. Preparation of Cement waybill 2. Preparation of Form "C" 3. FDR of dealers/Records/Withdrawal 4. Preparation of NOC for renewal of Token Tax of vehicle				

			<p>5. Preparation of NOC for registration of Firm</p> <p>6. Vehicle NOC preparation</p> <p>7. Special waybill.</p>				
46	Ms. Anu Bhutia	LDC	Shall be responsible for processing and preparing No Objection Certificate to registered and unregistered contractors.	9474350456			
47	Smt. Anupama Lepcha	LDC	Shall be responsible for processing and preparing No Objection Certificate for registration of motor vehicles.	9733311098			
48	Shri Churamani Upadhaya	LDC	Assist the assessment team for rest of the North/East charge	9474350261			
49	Ms. Draupadi Basnett	LDC	<p>1. All typing works of administrative and accounts section.</p> <p>2. Issue of Office orders/letters etc.</p>	8768727153			
50	Ms. Ran Maya Gurung	LDC	<p>1. Preparation of VAT NOC of dealers & contractors of Gyalshing jurisdiction.</p> <p>2. To open new files and give numbers of Gyalshing jurisdiction.</p> <p>3. Proper custody of fixed deposit of receipt of dealers and</p>				

			contractors. 4. To prepare tour programme of officers and staff of Commercial Taxes Division, Gyalshing				
51	Shri Passang Dorjee Rai	LDC	TIN validation				
52	Shri Gazber Subba	LDC	1. Preparation and issue of VAT NOC for release of bill for unregistered contractors of South/West district 2. Forwarding of cheques of VAT/CESS of new vehicles of South/ West district to the concerned bank				
53	Shri Ebenazer Lepcha	Accounts Clerk	Preparation of salary bills, T.A. bills, processing of medical files & preparation of medical bills etc.	7872696107			
54	Shri Vishal Luitel	Accounts Clerk	All correspondences works/monthly statement reports and dispatch	7797967512			
55	Shri Lzyueng Xchiema Rai	Accounts Clerk	1. preraration of cotingent bill, sanction order, TEO and salary bill 2. Preparation of arrear increment and arrear D.A. bill 3. To collect check from Pay & Accounts Office, Namchi				
56	Shri Dal	Asstt.	1. Maintains incoming and				

	Bdr. Gurung	Inspector	outgoing register 2. Checks the statutory forms and required papers 3. Collect waybills and form XX 4. Prepares statement of cess and VAT penalty collected at check post.				
57	Shri Bhoj Raj Gurung	Asstt. Inspector	-do-				
58	Shri Karma Tamang	Asstt. Inspector	-do-				
59	Shri Nak Tsh. Lepcha	Asstt. Inspector	-do-				
60	Shri Dawa Nedup Bhutia	Asstt. Inspector	-do-				
61	Shri Sonam Palden Bhutia	Asstt. Inspector	-do-				
62	Shri Samdup Golay Bhutia	Asstt. Inspector	-do-				
63	Smt. Hissay Ongmu Bhutia	Asstt. Inspector	-do-				
64	Shri Tenzing	Asstt.	Assist the assessment team for	0592206476			

	Wangchuk Bhutai	Inspector	Gangtok charge				
65	Smt. Neetu Subba	Asstt. Inspector	Assist the assessment team for rest of the North/East charge	9733210853			
66	Shri S. B. Gurung	Asstt. Inspector	He shall assist Shri P.D. Rai, Dy. Commissioner in assessment and realization of VAT in the online tax administrative	9933867204			
67	Shri Hasta Kr. Pradhan	Checker	1. Physical verification of consignment loaded in vehicle at check post 2. Verification of documents related to loaded consignment in vehicles.				
68	Shri Suk Bdr. Rai	Checker	-do-				
69	Shri Suk Bdr. Tamang	Checker	-do-				
70	Shri Ram Bdr. Gurung	Checker	-do-				
71	Shri Chet Kr. Rai	Checker	-do-				
72	Shri Pema Loday Bhutia	Checker	-do-				
73	Shri Ganesh	Checker	-do-				

	Bdr. Chettri						
74	Shri Jagat Bdr. Chettri	Checker	-do-				
75	Shri Durga Psd. Gurung	Checker	-do-				
76	Shri Dhan Kr. Gurung	Checker	-do-				
77	Shri Jorgey Lepcha	Checker	-do-				
78	Shri Sonam Dadul Bhutia	Checker	-do-				
79	Shri Tshering Lepcha	Checker	-do-				
80	Shri Nima Sonam Bhutia	Checker	-do-				
81	Shri Dharmendr a Gurung	Checker	-do-				
82	Shri Birkahama n Subba	Checker	-do-				
83	Shri Kingham Panten	Checker	-do-				

	Adenputso						
84	Shri Madan Kr. Subba	Checker	-do-				
85	Shri Pukar Rai	Checker	-do-				
86	Shri Kumar Lama	Driver	Driving	9733121190			
87	Shri Suman Kr. Lohar	Driver	-do-	9733181289			
88	Shri Bhim Bdr. Rai	Driver	-do-	8145880391			
89	Shri Padam Bdr. Thapa	Driver	-do-	9474522985			
90	Shri Kumar Gurung	Driver	-do-	9933118992			
91	Shri Ashok Kr. Subba	Driver	-do-	9775415298			
92	Shri Ashok Kr. Sharma	Driver	-do-	7797635876			
93	Shri Bal Bdr. Thatal	Driver	-do-	9832524534			