

F.No. 349/94/2017-GST(Pt)
Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs
GST Policy Wing

Room 159-A,
North Block, New Delhi
Dated 29th October, 2018

To,
Principal Chief Commissioners/Chief Commissioners of Central Tax (All)

Madam/Sir,

Subject: Creation of GST Helpdesks for MSME sector by CBIC coinciding with the event of Hon'ble Prime Minister on 2nd November, 2018 to support MSMEs- convened by Department of Financial Services – reg.

Government of India is launching a program on **02nd November, 2018** at Vigyan Bhawan to support MSMEs and to reach out to them wherein Department of Financial Services will be the nodal agency to monitor overall progress. The said program will be simultaneously launched in 80 districts (as per list enclosed) and will run for 100 days for strengthening the ecosystem for MSMEs. The program will be further extended to 20 more districts of poll bound States after respective completion of election process. To synergise the effort, Government has appointed nodal officer (Prabhari Officers) at the level of Addl /Jt. Secy in the Govt of India for each of the districts (as per list enclosed).

2. In view of the importance of the above program, it is imperative to operationalise in these districts, special **GST Helpdesk for MSME sector**, to highlight CBIC's hand-holding of the MSME sector, particularly with regard to **GST Registration/Return filing/Refunds/ E-way Bill** etc. Further, CBIC's GST publicity material, particularly in relation to the MSME sector, may be

adequately displayed and disseminated in local languages and outreach initiatives be carried out in these districts for the said period.

3. Accordingly, it is requested that nodal officers for these 80 districts may be appointed and the details may be sent to asim.anand@gov.in with a copy to ravneet.khurana@nic.in by tomorrow 1 PM positively, in order to place the same on the CBIC's website. This list would be shared with the nodal officer in DoPT which would hand over the details to Prabhari Officers. These nodal officers should be directed to coordinate with the respective Prabhari Officers in addressing any GST related issues of the MSMEs in their district. It is also requested that the following activities may be carried out by the CBIC field formations in coordination with the Prabhari Officers in relevant districts:

- a. **GST Help-desk for MSME sector** with special emphasis on helping them in GST Registration/ Return filing and refund claims;
- b. Publicity of activities/awareness campaigns carried out by CBIC in relation to GST;
- c. Publicity of the CBIC GST apps;
- d. Distribution of updated copies of Act, Rules, FAQs, flyers and other educational material.

4. The Director General (Tax Payer Services) has been requested to prepare and circulate adequate **GST-related publicity material specially for MSME SECTOR** in English, Hindi and regional languages which can be used by the Zones over the duration of the program, *including* the following:

- a. Professionally made Videos on GST (2 to 3 minutes) which can be shared on social media such as WhatsApp, Facebook and You Tube;
- b. Updated FAQs, Acts, Rules, Forms, Notifications and Circulars in booklet format which can be easily printed and distributed.

5. GST Council Secretariat is being requested to communicate about the said program to all the State Governments so that they can also support in this outreach by appointing State GST Officers as nodal officers for each of these districts.

6. A detailed report on the action taken may please be furnished by 6th November, 2018 to the undersigned at asim.anand@gov.in with a copy to ravneet.khurana@nic.in.

7. This issues with the approval of Finance Secretary.

Enclosed: (as above)

Yours faithfully,



29/10/18
(Upender Gupta)
Commissioner (GST)

Copy to:

1. The Director General, Directorate General of Tax Payer Services, C.R. Building, I.P. Estate, New Delhi-110109, with a request to initiate necessary action in relation to para 4 above.
2. Shri Shashank Priya, The Joint Secretary, GST Council Secretariat, 5th floor, Tower-II, Prakash Bharti Building, Janpath Road, Connaught Place, New Delhi – 110 001- with request to communicate about the said program to all the **SGST Commissioners** and to ascertain the list of their nodal officers in order to provide the same to **DoPT** for further coordination. Further, **Commissioners, SGST** may be requested to coordinate with respective **Zonal Pr. Chief Commissioners / Chief Commissioners of CBIC**.

List of Districts		
Andhra Pradesh		
1	Chittoor	Textiles
2	Guntur	Powerloom
3	Narsapur	Handicrafts
4	Visakhapatnam	Food Processing
5	East Godavari	Food Processing
Arunachal Pradesh		
6	Papumpare	Handloom
Assam		
7	Kamrup (Rural)	Handloom
8	Barpeta	Bamboo
9	South Cachar	Bamboo
Bihar		
10	Madhubani	Handicrafts
11	Gaya	Handloom
12	Patna	Electronics (LED)
Delhi		
13	Okhla	Electrical equip.
Goa		
14	North Goa	Food Processing
Gujarat		
15	Ahmedabad	Plastics
16	Kutchh	Handicrafts
17	Rajkot	Foundry
18	Somnath	Food Processing
19	Bharuch	Chemicals
20	Valsad	Chemicals
21	Surendra Nagar	Sanitaryware
Haryana		
22	Panipat	Handloom
23	Faridabad	Auto Comp.
24	Manesar	Auto Comp.
25	Sonipat	Wood Work
Himachal Pradesh		
26	Baddi	Pharma
27	Kangra	Handicrafts
28	Una	Wood Work
Jammu and Kashmir		
29	Jammu	Food Processing
Jharkhand		
30	Bokaro	Steel Ancillary
31	Khoonti	Handicrafts
32	Jamshedpur	Auto Comp.
Karnataka		
33	Bellary	Apparel
34	Hoskote	Auto Comp.
35	Bhagalkot	Handloom
36	Malur	Auto Comp.
37	Ramanagra	Toy industry
Kerala		
38	Idukki	Food Processing
39	Kottayam	Rubber

Maharashtra		
40	Aurangabad	Pharma
41	Dhule	Food Processing
42	Nagpur	Food Processing
43	Pune	Auto Comp., Pharma
44	Thane	Powerloom
45	Sangli	Food Processing
46	Nashik	Steel Furniture
Manipur		
47	Imphal East	Handicrafts
Meghalaya		
48	East Khasi Hills	Organic/Floriculture
Odisha		
49	Paradip	Food Processing
50	Puri	Handicrafts
51	Cuttack	Gems & Jewellery
52	Bargarh	Handloom
Punjab		
53	Barnala	Agri Equip
54	Jalandhar	Sports Goods
55	Ludhiana	Apparel, Auto Comp
56	Kapoorthala	Steel Ancillary
Sikkim		
57	West Sikkim	Large Cardamom
Tamil Nadu		
58	Erode	Powerloom
59	Coimbatore	Electrical & Agri equip.
60	Tanjore	Handicrafts
61	Tirupur	Apparel
62	Thiruvallur	Plastics
63	Vellore	Leather
Tripura		
64	Sonamura	Agarbatti sticks
65	West Tripura	Bamboo
Uttar Pradesh		
66	Varanasi	Handicrafts
67	Agra	Leather
68	Bhadohi	Handicrafts
69	Kanpur	Leather
70	Meerut	Sports Goods
71	Moradabad	Handicrafts
72	Saharanpur	Wood Work
73	Firozabad	Glasswork
74	Unnao	Handicrafts
Uttarakhand		
75	Nainital	Food Processing
76	Haridwar	Electrical equip.
77	Udham Singh Nagar (Pantnagar)	Auto Comp.
West Bengal		
78	Murshidabad	Handloom
79	Nadia	Handloom
80	Bankura	Handicrafts

LIST OF PRBHARI OFFICERS

(with OM No. No.7/3/2017-EO(SM-I)(P-1) dated 26.10.2018)

ANNEXURE

S. No.	AS/IAE Districts	Sectors	Prabhari Officer (Shri/Ms.)	Remarks/Station/Aspirational District	State
1	Visakhapatnam	Food Processing	Shiv Das Meena, AS, MoHUA	Visakhapatnam	Andhra
2	Chittoor	Textiles	Shashidhar K Srinivas, Chairman, MPEDA	Chittoor	Andhra
3	Barpeta	Bamboo	Ashish Kumar Bhutani, JS, DoAC&FW	Barpeta	Assam
4	Gaya	Handloom	Bimbadhar Pradhan, AS & FA DoAC&FW	Gaya	Bihar
5	Bokaro	Steel Ancillary	Sanjay Prasad, JS, Defence Prod	Bokaro	Jharkhand
6	Udham Singh	Auto Components	Sukhbir Singh Sandhu, AS, MHRD (DHE)	Udham Singh	JK
7	Khoonti	Handicrafts	Praveen Vasishth, JS MHA	Khoonti	Rajasthan
8	West Sikkim	Large cardamom	Upma Srivastava, AS, DoAC&FW	West Sikkim	Sikkim
9	Haridwar	Electrical equip.	Jyotsna Sitling, JS, MSDE	Haridwar	Uttar Pradesh
10	Murshidabad	Handloom	Vivek Bhardwaj, JS, MHA	Murshidabad	West Bengal
11	Nadia	Handloom	Govind Mohan, AS-DEA	Nadia	West Bengal
12	South Cachar	Bamboo	S.K Khare, AS DEA	AD-Hailakhandi	Assam
13	Kamrup (Rural)	Handloom	Paban Kumar Borthakur, Chairman, APEDA, D/o Commerce	AD-Darang	Assam
14	Madhubani	Handicrafts	N. Saravana Kumar, JS MHRD	AD-Sitamarhi	Bihar
15	Patna	Electronics (LED)	Praveen K Srivastava, AS, MHA	AD-Muzzafarpur	Bihar
16	Bharuch	Chemicals	Rameshwar Prasad Gupta, AS, NITI	AD-Narmada	Gujarat
17	Manesar	Autoparts	Rajni Sekhri Sibal AS MHA	AD-Mewat	Haryana
18	Jamshedpur	Auto Comp.	Alka Tiwari, AS, Do Fertilizers	AD-Ranchi	Jharkhand
19	Bhaglkot	Handloom	Ritvik Ranjanam Pandey, DoRevenue	AD-Raichur	Karnataka
20	Dhule	Food Processing	Rajesh Aggarwal JS MoTA	AD-Nandurbar	Maharashtra
21	East Khasi Hills	Organic/Floriculture	Jitendra Kumar Sinha, JS DoNER	AD-Ribhoi	Meghalaya
22	Cuttack	Gems & Jewellery	Jatindra Nath Swain MD SECI	AD-Dhenkenal	Odisha
23	Bargarh	Handloom	Suresh Kumar Vasishth, JS Food and PD	AD-Balangir	Odisha

Sl. No.	Location	Industry	Personnel	Department	State
24	Ludhiana	Apparel, Electrical equip.	Anurag Agarwal, JS, DEA	AD-Moga	Punjab
25	West Tripura	Bamboo	K Rajeshwar Rao, AS, M/o Mines	AD-Dhalai	Tripura
26	Varanasi	Handicrafts	Leena Nandan, AS MoRTH	AD-Chandauli	Uttar Pradesh
27	Unnao	Handicrafts	Sanjeeva Kumar, AS, MoH&FW	AD-Bahraich	Uttar Pradesh
28	Kanpur	Leather	Rajiv Agarwal, JS, DIPP	AD-Fatehpur	Uttar Pradesh
29	Nainital	Food Processing	Sukhbir Singh Sandhu, AS, MHRD (DHE)	AD-Udhamsingh N	Uttarakhand
30	Panipat	Handloom	Sumita Misra, JS NITI Ayog		Haryana
31	Sonipat	Handloom	Sumita Misra, JS NITI Ayog		Haryana
32	Kangra	Handicrafts	Anuradha Thakur, JS DIPA		Himachal
33	Una	Wood Work	Anuradha Thakur, JS DIPA		Himachal
34	Ramanagra	Toy industry	Vandana Gurnani, JS DoHFW		Karnataka
35	Hoskote	Auto Comp.	Vandana Gurnani, JS DoHFW		Karnataka
36	Nashik	Steel Furniture	Kunal Kumar JS/MoHUA		Maharashtra
37	Aurangabad	Pharma	Kunal Kumar JS/MoHUA		Maharashtra
38	Pune	Auto Comp., Pharma	Samir Kumar Biswas JS Do Ch&PetroC		Maharashtra
39	Thane	Powerloom	Samir Kumar Biswas JS Do Ch&PetroC		Maharashtra
40	Jalandhar	Sports Goods	Anjali Bhawara, AS MCA		Punjab
41	Kapurthala	G. Engineering	Anjali Bhawara, AS MCA		Punjab
42	Meerut	Spots Goods	Juthika Patankar, AS MoSD&E		Uttar Pradesh
43	Saharanpur	Wood Work	Juthika Patankar, AS MoSD&E		Uttar Pradesh
44	Erode	Powerloom	Srinivas Bandla, JS, MSME		Tamil Nadu
45	Tirupur	Apparel	Srinivas Bandla, JS, MSME		Tamil Nadu
46	Guntur	Powerloom	Lav Agarwal, JS DoHFW		Andhra

(with OM No. No.7/3/2017-EO(SM-I)(P-1) dated 26.10.2018)

ANNEXURE

No.	District	Industry	Entrepreneur Name	State
47	Narsapur	Handicrafts	Sanjay Jaju, JS D/o Defence Production	Andhra
48	East Godavari	Food Processing	Sanjay Jaju, JS D/o Defence Production	Andhra
49	Papumpare	Handloom	Amit Yadav, JS, DoT	Arunachal
50	North Goa	Food Processing	Arun Baroka, JS MoDWS	Goa
51	Ahmedabad	Plastics	Raj Kumar, DG, ESIC, MoLE	Gujarat
52	Kutchh	Handicrafts	Srinivas Ramaswamy Katikithala, AS DoPT	Gujarat
53	Rajkot	Foundry	Niranjan Kumar, JS M/o Mines	Gujarat
54	Valsad	Chemicals	Om Prakash Chaudhary, JS, DoAHD&F	Gujarat
55	Somnath	Food Processing	Arun Kumar Verma, JS MoPower	Gujarat
56	Surendra Nagar	Sanitaryware	Niranjan Kumar, JS MoMines	Gujarat
57	Faridabad	Auto Comp.	Shyamal Misra, JS DoCommerce	Haryana
58	Baddi	Pharma	Ali Raza Rizvi, AS&FA, MoIB	Himachal
59	Jammu	Food Processing	Shantmanu, JS, M/o Textiles	JK
60	Ballari	Apparel	Amita Prasad, AS, MoSPI	Karnataka
61	Malur	Auto Comp.	Atul Kumar Tiwari, JS MoTextile	Karnataka
62	Idukki	Food Processing	Gyanesh Kumar, AS MHA	Kerala
63	Kottayam	Rubber	Pramod Kumar Pathak, AS, M/o Ayush	Kerala
64	Nagpur	Food Processing	Vennelaganti Radha, JS MoDWS	Maharashtra
65	Sangli	Food Processing	Kamal Datta, JS, DFPD	Maharashtra
66	Imphal East	Handicrafts	Rajesh Kumar, JS, MoWCD	Manipur
67	Okhla	Electrical equip.	Jalaj Srivastava, AS, DACFW	New Delhi
68	Paradip	Food Processing	Nikunja Kishore Sundaray, JS MoEF/CC	Odisha
69	Puri	Handicrafts	Parag Gupta, JS MoFPI	Odisha

70	Barnala	Agri Equip	Vijoy Kumar Singh, JS DOPT		Punjab
71	Coimbatore	Electrical & Agri equip.	B. Suman, JS, M/o Tourism		Tamil Nadu
72	Tanjore	Handicrafts	Anita Praveen, AS&FA, POSTS		Tamil Nadu
73	Thirvallur	Plastics	Sudhanshu Gupta, JS Cab Sec NSCWC		Tamil Nadu
74	Vellore	Leather	Sudhanshu Gupta, JS Cab Sec NSCWC		Tamil Nadu
75	Sonamura	Agarbatti sticks	Sanjay Kumar Rakesh, JS, MeITY		Tripura
76	Agra	Leather	Sunil Kumar, AS DoCommerce		Uttar Pradesh
77	Bhadohi	Handicrafts	Kamran Rizvi, JS MoRD		Uttar Pradesh
78	Moradabad	Handicrafts	Amit Kumar Ghosh, JS MoRTH		Uttar Pradesh
79	Firozabad	Glasswork	Devesh Chaturvedi, AS, DoACFW		Uttar Pradesh
80	Bankura	Handicrafts	Barun Mitra, AS, D/o Defence Production		West Bengal