



भारत सरकार / GOVERNMENT OF INDIA
वित्त मंत्रालय / MINISTRY OF FINANCE
राजस्व विभाग / DEPARTMENT OF REVENUE
कार्यालय आयुक्त / OFFICE OF THE COMMISSIONER
केन्द्रीय वस्तु एवं सेवाकर आयुक्तालय / CENTRAL GOODS AND SERVICE TAX COMMISSIONERATE
142-बी हिरण मगरी सेक्टर -11, उदयपुर (राजरथान)/ 142-B, HIRAN MAGRI, SECTOR-11, UDAIPUR(RAJ.)
दूरभाष सं./Tele.No. 0294-2690000 व फ़ैक्स नं./Fax.No. 0294-2483648

F.No. II-39(03)Estt./udr./2019

Date: 16.04.2020

OFFICE ORDER
Dated 16.04.2020

Subject : Guidelines on the measures to be taken for containment of COVID-19 in the country- attendance in the office –regarding

In consequence to Para 18(ii) of the Order dated 15.04.2020 issued by the Ministry of Home Affairs, New Delhi vide F.No. 40-3/2020-DM-I(A). read with direction conveyed by the CBIC, New Delhi vide Order dated 15.04.2020 issued under F.No. C.50/30/2020-Ad-II, for smooth execution of the office work, the following Officers and staff of this Commissionerate are required to attend the office as per below mentioned roster.

Sr.No.	Name of the officer (S/Sh.)	Designation	Place of Posting	Working Day
1	P.L.Dendor	Supdt.	AE	20.04.2020 to 24.04.2020
2	RAVI PAL SINGH	Supdt.	AUDIT	20.04.2020 to 24.04.2020
3	B.L.JHALAWAT	Supdt.	Vig./ L & B	20.04.2020 to 24.04.2020
4	V P SINGH	Supdt.	Review	20.04.2020 to 24.04.2020
5	ARPIT AGARWAL	Inspector	AE	20.04.2020 to 24.04.2020
6	ANJANI KUMAR SINGH	Inspector	AE	20.04.2020 to 24.04.2020
7	KHEM SINGH KHANGAROT	Inspector	Vig./ L&B	20.04.2020 to 24.04.2020
8	ARUN KUMAR SONI	Inspector	Review	20.04.2020 to 24.04.2020
9	KAPTAN SINGH	T.A.	Acctts.	20.04.2020 to 24.04.2020
10	PAKAJ MEENA	T.A.	Admn.	20.04.2020 to 24.04.2020
11	B. PRAVEEN	Supdt.	AE	27.04.2020 to 01.05.2020
12	Sanjay Kumar Gupta	Supdt.	Tech./ Law	27.04.2020 to 01.05.2020
13	Sanjay Nawal	Supdt.	System	27.04.2020 to 01.05.2020
14	Ram Kishan Bairwa	Supdt.	Adj.	27.04.2020 to 01.05.2020
15	Sharad Chandra	Supdt.	Review	27.04.2020 to 01.05.2020
16	Tikam Chand	A.O.	Admn.	27.04.2020 to 01.05.2020
17	AKHIL RAJ	Inspector	AE	27.04.2020 to 01.05.2020
18	DIVYANSHU KUMAR	Inspector	Review	27.04.2020 to 01.05.2020
19	ABHISHEK SHARMA (D.O.B. 21.04.1992)	Inspector	Tech.	27.04.2020 to 01.05.2020
20	Mukesh Kumar	Steno.	Steno	27.04.2020 to 01.05.2020

- (1.) All the Officers of the rank of Joint Commissioner and above will attend the office.
- (2) The remaining officials who are working from home on a particular day has to do work from the home. Further they should be available on telephone and electronic means of communication during normal working hours. They should not leave Hqrs and attend office, immediately if called for any exigency of work.

- (3) Any officer/ staff who is residing in any containment zone shall work from home only and inform his controlling officer for the same
- (4) The Divisional heads shall issue necessary office order in this regard in pursuance of the above mentioned guidelines.
- (5) The requisite personnel from the housekeeping vendor and drivers may be directed to attend the duties.
- (6) The social distancing norms and proper hygiene practices must be ensured as specified in Annexure-I and II of the above mentioned MHA order.
- (7) This order will be effective from 20.04.2020 till further orders.

sd.
(Dr. B S Meena.)
Commissioner

Copy to:

1. The Joint Commissioner(CCO) , CGST & C.Ex Jaipur Zone, Jaipur for information Please.
2. The District Magistrate, Udaipur for information Please.
3. The Superintendent of Police, Udaipur for information Please.
4. The Assistant Commissioner CGST and Central Excise Division, A/B/C-Udaipur, D-Kankroli, E/F-Bhilwara, G-Chittaudgarh, H/I-Kota for information and necessary action.
5. All officers and staff of CGST, Commissionerate, Udaipur for information and necessary action.

B-S
16/04/2020
Commissioner