



भारत सरकार / GOVT. OF INDIA

वित्त मंत्रालय, राजस्व विभाग / MINISTRY OF FINANCE, DEPTT. OF REVENUE

कार्यालय आयुक्त, केन्द्रीय वस्तु व सेवाकर एवं उत्पाद शुल्क - जयपुर
OFFICE OF THE COMMISSIONER, CENTRAL GOODS AND SERVICES TAX & CENTRAL EXCISE - JAIPUR

मुख्यालय: नव केन्द्रीय राजस्व भवन, स्टैच्यू सर्किल, सी-स्कीम, जयपुर- 302005 (राज.)

HQ : NEW CENTRAL REVENUE BUILDING, STATUE CIRCLE, C-SCHEME, JAIPUR - 302005 (RAJ.)

फोन नं. : 0141-2385359

स्थापना शाखा

फैक्स नं. : 0141- 2385222

फा.सं.: 1-22(10)प्रशा./जेपीआर/2018/988

दिनांक:- 20.03.2020

OFFICE ORDER

Dated : 20.03.2020

As per the directions issued by DoPT O.M. No. 11013/9/2014-Estt. (A-III) dated 19.03.2020 regarding preventive measurers to contain the spread of COVID-19, the following roster of duty for Group 'B' and 'C' Officers/staff till 03.04.2020 is ordered with immediate effect -

S. No.	Name of the Officer (Mr./Mrs.)	Designation	Work from Home	Work from Office
1	SHYAM SUNDER YADAV	Superintendent	23, 24, 25, 26, 27, 28 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
2	MOHAN LAL NAMA	Superintendent	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
3	NATHU LAL JAIN	Superintendent	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
4	BAL CHAND KHATIK	Superintendent	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
5	DINESH SHARMA	Superintendent	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
6	H. P. KACHOLIA	Superintendent	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
7	BANWARI LAL	Superintendent	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
8	R. P. S. SOLANKI	Superintendent	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
9	HANUMAN RAM MUNDEL	Superintendent	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
10	MOTI LAL MEENA	Superintendent	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
11	BHOOPENDRA SINGH PANWAR	Inspector	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
12	RAJ GAJENDRA SINGH	Inspector	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
13	RUPA RAMA CHAUDHARY	Inspector	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
14	AJAY KUMAR	Inspector	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
15	OM PRAKASH JANGID	Inspector	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
16	NEERU YADAV	Inspector	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
17	SOURABH ARORA	Inspector	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
18	KANWAT VIKRAM SINGH RAMESHWAR	Inspector	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
19	RAM AVTAR MEENA	Inspector	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
20	MANOJ KUMAR YADAV	Inspector	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
21	SITA RAM MALI	Inspector	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020

22	RAM PRASAD	Inspector	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
23	PRAKASH MEENA	Inspector	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
24	RAGHUVeer SINGH	E. A.	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
25	Ms. NEERU GEHLAWAT	E. A.	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
26	PRADEEP BHURIA	T. A.	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
27	VISWAS MAURYA	T. A.	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
28	SUNITA SAINI	T. A.	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
29	SWATI KHANDELWAL	T. A.	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
30	MAHESH KR. CHOUHDARY	T. A.	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
31	BHAGWAN SAHAI	T. A.	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
32	MUTHRESH SHARMA	T. A.	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
33	SUSHEEL KUMAR	Steno Gr. II	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
34	NEETA SHUKLA	Sr. Hindi Translator	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
35	ASHOK BIRANIA	Sr. Hindi Translator	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
36	Ms. SHARDA SHARMA	H. Haw.	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
37	GOVIND SAHAI MEENA	H. Haw.	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
38	MAHESH BANA	H. Haw.	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
39	BHONRI LAL MEENA	H. Haw.	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
40	HARI NARAIAN MEENA	H. Haw.	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
41	KISHAN LAL MEENA	H. Haw.	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
42	DEVENDRA SINGH	H. Haw.	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
43	KAAN SINGH	Driver Gr. I	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
44	JAI NARAYAN MEENA	Driver Gr. I	23, 24, 25, 26, 27 March, 2020	30, 31 March, 2020 & 1, 2, 3 April, 2020
45	KAPIL VOHRA	Superintendent	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
46	RAJESH KUMAR YADAV	Superintendent	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
47	AJAY KUMAR AGARWAL	Superintendent	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
48	MEENA KUMARI GUPTA	Superintendent	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
49	DEEPAK PUNJABI	Superintendent	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
50	ALOK KUMAR MATHUR	Superintendent	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
51	N. K. KHANDELWAL	Superintendent	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
52	JAGDISH CHAND JINGAR	Superintendent	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
53	SHYAM SUNDER SHARMA	Superintendent	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
54	SANJAY KUMAR SETHI	Superintendent	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020

55	VIJAY KUMAR PUROHIT	Superintendent	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
56	ANUBHAV SONI	Inspector	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
57	DEVENDRA SINGH RATHORE	Inspector	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
58	BHARAT SHEWANI	Inspector	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
59	SUDHANSHU JOSHI	Inspector	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
60	AMIT JAIN	Inspector	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
61	ANGAD MEENA	Inspector	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
62	SANJEEV KUMAR YADAV	Inspector	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
63	MAHESH KUMAR	Inspector	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
64	Ms. SURBHI GUPTA	Inspector	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
65	RITU VERMA	Inspector	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
66	NAVEEN KUMAR JOSHI	Inspector	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
67	ANEK KUMAR GOEL	Inspector	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
68	ARIHANT KUMAR JAIN	Inspector	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
69	RADHA KRISHNA MISHRA	Inspector	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
70	SHEKHAR SHARMA	Inspector	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
71	AJIT SINGH DUTT	Inspector	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
72	HARI NARAYAN MEENA	Administrative Officer	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
73	YASHWANT RAJORIYA	E. A.	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
74	TEJPAL MORYA	E. A.	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
75	NATHU LAL SHARMA	E. A.	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
76	MAN SINGH GURJAR	T. A.	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
77	VARUN YADAV	T. A.	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
78	SHIMONA KAYATHI	T. A.	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
79	Ms. RAJRANI SHARMA	T. A.	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
80	VIKASH CHANDRAY	T. A.	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
81	ATUL SHARMA	LDC	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
82	HEMANT KHOLJA	LDC	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
83	TILAK SHARMA	LDC	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
84	DHARMPAL	Steno Gr. II	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
85	HARKESH MEENA	Jr. Hindi Translator	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
86	JAGDISH PRASAD MEENA	H. Haw.	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
87	BABU LAL MEENA	H. Haw.	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020

88	RAJESH KUMAWAT	H. Haw.	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
89	GHASI LAL BAIRWA	H. Haw.	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
90	RAMJI LAL SHARMA	H. Haw.	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
91	MAHESH KUMAR SHARMA	Driver Gr. II	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
92	RAMESH SINGH BISHI	Driver Gr. II	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
93	OM PRAKASH GADRI	Driver Gr. II	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
94	P. K. OJHA	Manager Canteen	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
95	BUDHI PRAKASHI	Wash Boy	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
96	RAMESH SHARMA	Bearer	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
97	GOPAL LAL PANWAR	MTS	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
98	SARWAN KUMAR	MTS	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020
99	ASHA DEVI CHHIPA	MTS	30, 31 March, 2020 & 1, 2, 3 April, 2020	23, 24, 25, 26, 27 March, 2020

Note :

01. Sr. No. 1 to 31 shall attend office from 09.00 AM to 05.30 PM.
02. Sr. No. 32 to 62 shall attend office from 10.00 AM to 06.30 PM.
03. Sr. No. 63 to 99 shall attend office from 09.30 AM to 06.00 PM.
04. Further, all officers/staff are advised to follow instructions given in DoPT's OM dated 17.03.2020 & 19.03.2020.
05. The officials who are working from home on a particular day may collect their respective file from office to do work from the home, further they should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
06. The officers who are attending office on 1st week also attend office on respective Saturday of the week.

(Manzoor Ali Ansari)

Additional Commissioner (P & V)

Copy to-

1. The concerned officer.
2. Superintendent (Computer), CGST, Jaipur to update the order on official order.