

प्रधान आयुक्त कार्यालय  
**OFFICE OF THE PRINCIPAL COMMISSIONER**  
केन्द्रीय वस्तु एवं सेवाकर एवं केन्द्रीय उत्पाद शुल्क आयुक्तालय, जयपुर  
**CENTRAL GOODS & SERVICE TAX & CENTRAL EXCISE COMMISSIONERATE, JAIPUR**  
**NEW CENTRAL REVENUE BUILDING, STATUE CIRCLE, C-SCHEME, JAIPUR-302005**  
(कैडर कन्ट्रोल यूनिट)

फा.सं. II-31(05)CCU/JPR/2022 / 1793

दिनांक 15.11.2022

**OFFICE ORDER (DUTY ROSTER)**

The Duty Roster of the officers of the teams constituted vide this Office Order dated 09-11-2022 for conducting PET/PST for the post of Havaldar of those candidates who have been called for their PET/PST on 16-11-2022 and 17-11-2022 is as under:

Sr. No.	Date and Batch	PET/PST is to be performed by	Batch Timings for PET/PST
1.	16-11-2022 (Morning)	Team A & Team B	08:30 Hrs to 12:30 Hrs
2.	16-11-2022 (Afternoon)	Team C & Team D	12:30 Hrs to 16:30 Hrs
3.	17-11-2022 (Morning)	Team A & Team B	08:30 Hrs to 12:30 Hrs
4.	17-11-2022 (Afternoon)	Team C & Team D	12:30 Hrs to 16:30 Hrs

The field position at the venue where the following officers are to be positioned along with details of action to be taken by them:

1. **At Baggage Counter :**

Name and designation of the Officer	Team	Action to be taken
(for Morning Batch) Sh. Hariom Meena, MTS Sh. Asha Chheepa, MTS	A B	No item is allowed to be taken into stadium premise, hence any bag/items occupied by the candidate are either to be handed over to his/her guardian or to be deposited at Baggage Counter. The officer posted at Baggage counter shall collect the baggage by issuing a token and release the same after completion of PET/PST by recollecting the token.
(for Evening Batch) Sh. Hariom Meena, MTS Sh. Asha Chheeps, MTS	C D	

2. **Entry Gate :**

Name and designation of the Officer	Team	Action to be taken
Sh. Sandeep Ola, Inspector Sh. Vinod Kr. Sharma, HH	A	To permit the candidates entering into Athletic Track Entrance Gate after frisking by Havaldar (using metal detector) and preliminary checking by the Inspector of valid Photo Id Card and Admit Card issued by the SSC.
Sh. Manoj Kr. Yadav, Inspector Sh. Ram Kumar, HH	B	
Sh. Ganesh Machra, Inspector Sh. Om Prakash Verma, HH	C	

*(Signature)*

Sh. Anish Bhalla, Inspector Sh. Heera Lal, HH	D	
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### 3. Document Verification and Chest No. allotment Counter:

Name and designation of the Officer	Team	Action to be taken
Sh. Rajesh Kinra, Supdt. Sh. Muthresh Sharma, TA Ms. Sunita Saini, TA	A	The Superintendent will certify the identity and admit card along with other relevant document related for claiming any relaxation in PET/PST with the help of two TAs (of the Team performing PST first). After being satisfied, allocate a chest number to the candidates as same as mentioned in the list received by the team from the control room and send them to the location of PET/PST. After completion of the PET/PST, recollect the Chest Numbers and obtain the Annexure C from all the candidates and prepare the Annexures A/B from the data received from team-mates working at different spots. All the Attendance Sheets/ Result Sheets/ Commission Copies/ Annexures C etc. are to be submitted at the end of PET/PST to the control room.
Sh. Alok Mathur, Supdt. Sh. Atul Sharma, LDC Sh. Pushpendra Singh, TA	B	
Sh. R.K. Jain, Supdt. Sh. Kripa Shankar Singhwal, TA Sh. Deshraj Jakhar, TA	C	
Sh. Sudhir Sharma, Supdt. Sh. Bhagwan Sahay, TA Sh. Abhinav Sharma, TA	D	

### 4. PST Rooms:

Name and designation of the Officer	Team	Action to be taken	
Sh. Dinesh Luniya, Inspector Sh. Suresh Balmiki, HH	A (Room1)	Height of the candidate is to measured by the HH/Havaldar and is to be recorded by the Inspector/ TA and submit the same to the Superintendent of that team.	
Sh. Swaroop Singh Shekhawat, Insp Sh. Gulab Chand Meena, HH	A (Room2)		
Sh. Vijay Singh, Insp. Sh. Nawal Singh, HH	B (Room1)		
Sh. Santosh Kumar Tiwari, Insp. Sh. Ramesh Chand Verma, LDC	B (Room2)		
Sh. Abhishek Sharma, Insp. Sh. Om Prakash Verma, HH	C (Room1)		
Sh. Mukesh Kumar, Insp. Sh. Vinod Kr. Sharma, HH	C (Room2)		
Sh. Anish Bhalla, Insp. Sh. Yogendra Kumar Meena, LDC	D (Room1)		
Sh. Shashank Yadav, Insp. Sh. Sunil Suiwal, LDC	D Room2)		
Sh. Sandeep Ola, Inspector Sh. Bhupendra Singh, Havaldar	A (Room1)		Chest Measurement of the candidates are to be performed and recorded by the Inspector/ TA with the help of LDC/HH/Havaldar and submit the same to the Superintendent of that team.
Sh. Lalit Kumar Jha, Inspector Sh. Vinod Kr. Sharma, HH	A (Room2)		
Sh. Anil Kumar Sharma, Insp. Sh. Ram Kumar, HH	B (Room1)		
Sh. Manoj Kumar Yadav, Insp. Sh. Shambhu Lal Meena, HH	B (Room2)		
Sh. Ganesh Machra, Insp. Sh. Suresh Kumar, HH	C (Room1)		
Sh. Gajendra Sharma, Insp. Sh. Hemant Khoila, LDC	C (Room2)		

*[Handwritten signature]*

Sh. Neeraj Baswal, Insp. Sh. Heera Lal, HH	D (Room1)	
Sh. Yogesh Khunteta, Insp. Sh. Deepak Rajoria, HH	D (Room2)	

**5. PET at Athletic Track:**

Name and designation of the Officer	Team	Action to be taken
Sh. Umanad Vijay, Superintendent Sh. Sandeep Ola, Inspector Sh. Swaroop Singh Shekhawat, Insp Sh. Dinesh Luniya, Insp. Sh. Lalit Kumar Jha, Insp. Sh. Shanta Prakash Tailor, TA Sh. Deepak Mahla, TA Sh. Tilak Sharma, LDC Ms. Anita Saini, TA Sh. Vinod Kumar Sharma, HH Sh. Gulab Chand Meena, HH Sh. Suresh Balmiki, HH Sh. Bhupendra Singh, Havaldar	A	Each team will have 8 members (combined team of Insp.& TAs) at 8 Lanes track under supervision of his team Superintendent, each member will monitor candidates (at least 2 candidates in a 15 Minute cycle after developing some gap after a short interval of time) who will start walk on one of those 8-Lanes Track. These 8 members will record the walking time of their candidates through Stopwatches provided to them and will submit their individual report to his Team Superintendent after completion of PET. Havaldars will be positioned around the Field track to keep watch on walking of the candidates as running is not to be allowed.
Sh. Prem Raj Jogpal, Superintendent Sh. Anil Kumar Sharma, Inspector Sh. Santosh Kr. Tiwari, Inspector Sh. Vijay Singh, Inspector Sh. Manoj Kumar Yadav, Inspector Sh. Pushpendra Singh, TA Sh. Muthresh Sharma, TA Sh. Atul Sharma, LDC Ms. Sunita Saini, TA Sh. Nawal Singh, HH Sh. Shambhu Lal Meena, HH Sh. Ramesh Chand Verma, LDC Sh. Ram Kumar, HH	B	
Smt. Rekha Bhargava, Supdt. Sh. Ganesh Machra, Inspector Sh. Mukesh Kumar, Inspector Sh. Abhishek Sharma, Inspector Sh. Gajendra Sharma, Inspector Sh. Akshay Atrey, TA Sh. Ankit Poonia, TA Sh. Sangam Sharma, TA Sh. Ashok Kr Saiwal, TA Sh. Hemant Kholia, LDC Sh. Suresh Kumar, HH Sh. Vinod Kumar Sharma, HH Sh. Om Prakash Verma, HH	C	
Sh. Jagdish Tanwar, Supdt. Sh. Yogesh Khunteta, Inspector Sh. Shashank Yadav, Inspector Sh. Anish Bhalla, Inspector Sh. Neeraj Baswal, Inspector Sh. Kripa Shankar Singhwal, TA Sh. Abhinav Sharma, TA Sh. Bhagwan Sahay, TA Sh. Deshraj Jakhar, TA Sh. Heera Lal, HH	D	

*Shri*

Sh. Sunil Suiwal, LDC		
Sh. Yogendra Kumar Meena, LDC		

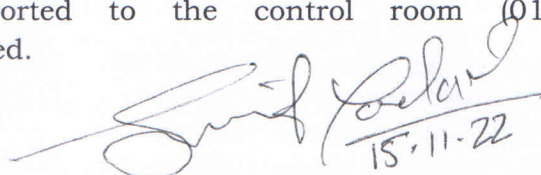
#### **6. Night Duty at the Test Venue:**

Night duty roster of the following Havaldars for security of office equipments/material to be kept stored at the Examination Venue for 16.11.2022 & 17.11.2022 is as under:

<b>Name of the Officer</b>	<b>Date</b>	<b>Time</b>
Sh. Mahesh Kr. Sharma	15-11-2022/ 16-11-2022	22:00 Hrs to 06:00 Hrs
Sh. Mahesh Meena	16-11-2022	00:00 Hrs to 08:00 Hrs
Sh. Shiv Lal Meena	16-11-2022	16:00 Hrs to 24:00 Hrs
Sh. Gopal Naydu	16-11-2022/ 17-11-2022	22:00 Hrs to 06:00 Hrs
Sh. Kailash Sharma	17-11-2022	00:00 Hrs to 08:00 Hrs
Sh. Kailash Sharma	17-11-2022	16:00 Hrs to 24:00 Hrs
Sh. Shiv Lal Meena	17-11-2022/ 18-11-2022	22:00 Hrs to 06:00 Hrs

#### **Notes-**

1. The Dy./Asstt. Commissioner will be the In-charge of that team and he will supervise the entire event being executed by his team at the venue and he will submit all the duly signed Annexures to the undersigned after completion of PET/PST of his batch for that day.
2. The field position of the Officers at the venue should strictly be followed in the manner as mentioned in the roster. For any deviation, a prior approval of the undersigned must be taken by the Team In-charge.
3. The officers (working in Jaipur) who have been nominated in a Team vide this office order dated 09-11-2022 but their names are not present in this roster, have been kept as reserved and they will be available at Control room/Hqrs and will perform their duty at the examination venue as and when they are called.
4. Absence of any officer shall be reported to the control room/undersigned by the Incharge (i.e. Dy./Asstt. Commissioner) of that team. Disciplinary action will be initiated against the officer who remains absent on duty without informing his Team In-charge.
5. The whole activity at ground will be under camera surveillance and live feed will be monitored regularly at the control room. Therefore, all the field officers are directed to perform their duty in a sincere and fair manner. Any misconduct at the field shall not be entertained and will be viewed seriously.
6. Havaldars will perform their duty wearing uniform.
7. Any inconvenience shall be reported to the control room (0141-2385023/025/299) /to the undersigned.

  
15.11.22

Additional Commissioner (CCU)

Copy for information to:

1. The Joint Commissioner (CCO), CGST & CE Jaipur Zone, Jaipur.
2. The Pr. Commissioner (CCU), CGST & CE Commissionerate Jaipur.
3. The Superintendent (Computer) to upload it on the departmental website.
4. The Personal Copy through electronic medium.