

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 कंट्रोल यूनिट)

फा.स. II-31(05)CCU/JPR/2022/1639

दिनांक: 09.11.2022

OFFICE ORDER

With some partial modification in this office order dated 04-11-2022, the following Committees have been re-constituted for conducting the PET/PST of 2635 candidates shortlisted for the post of Havaldar by SSC and nominated to this zone from 14-11-2022 to 24-11-2022, to perform the functions mentioned against them –

S. No.	Name of Committee	Name & designation of Officers nominated in the Committee	Present Place of Posting	Function to be performed
1	Committee for Control Room Setup	Shri Rati Ram Meena, AC Shri Sanjay Kumar Sethi, Supdt./Nodal Officer Sh. Pranav Sharma, TA Nikunj Sharma, TA Shimona kayath, TA	CGST, Jaipur CCU, Jaipur CCU, Jaipur CGST Jaipur CCU, Jaipur	To address the queries of the candidates through dedicated telephone lines from 10:30 to 17:00 Hrs and monitor the entire process and maintain coordination among all the constituted Committees.
2	Committee for conduction of PST/PET	Team A: Sh. P.C. Samaria, AC Sh. Rajesh Kinra, Superintendent Sh. Umanand Vijay, Supdt. Sh. Sandeep Ola, Inspector Sh. Vaibhav Jain, Inspector Sh. Swaroop Singh Shekhawat, Insp Sh. Lalit Kumar Jha, Inspector Sh. Dinesh Luniya, Inspector Sh. Laxmi Narayan Meena, TA Sh. Shanta Prakash Tailor, TA Sh. Deepak Mahla, TA Sh. Tilak Sharma, LDC Ms. Anita Saini, TA Sh. Vinod Sharma, HH Sh. Gulab Chand Meena, HH Sh. Suresh Balmiki, HH Sh. Bhupendra Singh, Havaldar Sh. Deepak Rajoria, HH Sh. Hariom Meena, MTS Team B: Sh. B. B. Atal, AC Sh. Alok Mathur, Supdt. Sh. Prem Raj Jogpal, Supdt. Sh. Anil Kumar Sharma, Inspector Sh. Santosh Kr. Tiwari, Inspector Sh. Vijay Singh, Inspector Sh. Manoj Kumar Yadav, Inspector Sh. Ramesh Chand Meena, Insp. Sh. Muthresh Sharma, TA Sh. Pushpendra Singh, TA Sh. Pradeep Bhuria, TA Sh. Atul Sharma, LDC Ms. Sunita Saini, TA Sh. Nawal Singh, HH	Customs(Prev.), Jaipur Customs (Chauhtan) CGST, Alwar CGST, Jaipur CGST Jaipur CGST Bhilwara CGST Alwar CGST, Jaipur CGST(Audit), Jaipur Customs(Prev.), Jaipur Customs(Prev.), Jaipur CGST Jaipur CGST(Appeals), Jaipur Customs(Prev.) Jaipur CGST Jaipur CGST Jaipur CGST Jaipur Customs(Prev.) Jaipur CCU, Jaipur Customs (Prev), Jaipur Customs (Prev), Jaipur CGST (Audit), Jodhpur Customs (Prev), Jaipur CGST Udaipur Customs(Prev), Jaipur CGST(Legal), Jaipur CGST Jaipur CGST Jaipur CGST(Audit), Jaipur CGST Jaipur Customs (Prev), Jaipur Customs (Prev), Jaipur Customs (Prev), Jaipur	To conduct the PET/PST of the nominated candidates as per Recruitment Rules (copy enclosed) and submit the duly Signed the Attendance Sheet and Result Sheet to the undersigned after completion of the PET/PST on every day.

	<p>Sh. Shambhu Lal Meena, HH Sh. Mahesh Meena, Havaladar Sh. Ramesh Chand Verma, LDC Sh. Baldev Sharma, HH Sh. Jagdish Singh, HH Ms. Asha Cheepa, MTS</p> <p>Team C: Sh. Navneet Naruka, AC Smt. Rekha Bhargav, Supdt. Sh. R.K. Jain, Supdt. Sh. Ganesh Machra, Inspector Sh. Mukesh Kumar, Inspector Sh. Abhishek Sharma, Inspector Sh. Piyush Rao, Inspector Sh. Gajendra Sharma, Inspector Sh. Akshay Atrey, TA Sh. Shiv Kumar Kumawat, TA Sh. Ankit Poonia, TA Sh. Sangam Sharma, TA Ms. Ashok Kr Saiwal, TA Sh. Abdul Aziz, HH Sh. Hemant Kholia, LDC Sh. Shiv Lal Meena, Havaladar Sh. Suresh Kumar, HH Sh. Ram Kumar, HH Sh. Hariom Meena, MTS</p> <p>Team D: Smt. Namita Choudhary, AC Sh. Sudhir Sharma, Supdt Sh. Jagdish Tanwar, Supdt. Sh. Yogesh Khunteta, Inspector Sh. Rakesh Kr. Garg, Inspector Sh. Sunil Kumar, Inspector Sh. Anish Bhalla, Inspector Sh. Neeraj Baswal, Inspector Sh. Kripa Shankar Singhwal, TA Sh. Abhinav Sharma, TA Sh. Bhagwan Sahay, TA Ms. Nitesh Kumar Tiwari, TA Sh. Deshraj Jakhar, TA Sh. Kailash Sharma, HH Sh. Gopal Naydu, HH Sh. Sunil Suiwal, LDC Sh. Yogendra Kumar Meena, LDC Ms. Asha Cheepa, MTS</p> <p>Team E: Ms. Nishtha Sharma, DC Smt. Rekha Bhargava, Supdt. Smt. Shashi Bala Poonia, Supdt. Sh. Dinesh Luniya, Inspector Smt. Lalit Kr. Jha, Inspector Sh. Sandeep Ola, Inspector Sh. Neeru Yadav, Inspector Sh. Anil Kumar Sharma, Inspector Sh. Deepak Dadheech, TA Sh. Shiv Kumar Kumawat, TA Ms. Shalini Gangodia, TA Ms. Bhumika Gautam, TA Ms. Asha Meena, HH Sh. Ram Kumar, HH Sh. Baldev Sharma, HH Sh. Bhupendra Singh, Havaladar Sh. Yogendra Kumar Meena, LDC Ms. Asha Cheepa, MTS</p>	<p>CGST Jaipur Customs (Prev), Jaipur CGST Jaipur Customs (Prev), Jaipur CGST Jaipur CGST Jaipur</p> <p>CGST, Jaipur CGST Jaipur CGST Jaipur CGST, Jaipur CGST Jaipur CGST Kota CGST(Appeals) Jaipur CGST Jaipur CGST (Appeals), Jodhpur CGST (Appeals) Jaipur Customs (Prev), Jaipur CGST, Jodhpur CGST Jaipur Customs (Prev), Jaipur Customs (Prev), Jaipur CGST Jaipur Customs (Prev), Jaipur Customs (Prev), Jaipur CCU Jaipur</p> <p>CGST Jaipur Customs(Prev), Jaipur CGST Jaipur CGST Sikar CGST Ajmer CGST(Appeals), Jaipur Customs (Prev), Jaipur CGST Bhilwara Customs (Prev), Jaipur CGST Jaipur CGST(Audit), Jaipur CGST, Jaipur CGST Jaipur Customs (Prev), Jaipur Customs (Prev), Jaipur CGST(Audit), Jaipur CGST(Audit), Jaipur CGST, Jaipur</p> <p>CGST (Audit) Jaipur CGST Jaipur CGST Jaipur CGST, Jaipur CGST, Alwar CGST, Jaipur Customs (Prev), Jaipur Customs (Prev), Jaipur CGST(Audit), Jaipur CGST(Appeals) Jaipur CGST, Jaipur Customs (Prev), Jaipur Customs (Prev), Jaipur Customs (Prev), Jaipur Customs (Prev), Jaipur CGST Jaipur CGST(Audit) Jaipur CGST Jaipur</p>	
3	<p>Committee for Dispute Resolution</p> <p>Sh. D.S. Meena, ADC Sh. Sunil Kumar Verma, Supdt. Sh. K.J. Nazrath, Supdt.</p>	<p>CGST(Appeals), Jaipur CGST, Alwar Audit, Jaipur</p>	<p>Redressal of dispute raised by the candidates at the venue during his PET/PST in light of standing rules and instructions. The</p>

				Dispute Notes (format enclosed) are to be submitted to the undersigned after completion of the PET/PST on every day.
4	Vigilance Committee	Sh. Manoj Kumar Saily, AC Sh. B.B.S. Rathore, Supdt. Sh. Sanjay Bhambhani, Inspector Sh. Anant Garg	CGST Jaipur CGST, Jaipur CGST Alwar Customs (Prev), Jaipur	To supervise the entire process through vigilance angle and make sudden inspections time to time for ensuring the running of entire examination process in fair manner and submit their observation note/report on daily basis at end of the day.
5	Refreshment Committee	Sh. Navneet Naruka, AC Sh. Sudhir Sharma, Supdt Sh. Sandeep Ola, Inspector Sh. Mansingh, TA	CGST Jaipur Customs(Prev), Jaipur CGST Jaipur CGST Jaipur	To take care of refreshment to the staff posted at the examination venue.
6	Videography & Photography Committee	Sh. Rati Ram Meena, AC Sh. Prem Raj Jogpal, Supdt. Sh. Shanta Prakash Tailor, TA	CGST, Jaipur CGST(Audit), Jodhpur Customs(Prev.), Jaipur	To ensure the smooth running of Videography/ Photographs/live feed of the entire process at each site of PST/PET without any obstructions.
7	Committee for Reporting to DGHRD	Sh. Sanjay Kumar Sethi, Supdt. Sh. Puneet Kumar Gupta, Insp Sh. Pranav Sharma, TA	CCU, Jaipur CCU, Jaipur CCU, Jaipur	Timely submission of all the reports related to attendance, results or any other information sought by the DGHRD/SSC in the prescribed format through email/web Portal.
8	Security Committee	Sh. Navneet Naruka, AC Sh. R.K. Jain, Supdt. Sh. Man Singh, TA	CGST Jaipur CGST Jaipur CGST Jaipur	To establish proper liaison and coordination with local Police for maintaining Law and order during the PET/PST of the candidates.
9	Medical Committee	Sh. Namita Chaudhary, AC Sh. Jagdish Tanwar, Supdt. Sh. Anil Kumar Sharma, Inspector	CGST Jaipur CGST Jaipur Customs(Prev), Jaipur	To coordinate with Medical/Para Medical Staff on duty during the PET/PST and ensuring instant medical service to the candidate in case of any emergency.
10	Legal Committee	Sh. Sunil Kr Verma, Supdt Sh. K.J. Nazrath, Supdt Sh. Manoj Kr. Yadav, Inspector	CGST Alwar Audit Jaipur CGST Jaipur	To take advance remedial action to avoid arising of any litigation.
11	Debriefing Committee	Morning : Sh. P.C. Samaria, AC Sh. B. B. Atal, AC Sh. Rajesh Kinra, Supdt. Sh. Alok Mathur, Supdt.	Customs(Prev), Jaipur Customs(Prev), Jaipur Customs(Prev), Jaipur Customs(Prev), Jaipur	To brief and summarize the entire process at end of the day to the

		Evening: Sh. Navneet Naruka, AC Sh. Namita Chaudhary, AC Sh. R.K. Jain, Supdt Sh. Sudhir Sharma, Supdt (For 23-11-2022 only)- Ms. Nistha Sharma, DC Smt. Rekha Bhargava, Supdt	CGST Jaipur CGST Jaipur CGST Jaipur Customs(Prev), Jaipur CGST(Audit), Jaipur CGST Jaipur	undersigned along with reporting of any inconvenience/hurdle faced by their team during PET/PST on that day.
12	Cleaning/ Custodian Committee	Sh. Jagdish Narayan Meena, AO Sh. Anil Kr. Sharma, Insp. Sh. Man Singh, TA	CGST Jaipur Customs(Prev), Jaipur CGST Jaipur	To ensure cleaning of the Stadium before and after PET/PST. Supervision of cleaning staff and maintenance of no plastic wastes at the venue.
13	Admin Committee	Sh. Navneet Naruka, AC Sh. Jagdish Narayan Meena, AO Sh. Man Singh, TA	CGST Jaipur CGST Jaipur CGST Jaipur	To take care of all the work related to Badges/banners/furniture/Stationary and Transport vehicles etc or any other work assigned.

Note: -

1. No application of leave shall be entertained for any officer during the period from 14.11.2022 to 25.11.2022.
2. One day has been kept reserved on 25.11.2022 for conducting PET/PST test for which duty may be assigned to any of the above mentioned officers.
3. Havalدارs shall perform their duties at the venue wearing Uniform.
4. Officers who are presently posted out of Jaipur shall be relieved by their respective office by 11.11.2022(A/N).
5. Duty Roster will be issued separately and officers posted out of Jaipur shall resume their duties from the next day after completion of their duties in the duty-roster.
6. A meeting is being scheduled at Hqrs on 11.11.2022 to be attended by the officers (not below the rank of the Inspectors) mentioned in the above committees for briefing the SOP of the conduction of PET/PST at SMS Stadium, Jaipur. One Mock-drill has also been proposed on 11.11.2022 for which further information will be shared to the concerned officials.
7. Disciplinary action will be initiated against the officer who fails to fulfill his/her duty.

Working of Committees:-

Action on the part of Committee constituted for control room :-

2. Three telephone numbers will be provided to all the candidates so that they can enquire any relevant information from the department. The control room will start working one week before the first date of PET/PST and staff situated at these dedicated telephone lines will have all the data and information on their computers i.e. list of the nominated candidates along with schedule date time venue etc. and they will address and resolve all the queries raised by the candidates.

3. All the activities running at the Stadium will be supervised from the control room and all the relevant documents like Attendance Sheets/ Result Sheet/ Chest Numbers etc will be collected by the Teams one day before from the Control room.

Action on the part of Committee constituted for conducting PET/PST:-

4. There are 4 teams which have been created to conduct the PET/PST of the candidates from 14.11.2022 to 24.11.2022. Around 300 Candidates are being called a day in two batches i.e. Morning Batch and Afternoon Batch. In Morning Batch, 150 candidates are being called which will be further subdivided to two teams Team A and Team B in two separate batches of 75-75 candidates. Similarly, Afternoon batch of 150 candidates will also be subdivided into two teams i.e. Team C and Team D, each having batch of 75 candidates. All these candidates will enter into the stadium after undergoing frisking and showing their Original Id card to the staff situated at the entrance gate of the Stadium (One TA/Insp and one Havalدار). After entering in

the stadium, these candidates will be gathered in two separate batches at one place sitting in accordance with their Sr. Nos (i.e. Sr. No. 1 to 75 and Sr. No. 76 to 150 of that day) under supervision of Team A/C and Team B/D respectively. After completion of the scheduled time entrance gate will be closed and no entry and exit will be allowed to the candidates without prior permission of the authority being present there.

5. One team (say A/C) will start PET of the candidates first while on the other hand another team (say B/D) will start PST of the candidates at the same time simultaneously in the manner as proposed below-

Team A or C-

6. The Superintendent of the Team A/C will call the candidates one by one from their Serial Number and after verifying the ID and Admit Card (issued by the SSC) of each candidate he will assign a chest number which will be pasted to him by the havaldar assisting the Superintendent and then he will be allowed to reach at Athletic Track (8-Lines). Similarly, after verification and chest number allotment, next candidates will be allowed to reach at the track. After reaching 8 candidates at the track, they will be directed to start walking being monitored by 8 officers (Insp/TA) who will record their timings, similarly next 8 candidates may be allowed to walk on the track after developing a proper gap and so on.

Team B or D –

7. At the same time when Team A is conducting the PET of the candidates, Team B would be conducting PST of the candidates. For this purpose, in the similar manner, Superintendent of the Team B/D will call the candidates one by one by their Sr. No. and after verifying the ID and Admit Card (issued by the SSC) of the candidate a chest number will be assigned and pasted to him and he will be allowed to undergo his PST in any of the two rooms where PST is being conducted. In each room one Insp/TA and Havaldar will measure and record the height of the candidate while another Insp/TA and Havaldar will measure and record the Chest Measurement. Next candidates may be sent to another Room having the same staff for conducting the PST alternately at the same time. All these 75 candidates may complete their PST entering alternately in these two rooms.

8. After completion of the PET by team A and PST by Team B, they will reverse their position to conduct PST by Team A and PET by Team B. After completion of both PET & PST of all the candidates, signature will be taken on the Attendance Sheet (Annexure A) as well as on the Result Sheet (Annexure B). Further, a self declaration by the candidate (Annexure C) will be collected from each candidate having all the fields filled and duly signed by the candidate. All these duly signed Annexures A, B and C will be handed over to the undersigned after completion of the PET/PST of that day.

9. However, at the very first day i.e. 14.11.2022, total 100 candidates are only being called at 11:30 AM for their PET/PST. Team A and Team B shall conduct their PET/PST in the same manner as explained above in two batches of 50 candidates each. Further, a separate Team E has also been created by this office for conducting the PET/PST of the female candidates (total 137) who are being called only in the morning batch of the 23.11.2022. Further, PWD Candidates are being called in the afternoon batch of the 23.11.2022 and their PET/PST will be conducted by the Team C & D. Exemptions in PET/PST are allowable to the suitable categories as mentioned in the CBIC's letter A.12034/06/2020-Ad.III.B dated 28.03.2022. Accordingly, these candidates may be exempted from the PET/PST subject to production of a valid disability Certificate (in Original) which should be examined carefully by the concerned team and a self attested copy of the same is required to be taken from the candidate and the same will be handed over to the undersigned along with Annexures(A/B/C).

Action on the part of Committee constituted for dispute resolution:-

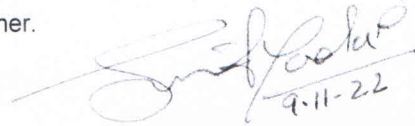
10. A dispute resolution team has been created to address and redressal of any kind of dispute/grievance raised by the candidates during their PET/PST. This committee will be situated at the venue during the entire process and will entertain any dispute raised by the candidate in writing through Dispute Note (Annexure D) and will resolve the same in light of standing Rules and Instructions and submit this/these dispute note/notes to the undersigned after end of the day.

Action on the part of Committee constituted for Vigilance:-

11. To ensure the fairness and integrity of the entire process, a Vigilance team has been created who will keep eyes on the entire process and will randomly inspect the examination venue time to time. Any irregularity, if noticed anywhere by the team will be reported immediately to the undersigned, who is the supervising authority of the working of all teams.

Moreover, an inspection/observation note will be submitted to the undersigned at end of the each day with a summary detail of their observations.

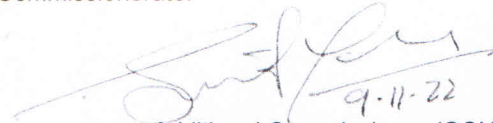
12. This issues with the approval of the Chief Commissioner.



(Sumit Kumar Yadav)
Additional Commissioner (CCU)

Copy for information to –

1. The Joint Commissioner (CCO), CGST & CE Jaipur Zone, Jaipur.
2. The Pr. Commissioner/Commissioner CGST Commissionerate (Jaipur/Jodhpur/Alwar/ Udaipur), CGST Audit(Jaipur/Jodhpur), CGST Appeals (Jaipur/Jodhpur), Customs(Prev.) Commissionerate, Jodhpur (Hqrs.) at Jaipur with request to relieve the officers of their Commissionerates on 11.11.2022.
3. The Admn. Officer (Hq.), CGST Commissionerate, Jaipur for making suitable arrangements for smooth conduction of physical tests of the nominated candidates on the scheduled dates.
4. The Superintendent (Computer) to upload it on the departmental website.
5. Personal Copy through their Jurisdictional Commissionerate.



Additional Commissioner (CCU)