

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 / 1829

दिनांक 17.11.2022

**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 18-11-2022 and 19-11-2022 is as under:

Sr. No.	Date and Batch	PET/PST is to be performed by	Batch Timings for PET/PST
1.	18-11-2022 (Morning)	Team A & Team B	08:30 Hrs to 12:30 Hrs
2	18-11-2022 (Afternoon)	Team C & Team D	12:30 Hrs to 16:30 Hrs
3.	19-11-2022 (Morning)	Team A & Team B	08:30 Hrs to 12:30 Hrs
4.	19-11-2022 (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** : There is no change in the roster for the duties at baggage Counter.

2. **Entry Gate** :

Name and designation of the Officer	Team	Action to be taken
Sh. Swaroop Singh Shekhawat, Insp. Sh. Gulab Chand Meena, 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 Identity Card and Admit Card issued by the SSC.
Sh. Santosh Kr. Tiwari, Inspector Sh. Shambhu Lal Meena, HH	B	
Sh. Abhishek Sharma, Inspector Sh. Abdul Aziz, HH	C	
Sh. Yogesh Khunteta, Inspector Sh. Heera Lal, HH	D	

3. **Document Verification and Chest No. allotment Counter:**

Name and designation of the Officer	Team	Action to be taken
Sh. Rajesh Kinra, Supdt. Sh. Umanand Vijay, Supdt. Sh. Muthresh Sharma, TA Ms. Sunita Saini, TA	A	The Superintendents 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 ( <b>of the Team performing PST first</b> ). After being satisfied, they will take the sign/thumb impression of the candidates on Attendance Sheet &
Sh. Alok Mathur, Supdt. Sh. Premraj Jogpal, Supdt. Sh. Atul Sharma, LDC Sh. Pushpendra Singh, TA	B	

Sh. R.K. Jain, Supdt. Smt. Rekha Bhargava, Supdt. Sh. Kripa Shankar Singhwal, TA Sh. Deshraj Jakhar, TA	C	Commission copies issued by the SSC and then allocate a chest number to each candidate as same as mentioned in the list received from the control room and send the candidates (in group of 8) to the location of PET (8 line Athletic Track)/ PST (Room1/Room2). After completion of the PET/PST, prepare the Annexures A/B from the Record Sheets received from officers posted at PET/PST location. Finally, after taking signature of the candidates on Annexure A & B, recollect the Chest Numbers and obtain the filled and signed Annexure C. All these duly signed Attendance Sheets/ Result Sheets/ Commission Copies/ Annexures C etc. are to be submitted to the control room.
Sh. Sudhir Sharma, Supdt. Sh. Jagdish Tanwar, Supdt. Sh. Nitesh Kr. Tiwari, TA Sh. Abhinav Sharma, TA	D	

4. **PST Rooms:** (Starting by Team B/D, followed by Team A/C)

Name and designation of the Officer	Team	Action to be taken	
Sh. Dinesh Luniya, Inspector Sh. Deepak Rajoria, HH	A (Room1)	Height of the candidate is to be measured by the LDC/HH/Havaldar and is to be recorded by the Inspector and finally record sheet will be submitted by the Inspector 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. Neeraj Baswal, Insp. Sh. Yogendra Kumar Meena, LDC	D (Room1)		
Sh. Shashank Yadav, Insp. Sh. Sunil Suiwal, LDC	D (Room2)		
Sh. Sandeep Ola, Inspector Sh. Kailash Sharma, HH	A (Room1)		Chest Measurement of the candidate is to be performed and recorded by the Inspector with the help of LDC/HH/Havaldar and finally record sheet will be submitted by the Inspector 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. Abdul Aziz, HH	C (Room1)		
Sh. Gajendra Sharma, Insp. Sh. Hemant Khoila, LDC	C (Room2)		
Sh. Anish Bhalla, Insp. Sh. Heera Lal, HH	D (Room1)		
Sh. Yogesh Khunteta, Insp. Sh. Mahesh Meena, HH	D (Room2)		

**\*Few havaldars may be attached to a different team whose staff performing night duty and having shortage of havaldars.**

**5. PET at Athletic Track:** (Starting by Team A/C, followed by Team B/D)

<b>Name and designation of the Officer</b>	<b>Team</b>	<b>Action to be taken</b>
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. Deepak Rajoria, HH Sh. Kailash Sharma, HH	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/LDC 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 Joggal, 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. Abdul Aziz, 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. Nitesh Kumar Tiwari, TA Sh. Deshraj Jakhar, TA Sh. Heera Lal, HH Sh. Mahesh Meena, HH Sh. Sunil Suiwal, LDC Sh. Yogendra Kumar Meena, LDC	D	

## 6. Day/Night Duty at the Test Venue:

Night duty roster of the following Havaldars for security of office equipments/material kept stored in the rooms at the Examination Venue for 18.11.2022 & 19.11.2022 and Day/Night duty roster for 20.11.2022 is as under:

Name of the Officer	Date	Time
Sh. Shiv Lal Meena	17-11-2022/18-11-2022	22:00 Hrs to 06:00 Hrs
Sh. Gopal Naidu	18-11-2022	00:00 Hrs to 08:00 Hrs
Sh. Suresh Kumar	18-11-2022	16:00 Hrs to 24:00 Hrs
Sh. Bhupendra Singh	18-11-2022/19-11-2022	22:00 Hrs to 06:00 Hrs
Sh. Suresh Balmiki	19-11-2022	00:00 Hrs to 08:00 Hrs
Sh. Gopal Naidu	19-11-2022	16:00 Hrs to 24:00 Hrs
Sh. Suresh Kumar	19-11-2022/20-11-2022	22:00 Hrs to 06:00 Hrs
Sh. Nawal Singh	20-11-2022	06:00 Hrs to 14:00 Hrs
Sh. Bhupendra Singh	20-11-2022	14:00 Hrs to 22:00 Hrs
Sh. Suresh Balmiki	20-11-2022/21-11-2022	22:00 Hrs to 06:00 Hrs
Sh. Om Prakash Verma	21-11-2022	00:00 Hrs to 08:00 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. All the Officers need to be present at the examination venue one hour before their Batch Timings mentioned in the roster.
3. Officers of Dispute Resolution Team/Vigilance Team will be present at the venue during the entire operation of PET/PST of both batches.
4. 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.
5. 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.
6. Absence of any officer shall be reported to the control room/undersigned by the Team 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.
7. 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.
8. Havaldars will perform their duty wearing uniform.
9. Any inconvenience shall be reported to the control room (0141-2385023/025/299) /to the undersigned.

  
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.