

I/149593/2021



केन्द्रीय कर का आयुक्तालय

OFFICE OF THE COMMISSIONER OF CENTRAL TAX

GUNTUR COMMISSIONERATE: गुंटूर आयुक्तालय

सी आर भवन:: कन्नावारी तोटा:: गुंटूर - 522004

C R BUILDINGS: KANNAVARI THOTA:: GUNTUR - 522004

E-mail: aoesthq-cgstguntur@gov.in; commr-cgstguntur@gov.in

दिनांक Date: .04.2021

कार्यालय आदेश सं. 02/2021OFFICE ORDER NO. 02/2021

\* \* \*

Please refer to CCO, Visakhapatnam letter C. No. II/07/01/2018-CC (VZ) Estt dated 26.03.2021 and MHA order No. 40-3/2020-DM-I(A) dated 23.03.2021.

2. In this regard, the list of Group B & C officers posted in Headquarters to attend the office from 05.04.2021 to 30.04.2021 is enclosed in Annexure - I.

(i) In case any officer in this list is living in the "**containment zone**", the same may be informed immediately to the PRO, so that substitute officer can be posted.

(ii) The officers are encouraged not to visit any other place on their way to office or on the way back to home, as a matter of abundant precaution.

(iii) Please carry your face mask since wearing of face mask is compulsory in all public places and work place.

(iv) Guidelines permit you to use your own vehicle for commute. Hence please carry your department ID card to produce on demand by any law enforcement authority. No separate pass is required.

(v) All the officers are advised to install Arogya Setu app on their mobile phones.

3. Further, the officers who are not working on the days other than on the dates specified against their names are required to work from home subject to the following conditions:

(i) They must stay at home.

(ii) They should not leave station during the period of working from home.

(iii) They must be available on telephonic and electronic means of communication at all times.

I/149593/2021

(iv) They should attend office, if called for any exigency of work, at short notice.

4. Officers of the rank Joint Commissioner and above shall attend office on all working days.

5. Officers with co-morbidities and women officers who have children below the age of 5 years have not been included in this list. However, if anyone is inadvertently included, the same may be brought to the notice so that substitute officers can be posted.

6. Any officer not figuring in this list, who would like to attend the office may do so subject to permission from their controlling office and availability of space based on social distancing norms.

7. The officers who are not working from home need to apply leave if required.

This issues with the approval of the Principal Commissioner.

(टी. श्रीनिवासन/ T. SRINIVASAN)

सहायक आयुक्त (क. व. स.)

ASSISTANT COMMISSIONER (P&V)

Copy submitted to

1. The Chief Commissioner, GST & Customs, Visakhapatnam Zone, Visakhapatnam.
2. The Principal Commissioner, Guntur CGST Commissionerate, Guntur.

Copy to

1. All DC/ACs of Divisional offices for preparation of similar action plan in respect of their Divisions.
2. All Sections, Hqrs., Guntur CGST Commissionerate.
3. Notice Board