



केन्द्रीय कर का आयुक्तालय
OFFICE OF THE COMMISSIONER OF CENTRAL TAX
GUNTUR COMMISSIONERATE: गुंटूर आयुक्तालय
सी आर भवन:: कन्नावरी तोटा:: गुंटूर – 522004



C R BUILDINGS: KANNAVARI THOTA:: GUNTUR – 522004

E-mail: aoesthq-cgstguntur@gov.in

C.No.I/39/03/2020-Estt

दिनांक Date: 07.01.2022

कार्यालय आदेश सं. 02/2022
OFFICE ORDER NO. 02/2022

* * *

Please refer to CCO, Visakhapatnam letter File No. F.No.NACIN/11/12/5/2021-TRNG-O/o ADG-NACIN-ZC-KANPUR dated 09.12.2021 and Ministry of Personnel, Public Grievances and Pensions order F.No.11013/9/2014-Estt.A-III dated 03.01.2022.

2. In this regard, the list of Group B & C officers posted in Headquarters to attend the office from 03.01.2022 to 31.01.2022 is enclosed in Annexure - I.

(i) Physical attendance of Government servants below the level of Under Secretary shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the Departments concerned.

(ii) All officers of the level of Under Secretary & above are to attend office on regular basis.

(iii) Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.

(iv) The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicted below:

(a) 9.00 A.M. to 5.30. P.M.

(b) 10 00 A.M. to 6.30 P.M.

(v) All officers / staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.

(vi) Those officers / staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times.

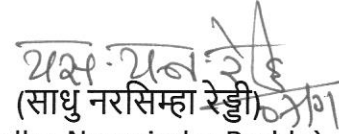
(vii) Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.

(viii) All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask / face cover, observing social distancing at all times.

(ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

3. All the officers are directed to ensure strict compliance of instructions on COVID-appropriate behaviour issued by MHA, MoH&FW and DoP&T from time to time and officers should attend office, if called for any exigency of work, at short time of notice, if required.

This issues with the approval of the Principal Commissioner.


(साधु नरसिम्हा रेड्डी)

(Sadhu Narasimha Reddy)

अपर आयुक्त / Additional Commissioner

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

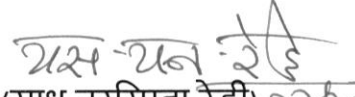
Annexure (Roster for the period from 10-01-2022 to 31-01-2022)

Sl. No.	Name of the officer (S./Shri./Smt./Kum.)	Designation	List - A	List - B	List - A	Office timings
			10.01.2022 to 13.01.2022;	17.01.2022 to 21.01.2022;	24.01.2022 to 28.01.2022; and 31.01.2022	
1	D.V.S.N.VaraPrasad	Superintendent	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
2	K.Padmavathi	Superintendent	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
3	K.M.Vara Kumar	Superintendent	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
4	K P Sai Swathy	Superintendent	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
5	Chunduru Srinivasa Rao	Superintendent	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
6	D. Siva Prasad	Superintendent	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
7	L.J.Heyer Babu	Superintendent	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
8	P.Kanaka Durga	Superintendent	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
9	Chitte Venkateswara Rao	Superintendent	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
10	P.Asha	Superintendent	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
11	M. Giri Babu	Superintendent	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
12	N. Supraja	Superintendent	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
13	TVGK Murthy	Superintendent	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
14	N. Amareswara Rao	Superintendent	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
15	B. Naveen Raju	Superintendent	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
16	Vallu Srinivasulu	Superintendent	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
17	Ch.Jasper Sugandh	Superintendent	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
18	Alluri Srinivasa Rao	Superintendent	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
19	R. Ramesh Reddy	Superintendent	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
20	V.Siva Prasad	Superintendent	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
21	N.Prakash Babu	Superintendent	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
22	Shabbir Shaik	Superintendent	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
23	Devarakonda Pandu	Superintendent	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
24	G. Srinivasa Reddy	Superintendent	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
25	D. Pandu	Superintendent	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
26	Nakka Pramod	Inspector	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
27	Arpit Gupta	Inspector	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
28	Devarakonda Gopi Krishna	Inspector	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM

29	Avinash Chandaluri	Inspector	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
30	Narendra Barur	Inspector	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
31	Pamarthi Sivaram	Inspector	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
32	K.Vani	Inspector	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
33	K.Padmaja	Inspector	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
34	V. Radha Krishna Kumari	Inspector	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
35	Sanjeeva Reddy.B	Inspector	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
36	Sanapala Rajesh	Inspector	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
37	Yesubabu Vanaparthi	Inspector	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
38	P. Badaraiah	Inspector	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
39	Gade Anudeep Naidu	Inspector	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
40	A.Venkatsai Vivek	Inspector	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
41	M Bala Sankar	Inspector	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
42	Kakarla Srinivasa Rao	Inspector	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
43	Billa Prasanth Kumar	Executive Assistant	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
44	Munipalli Ganesh Kumar	Executive Assistant	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
45	S.Srinivasa Rao	Executive Assistant	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
46	Goli Ravikumar	Executive Assistant	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
47	Padavala Poornasai	Steno - Gr I	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
48	P.Alekhy	Steno - Gr II	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
49	Divya Dhavaleswarapu	Steno - Gr II	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
50	N.Sarath Babu	Tax Assistant	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
51	V.V.N.K.Pradeep Kumar	Tax Assistant	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
52	P.Venkateswarlu	Tax Assistant	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
53	A.Koteswara Rao	Tax Assistant	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
54	N. Bhagya Sri	Tax Assistant	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
55	Kovuri Nagaraju	Tax Assistant	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
56	Gunti Mamatha	Tax Assistant	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
57	R. Srinivasa Rao	Tax Assistant	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
58	Shaik Abdul Hayaz	Tax Assistant	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
59	Thokala Chandra Sekhar	Tax Assistant	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
60	K. Murali Krishna	Lower Division Clerk	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
61	M. Nageswara Sarma	Lower Division Clerk	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
62	B.Simhadri	Head Hawaldar	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM

63	A Lakshmaiah	Head Hawaldar	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
64	Ch.Venkateswarlu	Head Hawaldar	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
65	B.Murali Krishna	Head Hawaldar	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
66	P.V.Prasada Rao	Head Hawaldar	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
67	G Srinivasa Rao	Head Hawaldar	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
68	CH Yedukondalu	Hawaldar	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
69	Ganta Subbarao Naidu	Hawaldar	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM

Note : The Officers should discharge their Control Room Duty, as per the schedule given.


 (साधु नरसिम्हा रेड्डी)
 (Sadhu Narasimha Reddy)
 अपर आयुक्त / Additional Commissioner