



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: 01.02.2022

कार्यालय आदेश सं. 03/2022
OFFICE ORDER NO. 03/2022

* * *

Please refer to CCO, Visakhapatnam letter File No. F.No.GCCO/11/(7)/1/2020-ESTT-O/o CC-CGST-ZONE-VISAKHAPATNAM dated 31.01.2022 and Ministry of Personnel, Public Grievances and Pensions order F.No.11013/9/2014-Estt.A-III dated 31.01.2022.

2. In this regard, the list of Group B & C officers posted in Headquarters to attend the office from 01.02.2022 to 28.02.2022 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.

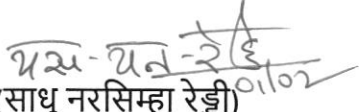
(vii) Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.

(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

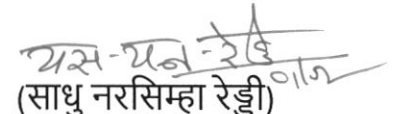
Annexure (Roster for the period from 01-02-2022 to 28-02-2022)

Sl. No.	Name of the officer (S./Shri./Smt./Kum.)	Designation	List - A	List - B	List - A	List - B	Office timings
			01.02.2022 to 04.02.2022;	07.02.2022 to 11.02.2022;	14.02.2022 to 18.02.2022;	21.01.2022 to 25.01.2022; and 28.02.2022	
1	D.V.S.N.VaraPrasad	Superintendent	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
2	K.Padmavathi	Superintendent	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
3	K.M.Vara Kumar	Superintendent	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
4	K P Sai Swathy	Superintendent	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
5	Chunduru Srinivasa Rao	Superintendent	Work from Office	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
6	D. Siva Prasad	Superintendent	Work from Home	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
7	L.J.Heyer Babu	Superintendent	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
8	P.Kanaka Durga	Superintendent	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
9	Chitte Venkateswara Rao	Superintendent	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
10	P.Asha	Superintendent	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
11	M. Giri Babu	Superintendent	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
12	N. Supraja	Superintendent	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
13	TVGK Murthy	Superintendent	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
14	N. Amareswara Rao	Superintendent	Work from Home	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
15	B. Naveen Raju	Superintendent	Work from Office	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
16	Vallu Srinivasulu	Superintendent	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
17	Ch.Jasper Sugandh	Superintendent	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
18	Alluri Srinivasa Rao	Superintendent	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
19	R. Ramesh Reddy	Superintendent	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
20	V.Siva Prasad	Superintendent	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
21	N.Prakash Babu	Superintendent	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
22	Shabbir Shaik	Superintendent	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
23	Devarakonda Pandu	Superintendent	Work from Office	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
24	G. Srinivasa Reddy	Superintendent	Work from Office	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
25	Nakka Pramod	Inspector	Work from Home	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
26	Arpit Gupta	Inspector	Work from Office	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
27	Devarakonda Gopi Krishna	Inspector	Work from Home	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
28	Avinash Chandaluri	Inspector	Work from Office	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM

29	Narendra Barur	Inspector	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
30	Pamarthi Sivaram	Inspector	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
31	K.Vani	Inspector	Work from Home	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
32	K.Padmaja	Inspector	Work from Office	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
33	V. Radha Krishna Kumari	Inspector	Work from Home	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
34	Sanjeeva Reddy.B	Inspector	Work from Office	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
35	Sanapala Rajesh	Inspector	Work from Home	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
36	Yesubabu Vanaparathi	Inspector	Work from Office	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
37	P. Badaraiah	Inspector	Work from Home	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
38	Gade Anudeep Naidu	Inspector	Work from Office	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
39	A.Venkatsai Vivek	Inspector	Work from Home	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
40	M Bala Sankar	Inspector	Work from Home	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
41	Kakarla Srinivasa Rao	Inspector	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
42	Yamini Talluru	Inspector	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
43	Mendu Naga Sai Gopala	Inspector	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
44	Thokala Rakesh	Inspector	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
45	Alok Kumar Mishra	Inspector	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
46	Katravath Manoj	Inspector	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
47	Vankudoth Abhishek Naik	Inspector	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
48	Billa Prasanth Kumar	Executive Assistant	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
49	Munipalli Ganesh Kumar	Executive Assistant	Work from Office	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
50	S.Srinivasa Rao	Executive Assistant	Work from Home	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
51	Goli Ravikumar	Executive Assistant	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
52	Padavala Poornasai	Steno - Gr I	Work from Home	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
53	P.Alekhy	Steno - Gr II	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
54	Divya Dhavaleswarapu	Steno - Gr II	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
55	N.Sarath Babu	Tax Assistant	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
56	V.V.N.K.Pradeep Kumar	Tax Assistant	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
57	P.Venkateswarlu	Tax Assistant	Work from Office	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
58	A.Koteswara Rao	Tax Assistant	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
59	N. Bhagya Sri	Tax Assistant	Work from Office	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
60	Kovuri Nagaraju	Tax Assistant	Work from Home	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
61	Gunti Mamatha	Tax Assistant	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
62	R. Srinivasa Rao	Tax Assistant	Work from Home	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM

63	Snaik Abdul Hayaz	Tax Assistant	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
64	Thokala Chandra Sekhar	Tax Assistant	Work from Home	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
65	K. Murali Krishna	Lower Division Clerk	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
66	M. Nageswara Sarma	Lower Division Clerk	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
67	B.Simhadri	Head Hawaldar	Work from Office	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
68	A Lakshmaiah	Head Hawaldar	Work from Home	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
69	Ch.Venkateswarlu	Head Hawaldar	Work from Office	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
70	B.Murali Krishna	Head Hawaldar	Work from Home	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 PM
71	P.V.Prasada Rao	Head Hawaldar	Work from Home	Work from Office	Work from Home	Work from Office	9.00 AM TO 5.30 PM
72	G Srinivasa Rao	Head Hawaldar	Work from Office	Work from Home	Work from Office	Work from Home	10.00 AM TO 6.30 PM
73	CH Yedukondalu	Hawaldar	Work from Office	Work from Home	Work from Office	Work from Home	9.00 AM TO 5.30 PM
74	Ganta Subbarao Naidu	Hawaldar	Work from Home	Work from Office	Work from Home	Work from Office	10.00 AM TO 6.30 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