



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

फा. सं. C.No. II/39/03/2020 - Estt.

दिनांक Date: .10.2020

कार्यालय आदेश सं. 30/2020

OFFICE ORDER NO. 30/2020

* * *

Please refer to CCO, Visakhapatnam letter C. No. II/07/01/2018-CC(VZ)Estt dated 29.10.2020.

2. In this regard, the list of Group B & C officers posted in Headquarters to attend the office from 01.11.2020 to 30.11.2020 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.

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


4. All Group A officers should be in office and no leave will be sanctioned unless it is for medical or family emergency.

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.


(एम राम मोहन राव)
(M. RAMA MOHANA RAO)
अपर आयुक्त (क. व. स.)
ADDITIONAL 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 Sections, Hqrs., Guntur CGST Commissionerate.
2. Notice Board

Sl. No.	Name of the officer (S./Shri/smt./Kum.)	Designation	List - A	List - B	Office timings
			02.11.2020 to 06.11.2020; 16.11.2020 to 20.11.2020	09.11.2020 to 13.11.2020; 23.11.2020 to 27.10.2020	
1	V.Siva Prasad	Superintendent	Work from office	Work from home	9.00 AM TO 5.30 PM
2	D.V.S.N.VaraPrasad	Superintendent	Work from office	Work from home	9.30 AM TO 6.00 PM
3	N. Prakash Babu	Superintendent	Work from office	Work from home	10.00 AM TO 6.30 PM
4	K.Sambraiyam	Superintendent	Work from office	Work from home	9.00 AM TO 5.30 PM
5	K.M.Vara Kumar	Superintendent	Work from office	Work from home	9.30 AM TO 6.00 PM
6	M.Nagaraju	Superintendent	Work from office	Work from home	10.00 AM TO 6.30 PM
7	L.J.Heyer Babu	Superintendent	Work from office	Work from home	9.00 AM TO 5.30 PM
8	Ch.Jasper Sugandh	Superintendent	Work from office	Work from home	9.30 AM TO 6.00 PM
9	J. Venkateswarlu	Superintendent	Work from office	Work from home	10.00 AM TO 6.30 PM
10	D.Rama Mohan Reddy	Superintendent	Work from office	Work from home	9.00 AM TO 5.30 PM
11	Y. Padmaja	Superintendent	Work from office	Work from home	9.30 AM TO 6.00 PM
12	Yerramalla Sunitha	Superintendent	Work from office	Work from home	10.00 AM TO 6.30 PM
13	J. Parvathi	Superintendent	Work from office	Work from home	9.00 AM TO 5.30 PM
14	T. Rama Krishna	A. O.	Work from office	Work from home	9.30 AM TO 6.00 PM
15	A.Venkata Sai Vivek	Inspector	Work from office	Work from home	10.00 AM TO 6.30 PM
16	Sai Charan Gabu	Inspector	Work from office	Work from home	9.00 AM TO 5.30 PM
17	K.Vani	Inspector	Work from office	Work from home	9.30 AM TO 6.00 PM
18	Hemanth Kushwah	Inspector	Work from office	Work from home	10.00 AM TO 6.30 PM
19	K. Padmaja	Inspector	Work from office	Work from home	9.00 AM TO 5.30 PM
20	Goli Ravikumar	EA	Work from office	Work from home	9.30 AM TO 6.00 PM
21	P.Alekhy	STENO GR - II	Work from office	Work from home	10.00 AM TO 6.30 PM
22	P.Pothu Raju	TA	Work from office	Work from home	9.00 AM TO 5.30 PM
23	V.V.N.K.Pradeep Kumar	TA	Work from office	Work from home	9.30 AM TO 6.00 PM
24	P.Venkateswarlu	TA	Work from office	Work from home	10.00 AM TO 6.30 PM
25	M.Nageswara Rao	TA	Work from office	Work from home	9.00 AM TO 5.30 PM
26	Sk.Abdul Sattar	LDC	Work from office	Work from home	9.30 AM TO 6.00 PM
27	Billa Prasanth Kumar	EA	Work from office	Work from home	10.00 AM TO 6.30 PM
28	B.Simhadri	Head Hawaldar	Work from office	Work from home	9.00 AM TO 5.30 PM
29	A Lakshmaiah	Head Hawaldar	Work from office	Work from home	9.30 AM TO 6.00 PM
30	CH Yedukondalu	Head Hawaldar	Work from office	Work from home	10.00 AM TO 6.30 PM
31	P.V.Prasada Rao	Head Hawaldar	Work from office	Work from home	9.00 AM TO 5.30 PM
32	B. Murali Krishna	Head Hawaldar	Work from office	Work from home	9.30 AM TO 6.00 PM
33	M.Somaji Rao	MTS	Work from office	Work from home	10.00 AM TO 6.30 PM
34	Chunduru Srinivasa Rao	Superintendent	Work from home	Work from office	9.00 AM TO 5.30 PM
35	P. Kanaka Durga	Superintendent	Work from home	Work from office	9.30 AM TO 6.00 PM
36	P. Murali Krishna	Superintendent	Work from home	Work from office	10.00 AM TO 6.30 PM
37	Md.Aslam Usmani	Superintendent	Work from home	Work from office	9.00 AM TO 5.30 PM

38	Shaik Hussain	Superintendent	Work from home	Work from office	9.30 AM TO 6.00 PM
39	Kandagatla Srinivas	Superintendent	Work from home	Work from office	10.00 AM TO 6.30 PM
40	K.Padmavathi	Superintendent	Work from home	Work from office	9.00 AM TO 5.30 PM
41	N. Amareswara Rao	Superintendent	Work from home	Work from office	9.30 AM TO 6.00 PM
42	Alluri Srinivasa Rao	Inspector	Work from home	Work from office	10.00 AM TO 6.30 PM
43	Yesubabu Vanaparthi	Inspector	Work from home	Work from office	9.00 AM TO 5.30 PM
44	Sanapala Rajesh	Inspector	Work from home	Work from office	9.30 AM TO 6.00 PM
45	Sanjeeva Reddy.B	Inspector	Work from home	Work from office	10.00 AM TO 6.30 PM
46	M. Bala Shankar	Inspector	Work from home	Work from office	9.00 AM TO 5.30 PM
47	Chitte Venkateswara Rao	Inspector	Work from home	Work from office	9.30 AM TO 6.00 PM
48	Narendra Barur	Inspector	Work from home	Work from office	10.00 AM TO 6.30 PM
49	Vivek Kumar Dhankar	Inspector	Work from home	Work from office	9.00 AM TO 5.30 PM
50	P. Badaraiah	Inspector	Work from home	Work from office	9.30 AM TO 6.00 PM
51	Arpit Gupta	Inspector	Work from home	Work from office	10.00 AM TO 6.30 PM
52	Shabbir Shaik	Inspector	Work from home	Work from office	9.00 AM TO 5.30 PM
53	Kakarla Srinivasa Rao	Inspector	Work from home	Work from office	9.30 AM TO 6.00 PM
54	Arvind Bharadwaj	Inspector	Work from home	Work from office	10.00 AM TO 6.30 PM
55	Munipalli Ganesh Kumar	EA	Work from home	Work from office	9.00 AM TO 5.30 PM
55	N.Sarath Babu	TA	Work from home	Work from office	9.30 AM TO 6.00 PM
56	A.Koteswara Rao	TA	Work from home	Work from office	10.00 AM TO 6.30 PM
57	K. Murali Krishna	LDC	Work from home	Work from office	9.00 AM TO 5.30 PM
58	Y.Ramesh Babu	Head Hawaldar	Work from home	Work from office	9.30 AM TO 6.00 PM
59	Ch.Venkateswarlu	Head Hawaldar	Work from home	Work from office	10.00 AM TO 6.30 PM
60	G Srinivasa Rao	Head Hawaldar	Work from home	Work from office	9.00 AM TO 5.30 PM
61	Ganta Subbarao Naidu	Hawaldar	Work from home	Work from office	9.30 AM TO 6.00 PM
62	G.Subrahmanyeswara Rao	MTS	Work from home	Work from office	10.00 AM TO 6.30 PM
63	P.Arogya Rao	MTS	Work from home	Work from office	9.00 AM TO 5.30 PM


 (एम. राम मोहान राव)
 (M. RAMA MOHANA RAO) 29/10/2020
 अपर आयुक्त (क. व. स.)
 ADDITIONAL COMMISSIONER (P&V)