



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: 04.05.2020

कार्यालय आदेश सं. 13/2020
OFFICE ORDER NO. 13/2020

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Please refer to Order No. 40-3/2020-DM-I (A) dated 01.05.2020 issued by the Ministry of Home Affairs, Government Of India, D.O. No.Z.28015/192020-EMR dated 30.04.2020 issued by Secretary, Dept. of Health and Family Welfare, Ministry of Health and Family Welfare, Govt. of India and Covid Instant Order 43 dated 03.05.2020 by Health, Medical and Family Welfare Department, Govt. of Andhra Pradesh on preventive measures to curtail the spread of COVID-19.

2. In this regard, the list of Group B & C officers posted in Headquarters to attend the office from 04.05.2020 to 10.05.2020 and from 11.05.2020 to 17.05.2020 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 Headquarters and directed to work from home.

(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.

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

4. Representations were received from Shri J. V. Satish Kumar, Inspector; Shri Shabbir Shaik, Inspector and Shri A. Venkata Sai Vivek, Inspector wherein

informed that they are stuck in containment zone and hence they are directed to work from home till 17.05.2020 or further orders.

5. They must be available on telephonic and electronic means of communication at all times and they should attend office, if called for any exigency of work, at short notice.

6. If any of the Division/Range office is falling in the **"Containment Zone"**, the officers may work from home.

7. The jurisdictional Deputy/Assistant Commissioners may issue similar orders for their jurisdiction.

This issues with the approval of the Commissioner.

 04/05/2020
(एम् श्रीकांत/ M. SREEKANTH)

संयुक्त आयुक्त (क. व. स.)
JOINT COMMISSIONER (P&V)

Copy submitted to

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

Copy to

1. All DC/ACs of Divisional offices.
2. All Sections, Hqrs., Guntur CGST Commissionerate.
3. Notice Board

Sl. No.	Name of the officer (S./Shri/smt./Kum.)	Designation	List - A		List - B		Office timings
			04.05.2020	10.05.2020	11.05.2020	17.05.2020	
1	V.Siva Prasad	Superintendent	Work from office		Work from home		9.30 AM TO 6.00 PM
2	D.V.S.N.VaraPrasad	Superintendent	Work from office		Work from home		9.00 AM TO 5.30 PM
3	V.Anjaneyulu	Superintendent	Work from office		Work from home		9.30 AM TO 6.00 PM
4	P.Nagasankara Rao	Superintendent	Work from office		Work from home		10.00 AM TO 6.30 PM
5	K.Sambrajyam	Superintendent	Work from office		Work from home		9.00 AM TO 5.30 PM
6	K.M.Vara Kumar	Superintendent	Work from office		Work from home		9.30 AM TO 6.00 PM
7	P.Asha	Superintendent	Work from office		Work from home		10.00 AM TO 6.30 PM
8	M.Nagaraju	Superintendent	Work from office		Work from home		9.00 AM TO 5.30 PM
9	L.J.Heyer Babu	Superintendent	Work from office		Work from home		9.30 AM TO 6.00 PM
10	Ch.Jasper Sugandh	Superintendent	Work from office		Work from home		10.00 AM TO 6.30 PM
11	N. Amareswara Rao	Superintendent	Work from office		Work from home		9.00 AM TO 5.30 PM
12	D.Rama Mohan Reddy	Superintendent	Work from office		Work from home		9.30 AM TO 6.00 PM
13	M. Sridevi	A. O.	Work from office		Work from home		10.00 AM TO 6.30 PM
14	Santosh Muddala	Inspector	Work from office		Work from home		9.00 AM TO 5.30 PM
15	Yesubabu Vanaparthi	Inspector	Work from office		Work from home		9.30 AM TO 6.00 PM
16	Sai Charan Gabu	Inspector	Work from office		Work from home		10.00 AM TO 6.30 PM
17	Sanjeeva Reddy.B	Inspector	Work from office		Work from home		9.00 AM TO 5.30 PM
18	P. Badaraiah	Inspector	Work from office		Work from home		9.30 AM TO 6.00 PM
19	N.Venkateswara Rao	Inspector	Work from office		Work from home		10.00 AM TO 6.30 PM
20	Kalava Prasad	Inspector	Work from office		Work from home		9.30 AM TO 6.00 PM
21	Goli Ravikumar	EA	Work from office		Work from home		10.00 AM TO 6.30 PM
22	P.Alekhy	STENO GR - II	Work from office		Work from home		9.00 AM TO 5.30 PM
23	P.Pothu Raju	TA	Work from office		Work from home		9.30 AM TO 6.00 PM
24	V.V.N.K.Pradeep Kumar	TA	Work from office		Work from home		10.00 AM TO 6.30 PM
25	P.Venkateswarlu	TA	Work from office		Work from home		9.00 AM TO 5.30 PM
26	M.Nageswara Rao	TA	Work from office		Work from home		9.30 AM TO 6.00 PM
27	Sk.Abdul Sattar	LDC	Work from office		Work from home		10.00 AM TO 6.30 PM
28	K.Bala Nasaraiah	Head Hawaldar	Work from office		Work from home		10.00 AM TO 6.30 PM
29	B.Simhadri	Head Hawaldar	Work from office		Work from home		9.00 AM TO 5.30 PM
30	A Lakshmaiah	Head Hawaldar	Work from office		Work from home		9.30 AM TO 6.00 PM
31	CH Yedukondalu	Head Hawaldar	Work from office		Work from home		10.00 AM TO 6.30 PM
32	P.V.Prasada Rao	Head Hawaldar	Work from office		Work from home		9.00 AM TO 5.30 PM
33	M.Somaji Rao	MTS	Work from office		Work from home		9.00 AM TO 5.30 PM
34	Billa Prasanth Kumar	EA	Work from home		Work from office		10.00 AM TO 6.30 PM
35	P.Pandu Ranga Rao	Superintendent	Work from home		Work from office		9.30 AM TO 6.00 PM

36	V. Balakoti Naik	Superintendent	Work from home	Work from office	10.00 AM TO 6.30 PM
37	J. Parvathi	Superintendent	Work from home	Work from office	9.00 AM TO 5.30 PM
38	P. Murali Krishna	Superintendent	Work from home	Work from office	10.00 AM TO 6.30 PM
39	Md. Aslam Usmani	Superintendent	Work from home	Work from office	9.00 AM TO 5.30 PM
40	Yerramalla Sunitha	Superintendent	Work from home	Work from office	9.30 AM TO 6.00 PM
41	Shaik Hussain	Superintendent	Work from home	Work from office	10.00 AM TO 6.30 PM
42	Y. Padmaja	Superintendent	Work from home	Work from office	9.00 AM TO 5.30 PM
43	K. Padmavathi	Superintendent	Work from home	Work from office	9.00 AM TO 5.30 PM
44	J. Venkateswarlu	Superintendent	Work from home	Work from office	9.30 AM TO 6.00 PM
45	T. Rama Krishna	A. O.	Work from home	Work from office	10.00 AM TO 6.30 PM
46	Sanapala Rajesh	Inspector	Work from home	Work from office	9.30 AM TO 6.00 PM
47	M. Srikanth	Inspector	Work from home	Work from office	10.00 AM TO 6.30 PM
48	Chitte Venkateswara Rao	Inspector	Work from home	Work from office	9.00 AM TO 5.30 PM
49	Hemanth Kushwah	Inspector	Work from home	Work from office	9.30 AM TO 6.00 PM
50	Vivek Kumar Dhankar	Inspector	Work from home	Work from office	10.00 AM TO 6.30 PM
51	K. Vani	Inspector	Work from home	Work from office	9.00 AM TO 5.30 PM
52	Arpit Gupta	Inspector	Work from home	Work from office	9.30 AM TO 6.00 PM
53	Kakarla Srinivasa Rao	Inspector	Work from home	Work from office	9.00 AM TO 5.30 PM
54	Munipalli Ganesh Kumar	EA	Work from home	Work from office	9.30 AM TO 6.00 PM
55	N. Sarath Babu	TA	Work from home	Work from office	10.00 AM TO 6.30 PM
56	A. Koteswara Rao	TA	Work from home	Work from office	10.00 AM TO 6.30 PM
57	K. Vijsaya bhaskar	LDC	Work from home	Work from office	9.00 AM TO 5.30 PM
58	K. Murali Krishna	LDC	Work from home	Work from office	9.30 AM TO 6.00 PM
59	Y. Ramesh Babu	Head Hawaldar	Work from home	Work from office	10.00 AM TO 6.30 PM
60	Ch. Venkateswarlu	Head Hawaldar	Work from home	Work from office	9.00 AM TO 5.30 PM
61	G. Srinivasa Rao	Head Hawaldar	Work from home	Work from office	9.30 AM TO 6.00 PM
62	Ganta Subbarao Naidu	Hawaldar	Work from home	Work from office	10.00 AM TO 6.30 PM
63	G. Subrahmanyeswara Rao	MTS	Work from home	Work from office	9.30 AM TO 6.00 PM
64	P. Arogya Rao	MTS	Work from home	Work from office	10.00 AM TO 6.30 PM

(एम. श्रीकांत/ M. SREEKANTH)

संयुक्त आयुक्त (क. व. स.)

JOINT COMMISSIONER (P&V)

M. Sreekanth
04/05/2020