

**Office of the Principal Commissioner  
Central GST Commissionerate, Chandigarh  
Central Revenue Building, Plot No.-19, Sector-17C,  
Chandigarh  
Telephone: - 0172 – 2720190/Fax: 0172 – 2720190  
E-mail:- [prcommr-chd@gov.in](mailto:prcommr-chd@gov.in)**

**Dated :07.06.2020**

**OFFICE ORDER**

In terms of the guidelines issued by DOPT vide its Office Memorandum No.F.No.11013/9/2014-Estt.A.III dated 18.05.2020 and in compliance to the MHA Order issued vide No. 40-3/2020-DM-I(A) dated 30.05.2020, the following Roster of duty for Group 'A' (below the rank of Joint Commissioner), Group 'B' & Group 'C' officers / staff is ordered w.e.f. 08.06.2020 :

**Group 'A'(below the rank of Joint Commissioner)**

S.No.	Name of the Officer & Designation (Sh./Smt./ Ms.)	To attend the office on following dates
1	Sandeep Kaur, Deputy Commissioner	08,09,10,11,12,15,16,29,30
2	Bhupesh Satija, Assistant Commissioner	15,16,17,18,19,22,23,24,25
3	Chandandeep Kaur, Assistant Commissioner	18,19,22,23,24,25,26,29,30

**Group 'A'(CAO), 'B' and 'C' Officers**

S.No.	Name of the Officer (Smt./Sh./Ms.)	Designation	Branch	To attend the office on following dates
1	Tarun Gupta	Supdt.	Adjudication	09,11,15,17,19,23,25,29
2	Anil Kumar Saini	Inspr.	Adjudication	08,10,12,16,18,22,24,26,30
3	Dinesh Kumar	Inspr.	Adjudication	09,11,15,17,19,23,25,29
4	Geetika	Supdt.	CAT	08,10,12,16,18,22,24,26,30
5	Parbodh Sharma	Inspr.	CAT	09,11,15,17,19,23,25,29
6	Shubham Sagar	TA	CAT	08,10,12,16,18,22,24,26,30
7	Harvinder Arora	Supdt.	Legal	09,11,15,17,19,23,25,29
8	Raman Kumar Jha	Inspr.	Legal	08,10,12,16,18,22,24,26,30
9	Neeru Bala	Supdt.	Review	09,11,15,17,19,23,25,29
10	Bhagwati Prasad	Inspr.	Review	08,10,12,16,18,22,24,26,30
11	Rajender Kumar Madaan	Supdt.	Technical	09,11,15,17,19,23,25,29
12	Asheesh Sharma	Inspr.	Technical	08,10,12,16,18,22,24,26,30
13	Ram Parkash	Supdt.	Vigilance	08,09,10,11,12,22,23,24,25
14	Manoj Verma	Inspr.	Vigilance	15,16,17,18,19,26,29,30
15	Naresh Kumari	CAO	Admn	09,11,15,17,19,23,25,29

16	Satish Kumar	EA	Admn	08,10,12,16,18,22,24,26,30
17	Rohit Kumar	TA	Admn	09,11,15,17,19,23,25,29
18	Jaideep Singh	TA	Admn	08,10,12,16,18,22,24,26,30
19	Harjinder Singh	LDC	Admn	09,11,15,17,19,23,25,29
20	Sulekha Katoch	CAO	ET-I/P&C	08,10,12,16,18,22,24,26,30
21	Gurjit Kaur	A.O.	ET-I	08,10,12,16,18,22,24,26,30
22	Ravi Kumar	TA	ET-I	08,10,12,16,18,22,24,26,30
23	Smriti Malik	TA	ET-I	09,11,15,17,19,23,25,29
24	Dinesh Kumar	TA	ET-I	08,10,12,16,18,22,24,26,30
25	Jitender Kumar	TA	ET-I	09,11,15,17,19,23,25,29
26	Neeraj Sharma	TA	ET-I	08,10,12,16,18,22,24,26,30
27	Saroj Rani	Senior PS	Sr.PS	09,11,15,17,19,23,25,29
28	Taruna Goyal	A.O.	P&C	09,11,15,17,19,23,25,29
29	Rahul Kataria	TA	P&C	09,11,15,17,19,23,25,29
30	Manish Kumar Saini	TA	P&C	08,10,12,16,18,22,24,26,30
31	Nikhil Gaur	TA	P&C	09,11,15,17,19,23,25,29
32	Nidhi Mishra	TA	P&C	08,10,12,16,18,22,24,26,30
33	Arvinder Singh	LDC	P&C	09,11,15,17,19,23,25,29
34	Ashish Pal Sharma	TA	PA	08,10,12,16,18,22,24,26,30
35	Naresh Yadav	Steno-II	PA	09,11,15,17,19,23,25,29
36	Bhagwan Singh	Supdt.	Division-I	08,10,12,16,18,22,24,26,30
37	Renu Bala Sharma	Supdt.	Division-I	09,11,15,17,19,23,25,29
38	Sadhu Ram	Supdt.	Division-I	08,10,12,16,18,22,24,26,30
39	Sahab Singh Meena	Supdt.	Division-I	09,11,15,17,19,23,25,29
40	Raman Mittal	Inspr.	Division-I	08,10,12,16,18,22,24,26,30
41	Saurabh Mann	Inspr.	Division-I	09,11,15,17,19,23,25,29
42	Mudit Bhardwaj	Inspr.	Division-I	08,10,12,16,18,22,24,26,30
43	Sunil Kumar	Inspr.	Division-I	09,11,15,17,19,23,25,29
44	Vikas	EA	Division-I	08,10,12,16,18,22,24,26,30
45	Rakesh Kumar	Havaldar	Division-I	09,11,15,17,19,23,25,29
46	Shri Krishan	Havaldar	Division-I	08,10,12,16,18,22,24,26,30
47	Palwinder Singh	Supdt.	Division-II	09,11,15,17,19,23,25,29
48	Sudesh Chaudhary	Supdt.	Division-II	08,10,12,16,18,22,24,26,30
49	Vijay Sehra	Supdt.	Division-II	09,11,15,17,19,23,25,29
50	K.C. Thakur	Supdt.	Division-II	08,10,12,16,18,22,24,26,30
51	Vibha Khullar	Supdt.	Division-II	09,11,15,17,19,23,25,29
52	Preetinder Singh Bhatia	Supdt.	Division-II	08,10,12,16,18,22,24,26,30
53	Lalit Kumar Saini	Inspr.	Division-II	09,11,15,17,19,23,25,29
54	Munjula	Inspr.	Division-II	08,10,12,16,18,22,24,26,30
55	Kiran Sharma	Inspr.	Division-II	09,11,15,17,19,23,25,29
56	Baljinder Singh	Inspr.	Division-II	08,10,12,16,18,22,24,26,30
57	Ankit Rawat	Inspr.	Division-II	09,11,15,17,19,23,25,29

58	Satish Kumar	Inspr.	Division-II	08,10,12,16,18,22,24,26,30
59	Dalbir Singh Negi	Havaldar	Division-II	09,11,15,17,19,23,25,29
60	Parman Singh Negi	Havaldar	Division-II	08,10,12,16,18,22,24,26,30
61	Asha	TA	Division-II	09,11,15,17,19,23,25,29
62	Deepak Bajaj	Supdt.	Division-III	08,10,12,16,18,22,24,26,30
63	Sheo Ram	Supdt.	Division-III	09,11,15,17,19,23,25,29
64	Dharmendra Kumar	Supdt.	Division-III	08,10,12,16,18,22,24,26,30
65	Rajinder Malhotra	Supdt.	Division-III	09,11,15,17,19,23,25,29
66	Karnail Singh	Supdt.	Division-III	08,10,12,16,18,22,24,26,30
67	Rakesh Singh	Supdt.	Division-III	09,11,15,17,19,23,25,29
68	Kamal Kumar	Inspr.	Division-III	08,10,12,16,18,22,24,26,30
69	Shivani Pandey	Inspr.	Division-III	09,11,15,17,19,23,25,29
70	Puneet Kumar	EA	Division-III	08,10,12,16,18,22,24,26,30
71	Vinod Kumar	Havaldar	Division-III	09,11,15,17,19,23,25,29

2. In order to maintain Social Distance, the officials/staff must adhere to the office timings slot and lunch break slots as mentioned below :

Sr. No.	Office timing	Lunch Break
1 to 24	9 AM to 5.30PM	12:45 PM to 1:15 PM
25 to 50	9.30 AM to 6PM	1:15 PM to 1:45 PM
51 to 71	10 AM to 6.30PM	1:45 PM to 2:15 PM

3. The guidelines issued by the MHA vide letter dated 27.05.2020 should be strictly adhered to. All employees should wear face mask and sitting arrangement should be arranged in zigzag pattern. Group Lunches and gatherings are to be avoided.

4. Superintendent (Hqrs) is directed to ensure minimum required strength of Head Havaldars/Havaldars/MTS/Farash is available in office and draw a roster for the same.

5. All the officers who are working from home on a particular day as per roster above, shall be available on telephone and other means of electronic media at all times and shall report to the office if need be. These orders shall be applicable from 08.06.2020 till 30.06.2020 or until further orders, whichever is earlier.

This issues with the approval of the Commissioner, Central GST Commissionerate, Chandigarh.

**Dr. Puneeta Bedi**  
**Joint Commissioner**

Copy for information and necessary action:

1. The Additional Commissioner (CCU), Central GST Zone, Chandigarh.
2. All Officers / Staff under Central GST Commissionerate, Chandigarh.

**Dr. Puneeta Bedi**  
**Joint Commissioner**