



GOVERNMENT OF INDIA  
OFFICE OF THE PRINCIPAL COMMISSIONER,  
CENTRAL GST AND CENTRAL EXCISE, RANCHI  
CENTRAL REVENUE BUILDING, 5A - MAIN ROAD,  
RANCHI - 834001  
PHONE .0651- 2330218, FAX. 0651- 2332420



C. No. II(01)06-ET/Misc.ETMatters/Ran/21/

3460  
3473

Date: 18.06.2021

**OFFICE ORDER**  
**DATED:18.06.2021**

- राज्य में कोविड संक्रमण के मामलों को देखते हुए नियंत्रण हेतु अधिकारी/कर्मचारी प्रतिदिन निचे दिए गए रोस्टर के अनुसार बारी-बारी से कार्यालय में उपस्थित रहेंगे ।
- Those officers/staffs who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communication at all times.
- In terms of local/State Administration guidelines following officers/staffs are required to attend office from 9.30 hrs. to 16.00 hrs. as per order dtd .16.06.2021 issued by the Government of Jharkhand for a period as per schedule given below.

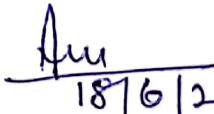
| S.No: | Date           | 22,24,28,30.06.2021           |         | 21,23,25,29.06.2021           |         |
|-------|----------------|-------------------------------|---------|-------------------------------|---------|
|       | Section/Branch | Name of officers(Sm/Smt/Shri) | Design. | Name of officers(Sm/Smt/Shri) | Design. |
| 1.    | Preventive     | Sudhir Kumar                  | Supdt.  | R. R. Tripathi                | Supdt.  |
| 2.    | Preventive     | P.C. Surin                    | Supdt.  | D.K. Dhiraj                   | Supdt.  |
| 3.    | Preventive     | S.K. Sahay                    | Supdt.  | Parul Punam                   | Insp.   |
| 4.    | Preventive     | Rajeev Kumar                  | Insp.   | Kaleshwar Prasad              | Insp.   |
| 5.    | Preventive     | Rishi Raj                     | Insp.   | Jitendra Mandal               | Insp.   |
| 6.    | Preventive     | Sugam Kumar                   | Insp.   | Rahul Ranjan                  | Insp.   |
| 7.    | Welfare        | A.K Rajwar                    | Supdt.  | Shyam Kishore                 | Insp.   |
| 8.    | Vigilance      | Kumar Anshumali               | Supdt.  | Amit Kumar                    | EA      |
| 9.    | Vigilance      |                               |         | Girja Kumari                  | LDC     |
| 10    | T&R            | Sidhraj Singh                 | Supdt.  | H.K. Prasad                   | Supdt.  |
| 11    | T&R            | Binod Kumar Dass              | Supdt.  | Lal Krishna                   | Insp.   |
| 12    | T&R            |                               |         | Ramakant Pandey               | E.A.    |
| 13    | Adjudication   | Daljeet Singh                 | Supdt.  | N.D. Awasthee                 | Supdt.  |
| 14    | Adjudication   | Bharat Kumar                  | Supdt.  | Amit Kumar Sinha              | Supdt.  |
| 15    | Adjudication   | Ranjeet Kachhap               | Insp.   | Roshan Kumar                  | Insp.   |
| 16    | Adjudication   | Ravi Kumar                    | TA      |                               | Insp.   |
| 17    | Systems        | K. Sandhya Rani               | Supdt.  | Piyush Kumar                  | Insp.   |
| 18    | Statistics     | Ajoy Kumar Shrivastava        | Supdt.  | Piyush Kumar                  | Insp.   |
| 19    | Statistics     | Ashish Nishant Tigga          | Insp.   |                               |         |
| 20    | Technical      | Akhilesh Kumar                | Supdt.  | Dhananjay Kumar               | Insp.   |
| 21    | ET & Admin     | Muktamani Kerketta            | Supdt.  | Pamela Elis Kullu             | Insp.   |
| 22    | ET & Admin     | Anuj Kerketta                 | TA      |                               |         |

|    |                    |                     |           |                      |          |
|----|--------------------|---------------------|-----------|----------------------|----------|
| 23 | Legal & Audit      | Kamlesh Kumar       | Supdt.    | Rakesh Kumar Tiwari  | Insp.    |
| 24 | CRU/Diary/Dispatch | Sohan Kumar         | Inspector | Om Prakash Kumar     | LDC      |
| 25 | CRU/Diary/Dispatch | Naveen Kumar        | Havildar  | Vijay Kumar          | Driver   |
| 26 | Pr. Commr. Cell    | Bibhakar Kr. Thakur | Steno-I   | Uttam Kumar          | Steno-II |
| 27 | ADC Cell           | Suresh Kumar Vaidya | Steno-I   | Ganga Toppo          | TA       |
| 28 | GL                 | Sumit Kumar         | TA        | Vipin Kumar Rana     | E.A      |
| 29 | Accounts/GL        | Raju Tirkey         | AO        | P.C. Jha             | CAO      |
| 30 | Accounts           | Neha Murmu          | TA        |                      |          |
| 31 | Pr. Commr. Cell    | Birendra Prasad     | H. Hav.   | Harendra Kr. Singh   | H. Hav.  |
| 32 | Pr. Commr. Cell    | D.N Mishra          | H. Hav.   |                      |          |
| 33 | ADC Cell (Prev.)   | Rohit Rawat         | Havildar  | Ajay Kumar Singh     | H. Hav   |
| 34 | ADC Cell (P&V)     | Mahesh Ram          | H. Hav    | Ranjan Kumar         | H. Hav.  |
| 35 | DC (Prev.)         | Sukhdeo Sah         | H. Hav.   | Raj Eshwar Chaudhary | H. Hav.  |
| 36 | DC (Prev.)         | Md. Salim           | H. Hav.   | Kishore Ram          | H. Hav.  |

4. The officers and staffs of CGST and C. Ex. Ranchi are hereby directed to comply with the orders of local/State Administration, if any, and ensure strict adherence to the practices of social distancing norms and hygiene practices, as enunciated in GoI, MoH&FW SOP dated 23.03.2021 issued on preventive measures to contain spread of COVID-19 in offices, in their jurisdiction and any officers/ staff (or family member staying with officer) testing positive for Covid-19 must immediately inform /declare it to the office. He may also indicate if any other officer/staff has come in contact with him since the time he himself was found positive. At the same time, one must away from rumours of all kinds floating around. Further, it is directed that following measures shall also be implemented while coming to office by all officers/officials:

- I. Only asymptomatic Officers/Officials shall be allowed to attend office. Anyone with even a mild cold/cough/fever needs to work from home.
- II. Face mask/Face shield has to be worn at all times inside the offices premises and also during commuting to and from office. Disciplinary action will be taken if it is found that protocol for mask is not followed.
- III. All preventive measure, as per the guidelines issued in this regard by Government of India are to be followed strictly. Problems, if any, may be intimated to the undersigned.
- IV. Field formation will issue orders on similar line keeping in view orders of local administration.
- V. All divisional offices are hereby directed to issue guidelines on above line separately for their jurisdictional offices.

This issue with the approval of the Competent Authority.

  
18/6/21  
(Ashish Mishra)

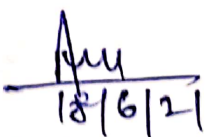
Additional Commissioner(P&V)

C. No. II(01)06-ET/Misc.ETMatters/Ran/21/ 3460

Date: 18.06.2021

Copy for information to;

1. The Joint Commissioner, CCO, Central GST & CX, Ranchi Zone, Patna.
2. PA to Principal Commissioner, Central GST & CX, Ranchi.
3. PA to ADC, CGST & CX, Ranchi
4. Additional Commissioner, CGST & CX. Sub Commissionerate Dhanbad
5. AC/DC, CGST & CX. All Divisions
6. E-mail to all concerned.
7. Notice Board.

  
18/6/21  
(Ashish Mishra)  
Additional Commissioner(P&V)