



**भारत सरकार/ GOVERNMENT OF INDIA**  
**कार्यालयआयुक्त/ OFFICE OF THE COMMISSIONER**  
**केंद्रीयमाल और सेवाकर आयुक्तालय, जालंधर**  
**CENTRAL GOODS & SERVICES TAX COMMISSIONERATE, JALANDHAR**  
**जी एस टी भवन, सेंट्रल रेवेनुए बिल्डिंग -मॉडल टाउन जालंधर-144001**  
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### Office Order

1. All the staff of Headquarters office is hereby directed to ensure that office timings from 09:30 AM to 06:00 PM with half an hour Lunch break from 01:30 PM to 02:00 PM are strictly adhered to and no officers should be found to be absent from office premises without due permission during above office hours. Further, prior permission for leaving the station/headquarters be taken in all cases from competent officer in charge along with approval of leave be obtained wherever leave has been sought.

2. It has come to the notice that some officers, especially in administrative section, are reverting DAK/letters for Admin related matter such as Travel Allowance bill/ travelling allowance bill for transfer etc., on their own without bringing the same to the notice of supervisory officer.

All concerned officers/branches must ensure that each such DAK/letter is brought to the notice of their supervising Assistant commissioner/ Deputy commissioner at the minimum and in certain important matters, the same may be brought to the notice of Joint/Additional Commissioners.

Any failure to adhere to above directions will be viewed seriously.

This issues with the approval of Commissioner.

Neeraj Soi  
Joint Commissioner