



OFFICE OF THE PRINCIPAL COMMISSIONER OF GST AND CENTRAL EXCISE
CHENNAI NORTH

No. 26/1, MAHATHMA GANDHI ROAD, CHENNAI - 600034.

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C. No. IV/16/10/2021 - PRO

Dated: 07 .05.2021

To

The Deputy / Assistant Commissioner of GST & Central Excise
Headquarters of Chennai North

**Subject: Preventive measures to contain the spread of Novel Corona virus
(COVID-19) – Revised Attendance of Central Government officials – reg.**

Please refer to DOPT O.M. F.No.11013/9/2014-Estt.A-III dated 19.04.2021 and 06.05.2021 issued by Additional Secretary, Govt. of India, New Delhi read with MHA Order No.40-3/2020-DM-I(A) dated 29.04.2021 on the above subject.

2. In this regard, the duty roster, along with staggered timings, for Group 'B' & 'C' officers posted in Headquarters for the period from **10.05.2021 to 31.05.2021** is enclosed in Annexure I, where **Green colour indicates "to attend office"** and **Red colour indicates "to work from home"**. The officers, who avail the facility of 'Work from Home', should strictly adhere to the following conditions:

- i. "Work from Home" should not be clubbed / availed along with any kind of leave (EL / CL etc.)
- ii. They must stay at Home.
- iii. They should not leave Station / Headquarters (Chennai) during the period of Work from Home.
- iv. They must be available on Telephone and Electronic means of communication at all times.
- v. They should reach office, if called for any exigency of work, at short notice.

3. Further, pregnant women officers / staff are required to submit their willingness to their Reporting Officer, if they would like to 'Work from Home'.

Cont..2/-

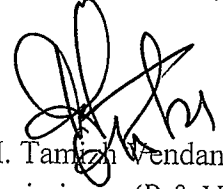
4. All Group A officers should attend office on all days and no leave will be sanctioned unless it is a medical or family emergency.

5. It is once again informed that the following officers in the Task Force can be contacted to deal with any issues and emergencies relating to COVID-19.

S. No.	Name of the Officer Shri / Smt.	Designation	Contact number
1.	K. Chandramohan	Asst. Commissioner	8608836086
2.	N. R. Rajkumar	Superintendent (PRO)	9840126290
3.	Ahmed Shakil	Superintendent	9840563061
4.	Ramesh	Superintendent	9840412152
5.	R. Sundararajan	Tax Assistant	9940068567
6.	Anthony Xavier	Head Havaldar	8925462981

6. This is issued with the approval of Principal Commissioner, Chennai North.

Yours Sincerely,



(M. Tamizhendan)

Additional Commissioner (P & V)

Chennai North

Encl: As above