



केन्द्रीय वस्तु, सेवा कर और केन्द्रीय उत्पाद के प्रधान आयुक्त का कार्यालय, चेन्नई - उत्तर
**OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL GOODS
AND SERVICE TAX AND CENTRAL EXCISE, CHENNAI NORTH**

26/1, महात्मा गांधी मार्ग, नुंगम्बाक्कम, चेन्नै -600 034

26/1, Mahatma Gandhi Road, Nungambakkam, Chennai 600 034.

सी.सं/ C. No. II/07/01/2020-Estt.CH.N

दिनांक / Dated: 12.06.2020

Sub: Preventive measures to be taken to contain the spread of Novel Corona
Virus (COVID 19) – Attendance Regarding.

Please refer to the Order No.40-3/2020-DM.I (A) dated 17.05.2020 issued by Ministry of Home Affairs New Delhi and Office Memorandum issued by Ministry of Personnel, Public Grievances and Pensions issued from file F. No. 11013/9/2014-Estt.A.III dated 18.05.2020 the above subject.

2. In this regard, the list of Group 'B & C' Officers posted in the Chennai North CGST Commissionerate Headquarters, who will be attending the office from 15.06.2020 to 19.06.2020, is enclosed as Annexure:

- (a) In case, any officer whose name is mentioned in the Annexure, -
- (i) is residing in the Containment Zone, they are not required to attend the office physically; they can work from home.
 - (ii) experiences any Covid-19 related symptoms (fever, throat, respiratory problems, etc.), they are not required to attend the office physically; they can work from home.
 - (iii) if any relative of the officer living under the same roof/home, is quarantined/tested positive, those officers are not required to attend the office physically; they can work from home.
 - (iv) if any officer is above the age of 50 and suffers from diabetes, kidney, liver, lung, heart ailments, etc.(and is under medication), those officers are not required to attend the office physically; they can work from home.
 - (v) if after arriving in office and reporting for work, any officer feels unwell, he/she should leave the workplace immediately after informing the immediate senior over the phone or any other mode of communication.
- (b) If any officer is under quarantine/ isolation for observation or for Covid-19 treatment, they need not attend office. They may obtain clearance from the State Government health authorities once the quarantine period/ treatment is over. The clearance may be produced to the controlling officer, on joining.
- (c) Wearing face mask is compulsory in all public places and work place.
- (d) Liquid soap/hand sanitizer is provided at the entrance to the office; please wash your face, hands and feet with soap, before entering the office;
- (e) "Social Distancing" must be followed in the office; Minimum two meter distance/ "2 gaz ki dhori" must be maintained at all times, in office.
- (f) Covid-19 Health advice/Lock down guidelines given by the State/Central Governments must be followed.
- (g) Please Download "Arogya Setu" App, since it is mandatory for all government employees.

(h) Guidelines permit you to use your own vehicle for commute. Hence please carry your Departmental ID card to produce on demand by any Law Enforcement Authority.

3. Those officers / staff who are not required to attend office on a particular day (as per the roster in the Annexure), shall work from home and should be available on telephone and electronic means of communications, at all times.

(i) Officers should not leave station, during the period of working from Home.

(ii) They should attend office, if called for any exigency of work, at short notice.

4. Officers who opt for working from home (sl. 2 and 3 above), are instructed to take their work-from-home-assignments from their immediate senior/controlling officer. Officers to whom, remote login is provided, are advised to login every day, from home and complete the assigned tasks.

5. If any officer whose name does not figure in the Annexure, would like to attend office, he may do so after taking permission from the controlling officer, if space is available, subject to social distancing norms.

6. The following officers can be contacted for any COVID-19 related assistance:

Sl No	Name of the Officers Shri.	Designation	Contact Number
01	N Balasundar	Superintendent PRO)	9994155751
02	Vikas Kumar Garg	APRO	9694142347

7. The jurisdictional Deputy / Assistant Commissioners of Divisions may issue similar order for their jurisdiction.

8. This is issued with the approval of Commissioner.

Enclosed: Annexure (Roster of 50% attendance)


(K. G. NANDA, KISHORE)
ASSISTANT COMMISSIONER (P&V)

To : All Individual officers.

Copy submitted to:

1. The Principal Chief Commissioner of GST & Central Excise, Tamil Nadu & Puducherry, Chennai-600 034.

Copy to:

1. The Joint / Deputy / Assistant Commissioners GST & C.Ex., Hqrs, / Division, Chennai North

ANNEXURE – I (From 15.06.2020 to 19.06.2020)

Sl. No.	Name of the officer (S. / Shri. / Smt.)	Designation	Section	Date on which need to attend office
1	Mythili Valayapathy	Superintendent	Seva Kendra	15.06.2020, 17.06.2020, 19.06.2020
2	Mahesh	Inspector	Seva Kendra	16.06.2020, 18.06.2020
3	T. Pradeep Kumar	Superintendent	Vigilance	16.06.2020, 18.06.2020
4	S. Vijaya	Superintendent	Confidential	15.06.2020, 17.06.2020
5	Rahul Rao Gautam	Inspector	Confidential	15.06.2020, 19.06.2020
6	V. Chitra	Superintendent	Technical	15.06.2020, 17.06.2020
7	S. Narmadha	Superintendent	Technical	16.06.2020, 18.06.2020
8	Sripriya Desikan	Superintendent	Technical	15.06.2020, 19.06.2020
9	Davinder Singh	Inspector	Technical	15.06.2020, 17.06.2020
10	Himanshu Walia	Inspector	Technical	16.06.2020, 18.06.2020
11	Parvesh Kumar	Inspector	Technical	17.06.2020, 19.06.2020
12	A. S. Varadharajan	Superintendent	Adjudication	16.06.2020, 18.06.2020
13	R. Balajisundararajan	Superintendent	Adjudication	15.06.2020, 17.06.2020, 19.06.2020
14	Subhash Kumar	Inspector	Adjudication	15.06.2020, 17.06.2020, 19.06.2020
15	T. Ravichandran	Superintendent	Adjudication with additional charge of SVLDRS	15.06.2020, 17.06.2020
16	G. Balamurugan	Superintendent	Technical with additional charge of SVLDRS	17.06.2020, 19.06.2020
17	S. Venkatesan	Superintendent	Adjudication with additional charge of SVLDRS	15.06.2020, 18.06.2020
18	G. Radha	Superintendent	Adjudication with additional charge of SVLDRS	16.06.2020, 18.06.2020
19	R. Sudha	Superintendent	Statistics	15.06.2020, 17.06.2020
20	P. Kousalya	Superintendent	Statistics	16.06.2020, 18.06.2020
21	Prasanna Parashar	Inspector	Statistics	16.06.2020, 19.06.2020

22	Anil Kareer	Inspector	Statistics	15.06.2020, 18.06.2020
23	C. G. Geetha	Superintendent	Legal & Prosecution	15.06.2020, 17.06.2020
24	Gulab Singh	Superintendent	Legal & Prosecution	16.06.2020, 18.06.2020
25	R. Pattabiraman	Superintendent	Legal & Prosecution	15.06.2020, 19.06.2020
26	Vikas Kumar Sharma	Inspector	Legal & Prosecution	16.06.2020, 18.06.2020
27	Kasif Khan	Inspector	Legal & Prosecution	17.06.2020, 19.06.2020
28	B. Surendra Babu	Superintendent	R & T	15.06.2020, 17.06.2020
29	Abhinav Kumar	Superintendent	R & T	16.06.2020, 18.06.2020
30	R. Manivarman	Superintendent	R & T	15.06.2020, 19.06.2020
31	Saurbh Agarwal	Superintendent	Audit	15.06.2020, 17.06.2020, 19.06.2020
32	Jeyasudha Natarajan	Superintendent	Audit	16.06.2020, 18.06.2020
33	P. Vickneswaran	Inspector	Audit	15.06.2020, 17.06.2020
34	Rekha Rani	Inspector	Audit	17.06.2020, 19.06.2020
35	Sunder Singh	Inspector	Audit	16.06.2020, 18.06.2020
36	S. Sundaresan	Superintendent	Preventive	15.06.2020, 17.06.2020, 19.06.2020
37	S. Rajaraman	Superintendent	Preventive	16.06.2020, 18.06.2020
38	Juliet Raj	Superintendent	Preventive	15.06.2020, 17.06.2020, 19.06.2020
39	Bhagawathi Saran Upadhyay	Superintendent	Preventive	16.06.2020, 18.06.2020
40	V. Siva Kumar	Superintendent	Preventive	15.06.2020, 17.06.2020, 19.06.2020
41	Ashutosh Kumar	Superintendent	Preventive	16.06.2020, 18.06.2020
42	M. E. Narasimhan	Superintendent	Preventive (DGARM)	15.06.2020, 17.06.2020
43	N. Sridharan	Superintendent	Preventive (TRC)	15.06.2020, 17.06.2020, 19.06.2020

44	P. Ramesh	Superintendent	Preventive (TRC)	16.06.2020, 18.06.2020
45	A J Stanley	Inspector	Preventive	15.06.2020, 17.06.2020, 19.06.2020
46	Vineet Kumar	Inspector	Preventive	16.06.2020, 18.06.2020
47	D. Mohan Venkatesh	Inspector	Preventive	15.06.2020, 17.06.2020, 19.06.2020
48	Arti Udainiya	Inspector	Preventive	16.06.2020, 18.06.2020
49	Pawan Kumar	Inspector	Preventive	17.06.2020, 19.06.2020
50	Abhi Bhattacharya	Tax Assistant	Preventive	16.06.2020, 18.06.2020
51	R. Vasudevan	Superintendent	Computers	15.06.2020, 17.06.2020
52	Shoba David	Superintendent	Computers	16.06.2020, 18.06.2020
53	Abhay Pratap Singh	Inspector	Computers	17.06.2020, 19.06.2020
54	Sahil Saroha	Inspector	Computers	16.06.2020, 19.06.2020
55	N. Balasundar	Superintendent	PRO	16.06.2020, 18.06.2020
56	Garv Kala	Inspector	APRO	15.06.2020, 17.06.2020
57	Vikas Kumar Garg	Inspector	APRO	16.06.2020, 18.06.2020
58	K. Venkatesan	Executive Assistant	PRO section	17.06.2020, 19.06.2020
59	D. Thiraviyam	Superintendent	Welfare and Infrastructure	16.06.2020, 18.06.2020
60	S. N. K. Pandian	Superintendent	Welfare and Infrastructure, House keeping & Guest House	15.06.2020, 17.06.2020, 19.06.2020
61	M. Antony Vibin	Tax Assistant	Welfare and Infrastructure	15.06.2020, 18.06.2020
62	M. Kanniappan	SR. PS	Hqrs. Office (Commissioner Unit)	15.06.2020, 18.06.2020
63	M. Srividya	PS	Hqrs. Office (Commissioner Unit)	16.06.2020, 19.06.2020
64	Amrita Kumari	Steno. GR II	Hqrs. Office (Commissioner Unit)	17.06.2020, 19.06.2020
65	Shobnath	Steno. GR I	Hqrs. Office	16.06.2020, 18.06.2020

66	Hassan Basha	Steno. GR II	Hqrs. Office	15.06.2020, 17.06.2020, 19.06.2020
67	Jayanthi Srivatsan	AO	Estt. & Admn	15.06.2020, 17.06.2020, 19.06.2020
68	Gaurav Vishal	Executive Assistant	Establishment	17.06.2020, 19.06.2020
69	R. Sundararajan	Tax Assistant	Establishment	15.06.2020, 18.06.2020
70	L. Uma Maheswari	LDC	Establishment	16.06.2020, 18.06.2020
71	K. Manikandan	Executive Assistant	Stores	15.06.2020, 18.06.2020
72	J. Sathish	Tax Assistant	Stores	17.06.2020, 19.06.2020
73	B. Babu	LDC	Stores	16.06.2020, 19.06.2020
74	J. Surendhar	Tax Assistant	GPF	15.06.2020, 18.06.2020
75	C. Sangeetha	Tax Assistant	GPF	17.06.2020, 19.06.2020
76	R. Elumalai	LDC	GPF	16.06.2020, 18.06.2020
77	B. Thenmozhi	Executive Assistant	Accounts	15.06.2020, 18.06.2020
78	R. Harini	Executive Assistant	Accounts	16.06.2020, 19.06.2020
79	Jyoti	Tax Assistant	Accounts	17.06.2020, 19.06.2020

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