



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, चेन्नई -600 034

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

सी.सं/ C. No. II/07/01/2020-Estt.CH.N

दिनांक / Dated: 30.06.2020

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 GO.Ms.No.299 dated 16.06.2020 issued by Revenue and Disaster Management (DM-II) Department, Government of Tamilnadu on 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 01.07.2020 to 03.07.2020, 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 dhoori" 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 Sl. 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 Joint / Deputy / Assistant Commissioners of Divisions may issue similar order for their jurisdiction.

8. This is issued with the approval of Commissioner.

Enclosed: Annexure (Roster)


(M. TAMIZH VENDAN)
ADDITIONAL 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 01.07.2020 to 03.07.2020)

Sl. No.	Name of the officer (S. / Shri. / Smt.)	Designation	Section	Date on which need to attend office
1	Mythili Valayapathy	Superintendent	Seva Kendra	01.07.2020, 03.07.2020
2	T. Pradeep Kumar	Superintendent	Vigilance	01.07.2020
3	Alok Srivastava	Inspector	Vigilance	03.07.2020
4	S. Vijaya	Superintendent	Confidential	02.07.2020
5	Rahul Rao Gautam	Inspector	Confidential	03.07.2020
6	Sripriya Desikan	Superintendent	Technical	01.07.2020
7	V. Chitra	Superintendent	Technical	02.07.2020
8	S. Narmadha	Superintendent	Technical	03.07.2020
9	Parvesh Kumar	Inspector	Technical	01.07.2020
10	Himanshu Walia	Inspector	Technical	02.07.2020
11	A. S. Varadharajan	Superintendent	Adjudication	01.07.2020
12	S.Sundaresen	Superintendent	Adjudication	02.07.2020
13	Subhash Kumar	Inspector	Adjudication	03.07.2020
14	Reena Meena	Inspector	Adjudication	01.07.2020
15	G. Balamurugan	Superintendent	Technical with additional charge of SVLDRS	01.07.2020
16	T. Ravichandran	Superintendent	Adjudication with additional charge of SVLDRS	02.07.2020
17	G. Radha	Superintendent	Adjudication with additional charge of SVLDRS	03.07.2020
18	R. Sudha	Superintendent	Statistics	01.07.2020
19	P. Kousalya	Superintendent	Statistics	02.07.2020
20	Santosh Kumar	Inspector	Statistics	03.07.2020

21	Anil kareer	Inspector	Statistics	01.07.2020
22	R. Pattabiraman	Superintendent	Legal & Prosecution	01.07.2020
23	Gulab Singh	Superintendent	Legal & Prosecution	02.07.2020
24	Vikas Kumar Sharma	Inspector	Legal & Prosecution	03.07.2020
25	Kasif Khan	Inspector	Legal & Prosecution	01.07.2020
26	R. Manivarman	Superintendent	R & T	01.07.2020
27	B. Surendra Babu	Superintendent	R & T	02.07.2020
28	Abhinav Kumar	Superintendent	R & T	03.07.2020
29	Saurbh Agarwal	Superintendent	Audit	01.07.2020
30	Jeyasudha Natarajan	Superintendent	Audit	02.07.2020
31	P. Vickneswaran	Inspector	Audit	03.07.2020
32	Rekha Rani	Inspector	Audit	02.07.2020
33	Juliet Raj	Superintendent	Preventive	01.07.2020
34	S. Rajaraman	Superintendent	Preventive	02.07.2020
35	Bhagawathi Saran Upadhyay	Superintendent	Preventive	03.07.2020
36	V. Siva Kumar	Superintendent	Preventive	01.07.2020
37	Ashutosh Kumar	Superintendent	Preventive	03.07.2020
38	M. E. Narasimhan	Superintendent	Preventive (DGARM)	01.07.2020
39	N. Sridharan	Superintendent	Preventive (TRC)	02.07.2020
40	P. Ramesh	Superintendent	Preventive (TRC)	03.07.2020
41	A J Stanley	Inspector	Preventive	01.07.2020

42	Arti Udainiya	Inspector	Preventive	02.07.2020
43	Pawan Kumar	Inspector	Preventive	03.07.2020
44	Abhi Bhattacharya	Tax Assistant	Preventive	02.07.2020
45	Shoba David	Superintendent	Computers	01.07.2020, 03.07.2020
46	Abhay Pratap Singh	Inspector	Central Registration Unit (CRU)	02.07.2020
47	K. Manikandan	Executive Assistant	Central Registration Unit (CRU)	03.07.2020
48	N. Balasundar	Superintendent	PRO	02.07.2020
49	Vikas Kumar Garg	Inspector	APRO	02.07.2020
50	Garv Kala	Inspector	APRO	01.07.2020
51	K. Venkatesan	Executive Assistant	PRO section	03.07.2020
52	S. N. K. Pandian	Superintendent	Welfare and Infrastructure, House keeping & Guest House	01.07.2020, 03.07.2020
53	D. Thiraviyam	Superintendent	Welfare and Infrastructure	02.07.2020
54	M. Antony Vibin	Tax Assistant	Welfare and Infrastructure	03.07.2020
55	M. Kanniappan	SR. PS	Hqrs. Office (Commissioner Unit)	03.07.2020
56	M. Srividya	PS	Hqrs. Office (Commissioner Unit)	02.07.2020
57	Amrita Kumari	Steno. GR II	Hqrs. Office (Commissioner Unit)	01.07.2020
58	Shobnath	Steno. GR I	Hqrs. Office	02.07.2020
59	Hassan Basha	Steno. GR II	Hqrs. Office	01.07.2020, 03.07.2020
60	R. Sundararajan	Tax Assistant	Establishment	01.07.2020, 03.07.2020
61	L. Uma Maheswari	LDC	Establishment	02.07.2020
62	J. Sathish	Tax Assistant	Stores	01.07.2020, 03.07.2020

63	B. Babu	LDC	Stores	02.07.2020
64	J. Surendhar	Tax Assistant	GPF	01.07.2020
65	C. Sangeetha	Tax Assistant	GPF	02.07.2020
66	R. Elumalai	LDC	GPF	03.07.2020
67	B. Thenmozhi	Executive Assistant	Accounts	01.07.2020
68	R. Harini	Executive Assistant	Accounts	02.07.2020
69	Jyoti	Tax Assistant	Accounts	03.07.2020