



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

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

Phone: 044 28335047 Fax: 044 28331089 mail: cgstcentralexcise@gmail.com

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

Dated: 30 .04.2021

To

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

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

Please refer to DOPT O.M. F.No.11013/9/2014-Estt.A-III dated 19.04.2021 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 (copy enclosed).

2. In this regard, the duty roster, along with staggered timings, for Group 'B' & 'C' officers posted in Headquarters for the period from **01.05.2021 to 16.05.2021** has already been prepared. You are requested to prepare a duty roster for officers / staff working in your divisions, in adherence to the DOPT's O.M. dated 19.04.2021 read with MHA Order No.40-3/2020-DM-I(A) dated 29.04.2021 cited above. While preparing the roster, following points may also be kept in mind:

- a) The officers, who avail the facility of '**Work from Home**', should strictly adhere to the following conditions:
 - i. They must stay at Home.
 - ii. They should not leave Station / Headquarters (Chennai) during Work from Home.
 - iii. They must be available on Telephone and Electronic means of communication at all times.
 - iv. They should reach office, if called for any exigency of work, at short notice.

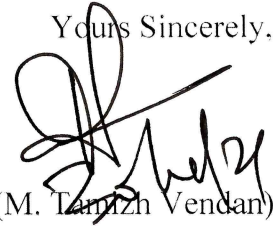
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- b) Willingness from the pregnant women officers / staff must be taken, if they would like to 'Work from Home'.
- c) All Group A officers should attend office on all days and no leave will be sanctioned unless it is a medical or family emergency.
3. For further assistance, the Covid-19 Task Force (Chennai North) can be contacted to deal with any issues and emergencies.

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

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

Yours Sincerely,



(M. Tamizh Vendan)

Additional Commissioner (P & V)
Chennai North

Encl: As above