



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: 14.08.2020

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 17.08.2020 to 21.08.2020, 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. Daily report may be sent electronically to Senior / Controlling officer, regarding the progress made in completion of the task assigned 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.TAMIZHAVELANDHAN)
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 17.08.2020 to 21.08.2020)			
Sl. No.	Name of the officer (S. / Shri. / Smt.)	Designation	Date on which need to attend office
Seva Kendra Section			
1	Mythili Valayapathy	Superintendent	17.08.2020, 19.08.2020,
2	Mahesh	Inspector	18.08.2020, 20.08.2020, 21.08.2020
Vigilance Section			
3	T. Pradeep Kumar	Superintendent	18.08.2020, 20.08.2020
4	Alok Srivastava	Inspector	17.8.2020, 19.08.2020, 21.08.2020
5	S. Vijaya	Superintendent	17.08.2020, 19.08.2020
6	Rahul Rao Gautam	Inspector	18.08.2020, 20.08.2020, 21.08.2020
Technical Section			
7	V. Chitra	Superintendent	17.08.2020, 19.08.2020, 21.08.2020
8	Davinder Singh	Inspector	17.08.2020, 19.08.2020, 21.08.2020
9	S. Narmadha	Superintendent	18.08.2020, 20.08.2020,
10	Parvesh Kumar	Inspector	18.08.2020, 20.08.2020
Adjudication Section			
11	A. S. Varadharajan	Superintendent	18.08.2020, 20.08.2020
12	Reena Meena	Inspector	18.08.2020, 20.08.2020
13	S. Sundaresan	Superintendent	17.08.2020, 19.08.2020, 21.08.2020
14	Subhash Kumar	Inspector	17.08.2020, 19.08.2020, 21.08.2020
15	T. Ravichandran	Superintendent	17.08.2020, 19.08.2020, 21.08.2020
16	G. Radha	Superintendent	18.08.2020, 20.08.2020

Technical with additional Charge of SVLDRS			
15	G. Balamurugan	Superintendent	17.08.2020, 19.08.2020, 21.08.2020
16	Rishikesh	Inspector (SVLDRS)	18.08.2020, 20.08.2020
Statistics Section			
17	R. Sudha	Superintendent	17.08.2020, 19.08.2020, 21.08.2020,
18	Prasanna Parashar	Inspector	17.08.2020, 19.08.2020, 21.08.2020,
19	P. Kousalya	Superintendent	18.08.2020, 20.08.2020
20	Santosh Kumar	Inspector	18.08.2020, 20.08.2020
21	Anil kareer	Inspector	17.08.2020, 21.08.2020
Legal & Prosecution			
22	Gulab Singh	Superintendent	17.08.2020, 19.08.2020, 21.08.2020
23	Kashif Khan	Inspector	18.08.2020, 20.08.2020, 21.08.2020
24	R. Pattabiraman	Superintendent	18.08.2020, 20.08.2020, 21.08.2020
25	Vikas Kumar Sharma	Inspector	17.08.2020, 19.08.2020, 21.08.2020,
26	C.G.Geetha	Superintendent	18.08.2020, 21.08.2020
R&T, Section			
27	R. Manivarman	Superintendent	17.08.2020, 19.08.2020, 21.08.2020
28	B. Surendra Babu	Superintendent	18.08.2020, 20.08.2020
39	Abhinav Kumar	Superintendent	17.08.2020, 19.08.2020, 21.08.2020
30	Manoj	Inspector	17.08.2020, 19.08.2020, 21.08.2020
Internal Audit			
31	P. Vickneswaran	Inspector	17.08.2020, 19.08.2020, 21.08.2020

32	P. Vickneswaran	Inspector	17.08.2020, 19.08.2020, 21.08.2020
33	Rekha Rani	Inspector	18.08.2020, 20.08.2020,
TRC & SVLDRS			
34	Syed Salim Malik	Inspector	17.08.2020, 19.08.2020, 21.08.2020
Systems			
35	R. Vasudevan	Superintendent	17.08.2020, 19.08.2020, 21.08.2020
36	Himanshu Walia	Inspector	18.08.2020, 20.08.2020
37	Sahil saroha	Inspector	17.08.2020, 21.08.2020
Central Registration Unit(CRU)			
38	Abhay Pratap Singh	Inspector	17.08.2020, 19.08.2020, 21.08.2020
39	K. Manikandan	Executive Assistant	18.08.2020, 20.08.2020, 21.08.2020
PRO Section			
40	N. Balasundar	Superintendent	17.08.2020, 19.08.2020, 21.08.2020
41	Vikas Kumar Garg	Inspector	17.08.2020, 19.08.2020, 21.08.2020
42	Garv Kala	Inspector	18.08.2020, 20.08.2020
43	K.Venkatesan	AO	17.08.2020, 19.08.2020, 21.08.2020
Welfare and Infrastructure, Housekeeping & Guest House			
44	S. N. K. Pandian	Superintendent	17.08.2020, 18.08.2020, 19.08.2020, 20.08.2020 21.08.2020
Hqrs, office (Commissioner Unit)			
45	M. Kanniappan	SR. PS	17.08.2020, 19.08.2020, 21.08.2020
46	Sri Vidya	PS	18.08.2020, 20.08.2020
47	Shobnath	Steno. GR I	18.08.2020, 20.08.2020,

48	Hassan Basha	Steno. GR II	17.08.2020, 19.08.2020, 21.08.2020
Establishment Section			
49	Jayanthi Srivatsan	AO	17.08.2020, 19.08.2020, 21.08.2020
50	R. Sundararajan	Tax Assistant	17.08.2020, 19.08.2020, 21.08.2020
51	Piyush Kumar Tyagi	Tax Assistant	18.08.2020, 20.08.2020,
52	L. Uma Maheswari	LDC	18.08.2020, 20.08.2020
Stores Section			
53	J. Sathish	Tax Assistant	17.08.2020, 19.08.2020, 21.08.2020
54	B. Babu	LDC	18.08.2020, 20.08.2020
GPF Section			
55	J. Surendhar	Tax Assistant	17.08.2020, 19.08.2020
56	C. Sangeetha	Tax Assistant	18.08.2020, 21.08.2020
57	R. Elumalai	LDC	18.08.2020, 20.08.2020
Accounts Section			
58	G. Jayakanthan	Executive Assistant	18.08.2020
69	B. Thenmozhi	Executive Assistant	17.08.2020, 19.08.2020
60	R. Harini	Executive Assistant	18.08.2020, 21.08.2020
61	Abhishek Chodhary	Tax Assistant	17.08.2020, 19.08.2020, 21.08.2020
62	Raghavi	Tax Assistant	18.08.2020, 20.08.2020
Despatch Section			
63	T. Hanumanthu	Tax Assistant	17.08.2020, 19.08.2020, 21.08.2020

The officers of HPU will attend office as per the instruction of their controlling