



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: 24.07.2020

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 06.07.2020 to 10.07.2020, 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. 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. TAMIZHVENDAN)
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 27.07.2020 to 31.07.2020)

Sl. No.	Name of the officer (S. / Shri. / Smt.)	Designation	Section	Date on which need to attend office
1	Mythili Valayapathy	Superintendent	Seva Kendra	27.07.2020, 29.07.2020, 31.07.2020
2	Mahesh	Inspector	Seva Kendra	28.07.2020, 29.07.2020, 30.07.2020
3	T. Pradeep Kumar	Superintendent	Vigilance	28.07.2020, 30.07.2020
4	Alok Srivastava	Inspector	Vigilance	27.07.2020, 29.07.2020, 31.07.2020
5	S. Vijaya	Superintendent	Confidential	27.07.2020, 29.07.2020, 31.07.2020
6	Rahul Rao Gautam	Inspector	Confidential	28.07.2020, 29.07.2020, 30.07.2020
7	Sripriya Desikan	Superintendent	Technical	29.07.2020, 31.07.2020
8	V. Chitra	Superintendent	Technical	27.07.2020, 30.07.2020,
9	S. Narmadha	Superintendent	Technical	28.07.2020, 31.07.2020
10	Parvesh Kumar	Inspector	Technical	27.07.2020, 29.07.2020, 31.07.2020
11	A. S. Varadharajan	Superintendent	Adjudication	27.07.2020, 29.07.2020, 31.07.2020
12	Reena Meena	Inspector	Adjudication	27.07.2020, 29.07.2020, 31.07.2020
13	S. Sundaresan	Superintendent	Adjudication	27.07.2020, 29.07.2020, 31.07.2020
14	Subhash Kumar	Inspector	Adjudication	27.07.2020, 28.07.2020, 30.07.2020
15	G. Balamurugan	Superintendent	Technical with additional charge of SVLDRS	27.07.2020, 29.07.2020, 31.07.2020
16	T. Ravichandran	Superintendent	Adjudication with additional charge of SVLDRS	28.07.2020, 30.07.2020
17	G. Radha	Superintendent	Adjudication with additional charge of SVLDRS	29.07.2020, 31.07.2020
18	R. Sudha	Superintendent	Statistics	29.07.2020, 31.07.2020
19	Prasanna Parashar	Inspector	Statistics	29.07.2020, 31.07.2020
20	P. Kousalya	Superintendent	Statistics	27.07.2020, 29.07.2020, 31.07.2020

21	Santosh Kumar	Inspector	Statistics	27.07.2020, 29.07.2020, 31.07.2020
22	Anil kareer	Inspector	Statistics	28.07.2020, 30.07.2020
23	Gulab Singh	Superintendent	Legal & Prosecution	27.07.2020, 29.07.2020, 31.07.2020,
24	Kashif Khan	Inspector	Legal & Prosecution	27.07.2020, 29.07.2020, 31.07.2020,
25	R. Pattabiraman	Superintendent	Legal & Prosecution	28.07.2020, 30.07.2020
26	Vikas Kumar Sharma	Inspector	Legal & Prosecution	28.07.2020, 30.07.2020
27	R. Manivarman	Superintendent	R & T	28.07.2020, 30.07.2020,
28	B. Surendra Babu	Superintendent	R & T	27.07.2020, 29.07.2020, 31.07.2020
29	Abhinav Kumar	Superintendent	R & T	27.07.2020, 29.07.2020, 31.07.2020,
30	Manoj	Inspector	R & T	27.07.2020, 29.07.2020, 30.07.2020, 31.07.2020
31	Saurbh Agarwal	Superintendent	Audit	27.07.2020, 29.07.2020, 31.07.2020,,
32	P. Vickneswaran	Inspector	Audit	27.07.2020, 29.07.2020, 31.07.2020,,
33	Rekha Rani	Inspector	Audit	28.07.2020, 30.07.2020
34	R. Vasudevan	Superintendent	Computers	27.07.2020, 29.07.2020, 30.07.2020, 31.07.2020
35	Himanshu Walia	Inspector	Systems (ACL (Admn) section	27.07.2020, 29.07.2020, 30.07.2020, 31.07.2020
36	Shoba David	Superintendent	Computers	28.07.2020, 31.07.2020
37	Abhay Pratap Singh	Inspector	Central Registration Unit (CRU)	28.07.2020, 29.07.2020, 30.07.2020, 31.07.2020
38	K. Manikandan	Executive Assistant	Central Registration Unit (CRU)	28.07.2020, 30.07.2020
39	N. Balasundar	Superintendent	PRO	27.07.2020, 29.07.2020, 31.07.2020
40	Vikas Kumar Garg	Inspector	APRO	28.07.2020, 30.07.2020
41	Garv Kala	Inspector	APRO	27.07.2020, 29.07.2020, 31.07.2020, 31.07.2020

42	K.Venkatesan	AO	PRO Section	27.07.2020, 29.07.2020, 31.07.2020
43	S. N. K. Pandian	Superintendent	Welfare and Infrastructure, House keeping & Guest House	27.07.2020, 29.07.2020, 31.07.2020
44	D. Thiraviyam	Superintendent	Welfare and Infrastructure	28.07.2020, 30.07.2020
45	M. Antony Vibin	Tax Assistant	Welfare and Infrastructure	27.07.2020, 29.07.2020, 31.07.2020
46	M. Kanniappan	SR. PS	Hqrs. Office (Commissioner Unit)	27.07.2020, 29.07.2020, 31.07.2020
47	Shobnath	Steno. GR I	Hqrs. Office	27.07.2020, 29.07.2020, 31.07.2020
48	Hassan Basha	Steno. GR II	Hqrs. Office	28.07.2020, 30.07.2020
49	Jayanthi Srivatsan	AO	Establishment & Stores	27.07.2020, 29.07.2020,
50	R. Sundararajan	Tax Assistant	Establishment	28.07.2020, 30.07.2020
51	Piyush Kumar Tyagi	Tax Assistant	Establishment	27.07.2020, 29.07.2020, 31.07.2020
52	L. Uma Maheswari	LDC	Establishment	27.07.2020, 30.07.2020
53	J. Sathish	Tax Assistant	Stores	27.07.2020, 29.07.2020, 31.07.2020
54	B. Babu	LDC	Stores	27.07.2020, 29.07.2020, 31.07.2020
55	J. Surendhar	Tax Assistant	GPF	27.07.2020, 29.07.2020, 31.07.2020
56	C. Sangeetha	Tax Assistant	GPF	27.07.2020, 30.07.2020
57	R. Elumalai	LDC	GPF	28.07.2020, 31.07.2020
58	G. Jayakanthan	Executive Assistant	Accounts	27.07.2020, 31.07.2020
59	B. Thenmozhi	Executive Assistant	Accounts	28.07.2020, 30.07.2020,
60	R. Harini	Executive Assistant	Accounts	29.07.2020, 31.07.2020
61	Jyoti	Tax Assistant	Accounts	29.07.2020, 31.07.2020
62	Raghavi	Tax Assistant	Accounts	27.07.2020, 30.07.2020

63	Hanumanthu	Tax Assistant	Despatch	29.07.2020, 31.07.2020
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The officers of HPU will attend office as per the instruction of their controlling officer.