



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: 28.08.2020

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 31.08.2020 to 04.09.2020, 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.

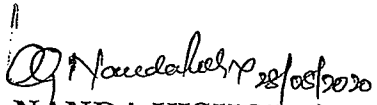
6. The following officers can be contacted for any COVID-19 related assistance:

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)


(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 31.08.2020 to 04.01.2020)

Sl. No.	Name of the officer (S./ Shri./ Smt.)	Designation	Section (covered under the charges/Ous)	Date on which need to attend office
Technical				
1	K. Chandra Mohan	Superintendent	Technical	01.09.2020, 03.09.2020,
2	Davinder Singh	Inspector		01.09.2020, 03.09.2020,
3	Ahmed Shakil	Superintendent		31.08.2020, 02.09.2020, 04.09.2020
4	Parvesh Kumar	Inspector		31.08.2020, 02.09.2020, 04.09.2021
5	Juliet Raj	Superintendent	Seva Kendra	31.08.2020, 02.09.2020, 04.09.2020
6	Mahesh	Inspector		01.09.2020, 03.09.2020,
7	G. Balamurugan	Superintendent	(SVLDRS)	31.08.2020, 02.09.2020, 04.09.2020
8	Rishikesh	Inspector		01.08.2020, 03.09.2020,
Vigilance / Confidential				
9	T. Pradeep Kumar	Superintendent	Vigilance	01.09.2020, 03.09.2020,
10	Alok Srivastava	Inspector		31.08.2020, 02.09.2020, 04.09.2020
11	S. Vijaya	Superintendent	Confidential	31.08.2020, 02.09.2020, 04.09.2020
12	Rahul Rao Gautam	Inspector		01.09.2020, 02.09.2020, 03.09.2020,
Adjudication Section				
13	A. S. Varadharajan	Superintendent	Adjudication Section	01.09.2020, 03.09.2020, 04.09.2020
14	Reena Meena	Inspector		31.08.2020, 01.09.2020, 03.09.2020, 04.09.2020
15	S. Sundaresan	Superintendent		31.08.2020, 02.09.2020, 04.09.2020
16	Subhash Kumar	Inspector		31.08.2020, 02.09.2020, 03.09.2020, 04.09.2020
17	T. Ravichandran	Superintendent		31.08.2020, 02.09.2020, 04.09.2022
18	G. Radha	Superintendent		31.08.2020 02.09.2020, 03.09.2020,
Statistics & Intelligence				
19	R. Sudha	Superintendent	Statistics & Intelligence	31.08.2020, 02.09.2020, 04.09.2020
20	Prasanna Parashar	Inspector		31.08.2020, 02.09.2020, 04.09.2020
21	P. Kousalya	Superintendent		01.09.2020, 03.09.2020,
22	Santosh Kumar	Inspector		01.09.2020, 03.09.2020,
23	Anil kareer	Inspector		31.08.2020, 02.09.2020, 04.09.2020
Legal				
24	Gulab Singh	Superintendent	Legal	31.08.2020, 02.09.2020, 04.09.2020
25	Kashif Khan	Inspector		31.08.2020, 02.09.2020, 04.09.2020
26	R. Pattabiraman	Superintendent		01.09.2020, 03.09.2020,
27	Vikas Kumar Sharma	Inspector		01.09.2020, 03.09.2020,
	G.Manjula	Superintendent		31.08.2020, 02.09.2020, 04.09.2020
28	C.G.Geetha	Superintendent		02.09.2020, 04.09.2020,

Review (erstwhile R&T Section)				
29	R. Manivarman	Superintendent	Review Section	31.08.2020, 02.09.2020, 04.09.2020
30	B. Surendra Babu	Superintendent		01.09.2020, 03.09.2020,
31	Abhinav Kumar	Superintendent		31.08.2020, 02.09.2020, 04.09.2020
32	Manoj	Inspector		01.09.2020, 03.09.2020,
Audit (erstwhile Internal Audit section)				
33	Jaya Sudha	Superintendent	Audit Section	01.09.2020, 03.09.2020,
34	P. Vickneswaran	Inspector		01.09.2020, 03.09.2020,
	Saurbh Agarwal	Superintendent		31.08.2020, 02.09.2020, 04.09.2020
35	Rekha Rani	Inspector		31.08.2020, 02.09.2020, 04.09.2020
Tax Arrears Recovery (erstwhile Tax Recovery Cell)				
36	Syed Salim Malik	Inspector	TRC	31.08.2020, 02.09.2020
Systems (erstwhile computer section)				
37	R. Vasudevan	Superintendent	Systems	03.09.2020, 04.09.2020,
38	Sahil saroha	Inspector		31.08.2020, 04.09.2020,
39	R K Madhavan	Superintendent		31.08.2020, 01.09.2020, 02.09.2020
40	Muralidharan	Superintendent		31.08.2020, 01.09.2020, 03.09.2020
41	Himanshu Walia	Inspector		31.08.2020, 01.09.2020, 03.09.2020
Administration (erstwhile Sections Welfare & Infrastructure, and Hindi Section merged)				
42	S. N. K. Pandian	Superintendent	Welfare	31.08.2020, 01.09.2020, 04.09.2020
43	M. Antony Vibin	Tax Assistant		31.08.2020, 02.09.2020, 04.09.2020
44	A.Selvarajan	Superintendent	Infrastructure)	31.08.2020, 02.09.2020, 03.09.2020, 04.09.2020
45	Jayanthi Srivatsan	AO	Stores/ Establishment	31.08.2020, 01.09.2020, 04.09.2020
46	J. Sathish	Tax Assistant	Stores	31.08.2020, 01.09.2020, 04.09.2020
47	B. Babu	LDC		01.09.2020, 03.09.2020, 04.09.2020
48	Abhay Pratap Singh	Inspector	Central Registration Unit(CRU)	31.08.20, 01.09.2020, 02.09.2020
49	K. Manikandan	Executive Assistant		31.08.2020, 02.09.2020, 03.09.2020, 04.09.2020
Establishment				
50	Gaurav Vishal	Executive Assistant	Establishment Section	31.08.2020, 01.09.2020, 04.09.2020
51	R. Sundararajan	Tax Assistant		31.08.2020, 01.09.2020, 03.09.2020,
52	Piyush Kumar Tyagi	Tax Assistant		31.08.2020, 01.09.2020, 04.09.2020
53	L. Uma Maheswari	LDC		01.09.2020, 03.09.2020
Accounts (erstwhile Section EB & GPF and SB & Pension Section merged)				
54	G. Jayakanthan	Executive Assistant	Accounts(SB)	01.09.2020, 03.09.2020
55	B. Thenmozhi	Executive Assistant	Pension	31.08.2020, 01.09.2020, 04.09.2023
56	R. Harini	Executive Assistant	Accounts(SB)	01.09.2020, 03.09.2020
57	Abhishek Chodhary	Tax Assistant	Accounts(SB)	31.08.2020, 01.09.2020, 04.09.2023
58	Raghavi	Tax Assistant	GPF	Accounts(SB)
59	C. Sangeetha	Tax Assistant		01.09.2020, 03.09.2020
60	J. Surendhar	Tax Assistant		31.08.2020, 01.09.2020, 04.09.2020
61	R. Elumalai	LDC		01.09.2020, 03.09.2020

Hqrs, office (Commissioner Unit)				
62	M. Kanniappan	SR. PS		31.08.2020, 01.09.2020, 04.09.2020
63	Sri Vidya	PS		01.09.2020, 03.09.2020
64	Hassan Basha	Steno. GR II	ADC(P&V)	31.08.2020, 01.09.2020, 04.09.2020
65	Amrita Kumari	Steno. GR II		31.08.2020 to 04.09.2020
67	Satyendra Singh	Steno	ADC(P&V)	31.08.2020, 01.09.2020, 02.09.2020, 04.09.2020
68	T. Hanumanthu	Tax Assistant	Despatch Section	01.09.2020, 03.09.2020

Anti-Evasion (erstwhile Preventive & PRO Section merged).
The officers of HPU will attend office as per the instruction of their controlling