



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

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

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

Dated: 07.01.2022

To

The Deputy / Assistant Commissioner of GST & Central Excise
Hqrs. 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 03.01.2022 issued by Deputy Secretary, Govt. of India, New Delhi on the above subject.

2. In this regard, the duty roster, along with staggered timings, for Group 'B' & 'C' officers posted in Headquarters for the period from **10.01.2022 to 31.01.2022** is enclosed in Annexure I, where **Green colour indicates "to attend office"** and **Red colour indicates "to work from home"**. The officers, who avail the facility of 'Work from Home', should strictly adhere to the following conditions:

- i. "Work from Home" should not be clubbed / availed along with any kind of leave (EL / CL etc.)
- ii. They must stay at Home.
- iii. They should not leave Station / Headquarters (Chennai) during the period of Work from Home.
- iv. They must be available on Telephone and Electronic means of communication at all times.
- v. They should reach office, if called for any exigency of work, at short notice.

Cont..2/-

3. All Group A officers should attend office on all days and no leave will be sanctioned unless it is a medical or family emergency. They should also ensure that work is completed and no pendencies arise on any issue and also the officers and staff are completing their tasks and complete the work on time.

4. 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 / Ms.) | Designation | Contact Number |
|--------|-------------------------------------|---------------------|----------------|
| 1. | M. Anusuya | Deputy Commissioner | 9952964332 |
| 2. | N.R. Rajkumar | PRO | 9840126290 |
| 3. | Ahamed Shakil | Superintendent | 9840563061 |
| 4. | Ramesh | Superintendent | 9840412152 |
| 5. | R. Sundarajan | Tax Assistant | 9940068567 |
| 6. | Anthony Xavier | Head Havaldar | 8925462981 |

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

Yours Sincerely,

Wm
7/1/2022

Encl: As above

(B. Jayabalasundari)
Additional Commissioner (P & V)
Chennai North