

		Phone No. 28335053 Fax No. 044-28331050/1015 email : admin-prcco@gov.in prcco Chennai@gmail.com
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**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF
GST & CENTRAL EXCISE, TAMILNADU & PUDUCHERRY ZONE
No.26/1, MAHATHMA GANDHI ROAD, CHENNAI - 600 034**

C.No III/04/01/2021-CCO.Estt

Date: 22.04.2021

CIRCULAR

Sub: Preventive measures to contain spread of Novel Corona Virus (Covid-19)- Restriction of Attendance to 50% by rotation –Reg.

Please refer to CBIC's F.No.C.50/30/2020-Ad.II dated 19.04.2021 and DoPT O. M. F. No.11013/9/2014 – Estt. A-III dated 19.04.2021 issued by Additional Secretary, Govt. of India, New Delhi on the above subject.

2. In this regard the duty roster for officers below the rank of Deputy Commissioner posted in Pr.CCO for the period from **23.04.2021 to 30.04.2021** is enclosed in Annexure –I, where **Green colour indicates “ to attend office “** and **Red colour indicates “ work from home “** . 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/ Head Quarters (Chennai) during the period of work from home.
 - iii. They must be available on Tele-phone and electronic means of communication at all times.
 - iv. They should reach office, if called for any exigency of work at short notice.
3. Further pregnant women officers/ Staff are required to submit their willingness to their Reporting Officer, if they would like to 'Work from Home'.
4. All Officers of level Dy. Commissioners, equivalent and above are to attend office on regular basis on all days.

5. It is informed that following officers are in the task force, who can be contacted to deal with the issues and emergency related to **Covid-19**.

Sl. No.	Name of the officer	Designation	Contact Number
1.	K V Muralidher	Asst. Commissioner	9444189214
2.	P. Paul Sudhakar	Superintendent	8939199599
3.	Thiraviam	Superintendent	9443971250
4.	Allen Rajesh	Inspector	9840870272
5.	Isac Premkumar	Hd. Havaldar	9841838055

Encl : As above


(B. SENTHILVELAVAN) 22/04/21

ADDITIONAL COMMISSIONER

To

All the Section Heads of Pr.CCO, Chennai.

Copy Submitted to

The Principal Chief Commissioner of GST & Central Excise,
Chennai.

Copy to

The Joint Commissioner, Pr.CCO, Chennai.