

Phone No. 28335053
Fax No. 044-
28331050/1015
email : admin-prcco@gov.in
prcco Chennai@gmail.com

**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: 30.04.2021

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 continuation of this office letter of even number dated 22.04.2021 duty roster for officers below the rank of Deputy Commissioner posted in Pr.CCO for the period from **03.05.2021** and until further orders 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.
 - i. They should not leave station/ Head Quarters (Chennai) during the period of work from home.
 - ii. They must be available on Tele-phone and electronic means of communication at all times.
 - iii. 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. The Duty Roster made for the period from 03.05.2021 to 14.05.2021 may be followed for the remaining weeks also.

Encl : As above


(B. SENTHILVELAVAN)
30/04/21
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.