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GOVERNMENT OF INDIA
MINISTRY OF FINANCE
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF GST & CENTRAL
EXCISE TAMILNADU & PUDUCHERRY ZONE
GST BHAVAN, No.26/1, MAHATMA GANDHI ROAD, CHENNAI - 600034

**Standard Operating Procedure (SOP) to be followed by
Officers / Staff for using Ambulance facility @ GST Bhavan**

As everyone is aware that the entire nation underwent pandemic situation because of COVID- 19 and keeping in view the Health and Safety of the officers, and as part of welfare measure, Chief Commissioner of GST & Central Excise, Tamilnadu & Puducherry Zone, Shri. M.V.S.Choudary, had inaugurated Free Ambulance Services 24 X 7 on 02.12.2021 for all the officers / staff in and around Chennai. This Vehicle is stationed at 26/1, GST Bhavan, Nungambakkam, Chennai-600 034 and all the officers can use this Ambulance in case of any emergency. In this regard, officers / staff are requested to follow the guidelines.

1. This Standard Operating Procedure has been framed keeping in view the need of the situation, whereby this ambulance facility can be availed by any officer / staff and their family members (except infant below one month) working in any formation.
2. This ambulance vehicle will be parked in GST Bhavan and one driver and Emergency Medical Technician, (EMT) will be available round the clock.
3. This basic life support ambulance can handle all type of emergencies such as:
 - (a) Airway and Breathing Equipment
 - (b) Trauma Equipment

- (c) Vital signs Equipment
- (d) Obstetric and other Equipments

4. This vehicle is equipped with various medicines, apparatus, lifesaving medicines etc. The driver and EMT are well equipped to handle and lift patients on any condition.
5. EMT will provide Pre hospital care to the patient. Further will be Conferencing with Emergency Response Center Physician for taking medical directions in critical cases.
6. As and when one patient is transported to the Hospital, the entire vehicle will be sanitized completely before attending the next person.
7. In case where the patient is staying far away, then their team will co-ordinate to the nearest available ambulance for shifting the patient to the nearby hospital.
8. To avail this facility, officers can directly call the control room number 044-28335020 (24*7) at GST Bhavan, who in turn will inform the ambulance (stationed in GST Bhavan) for immediate assistance.
9. Basic details of the patients will be collected during this service, therefore officers are requested to kindly co-operate with the team in giving the required information which will help them in providing immediate care and attention.
10. Officers are requested to wear mask and take all precautionary steps while using this facility in their own interest.
11. If in case anyone is unable to reach landline, they can contact the following Nodal officers any time for availing this facility.

- (a) Shri. Karthik Reddy, Inspector, Mobile No. - 9787119793
- (b) Shri. Sundar, Tax Assistant, Mobile No. - 9940068567

12. It is requested that necessary publicity and awareness may be made to all the officers working in all Commissionerates / Directorates/ NACIN.
13. This is issued with the approval of the Chief Commissioner of GST & Central Excise, Chennai Zone.

(T.G. VENKATESH)
Additional Commissioner (Pr.CCO)

To
The Principal Commissioner / Commissioner of GST & C.Excise,
Ch.North/South/Outer/Audit-I/Audit-II/Appeals-I/Appeals-II

Digitally Signed by
Venkatesh. T. G.
Date: 30-12-2021 15:24:11
Reason: Approved



Letter of Request

From,
Program Manager,
Chennai & Thiruvallur,
GVK Emri 108,
DMS Campus, Anna Salai
Teynampet,
Chennai – 600 006

27/12/2021
Chennai

To,
The Principal Chief Commissioner of GST & Central EX.,
Tamilnadu & Puducherry Zone
GST Bhawan, 26/1 Uthamar Gandhi salai
Nungambakkam, Chennai -600034

[Sub: Request to park Ambulance in GST BHAWAN, Nungambakkam campus]

Respected Sir,

We GVK EMRI operates 108 Ambulance services across Tamil Nadu. All the major accident Hotspots have been identified and an ambulance was deployed within the accident-prone zone.

Uthamar Gandhi Road and Gemini Flyover Junction have been identified as one of the prime Hotspot therefore ambulances have been planned to deploy in your GST Bhawan Premises

Ambulance Reg. No: TN20G1779

Ambulance Contact: 9150036103

Kindly consider our request and provide ambulance parking space and a restroom for the Ambulance Pilot / Emergency Technician on the same premises

Thank You

Yours Sincerely
For GVK Emergency Management and Research Institute
for *[Signature]* 27/12/21
(Program Manager)

GVK Emergency Management and Research Institute
DMS Campus, West Teynampet,
Anna Salai, Chennai – 600 018. Tel: 044-28888060
Website: <http://www.emri.in>

