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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: II/39/855/2018-CZO(Admn)

Dated: 16.03.2020

MOST IMPORTANT / #COVID19 ADVISORY

To
The Principal Commissioner / Commissioner of GST & Central Excise,
Chennai North / South / Outer / Pondy / Coimbatore / Salem/ Trichy/ Madurai / Audit- I /
Audit- II /Coimbatore Audit / Appeals-I / Appeals-II / Coimbatore Appeals

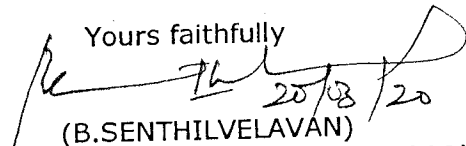
Sir / Madam,

Sub: Precautionary efforts needed in GST & CX Offices to contain the spread of
COVID 19 – representation dated 16.03.2020 received from the All India
Association of C.Excise Gazetted Executive Officers', Chennai unit – reg.

The All India Association of Central Excise Gazetted Executive Officers', Chennai Unit
jointly with the Chennai Unit of Inspectors' Association had submitted a Ten (10) point
suggestion to the Principal Chief Commissioner of GST & Central Excise, Tamilnadu &
Puducherry, regarding the precautionary efforts to be taken by the Chennai GST & Central
Excise Zone to contain spread of COVID 19.

Taking cognizance of the above representation, the Principal Chief Commissioner of
GST & Central Excise, Tamilnadu & Puducherry Zone has directed all the Commissioners to
strictly ensure implementation of the following points in all the offices located under
their jurisdiction with immediate effect:

- (a) All Visitors be screened properly with the thermal scanners
- (b) Proper sanitizers are installed at the all the entrance points of office buildings
- (c) All officers and staff in Hqrs. sections / Divisions / Ranges be equipped with
sanitizers
- (d) Frequent spray of disinfectants / sanitizers in and around the office premises incl.
lift buttons, door knobs, almirahs, water dispensers, taps etc
- (e) Preventive and Audit Officers may be provided with appropriate safety equipment
like sanitizers, gloves and masks.
- (f) Physical checks and verifications & E-way Bills may be halted till 31st March 2020.
- (g) MCM may be conducted with minimal strength (ie) with a maximum of 20 officers.

Yours faithfully

(B.SENTHILVELAVAN)
ADDITIONAL COMMISSIONER (Pr.CCO)

Copy to:

1. The Administrative Officer of GST & CX (Hqrs.), Pr.CCO, , Chennai GST & CX Zone
2. The Superintendent (Comp), Chennai North – with a request to upload the same in
the Departmental Zonal Website