



भारत सरकार/GOVERNMENT OF INDIA
विकास आयुक्त कार्यालय/OFFICE OF THE DEVELOPMENT COMMISSIONER
कोचीन विशेष आर्थिक क्षेत्र /COCHIN SPECIAL ECONOMIC ZONE
काक्कनाड, कोच्चिन /KAKKANAD, COCHIN -682037
दूर भाषा /PHONE: 0484- 2413234, 2413111
फैक्स/Fax: 0484-2413074
वेबसाइट : www.csez.gov.in ई मेल office@csez.gov.in

No.1/10/2020:Admn:CSEZ /1750

23-3-2020

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of COVID – 19

In supersession of the OM of even number dated 20th March 2020 and in pursuance of Department of Personnel and Training OM No. 11013/9/2014-Estt-(A-III) dated 22nd March 2020, it has been decided to keep skeletal staff in the Office in order to contain the spread of COVID 19. Accordingly, a revised roster of staff members who are required to attend office w.e.f. 24-3-2020 to 3-4-2020 is appended. In this connection, the following may be noted:

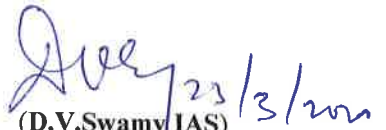
- (i) Only those mentioned in the roster shall attend office on the date mentioned against their names.
- (ii) All other officers/officials shall work from home and shall remain accessible through mobile and electronic means of communications. They should attend office if called for, in case of any exigencies of work.
- (iii) In case any officer requires to attend office, he/she may do so under intimation to the HoO.

2. The Joint Development Commissioner, Karnataka may take measures as appropriate in respect of SEZs & EOUs in Karnataka under intimation to this office.

To

All officers and Staff, O/o DC, CSEZ




(D.V.Swamy IAS)
Development Commissioner

Duty Roster for the period 24-3-2020 to 3-4-2020

Sl.No.	Date of Duty	Name and Designation of the officer	
		Admn Wing	Customs Wing/Customs Gate
1	24-3-2020	1. Shri C. Narayanankutty, Sr. AO	1. Shri Naushad, Supdt
		2. Shri C. Natarajan, ADC	2. Dr. Anjunath, Preventive officer
		3. Smt. Indu V.R, LDC	3. Shri Rajkumar, Preventive Officer
2	25-3-2020	1. Shri K.C. Ramakrishnan, ADC	1. Shri. K.C.S. Prasanth, Appraiser
		2. Shri Rajesh, LDC	2. Shri Amaldas, Preventive Officer
			3. Smt. Jyothi, Preventive Officer
3	26-3-2020	1. Smt. Geetha P, ADC	1. Shri Denny George Joseph, Appraiser
		2. Shri Sreeba Simon, UDC	2. Dr. Anjunath, Preventive officer
			3. Shri Rajkumar, Preventive Officer
4	27-3-2020	1. Smt. Annamma, ADC	1. Shri Naushad, Supdt
		2. Shri Gireesh, UDC	2. Shri Amaldas, Preventive Officer
			3. Smt. Jyothi, Preventive Officer
5	30-3-2020	1. Shri Pramod, ADC	1. Shri Teny Varghese, Appraiser
		2. Shri A. Jayakumar, ADC	2. Dr. Anjunath, Preventive officer
			3. Shri Rajkumar, Preventive Officer
6	31-3-2020	1. Shri V.S. Sunilkumar, ADC	1. Shri K.C.S. Prasanth, Appraiser
		2. Shri Krishnadas, LDC	2. Shri Amaldas, Preventive Officer
			3. Smt. Jyothi, Preventive Officer
7	01-04-2020	1. Smt. Maheswariamma R, ADC	1. Shri Denny George Joseph, Appraiser
		2. Shri A. Rajan, UDC	2. Dr. Anjunath, Preventive officer
			3. Shri Rajkumar, Preventive Officer
8	02-04-2020	1. Shri E.V. Gokulnath, ADC	1. Shri Naushad, Supdt
		2. Shri T.M.Thomas, Jr. HT	2. Shri Amaldas, Preventive Officer
			3. Smt. Jyothi, Preventive Officer
9	03-04-2020	1. Shri Ajayakumar K.N, ADC	1. Shri Teny Varghese, Appraiser
		2. Shri Savio T.A, Assistant	2. Dr. Anjunath, Preventive officer
			3. Shri Rajkumar, Preventive Officer

Security Wing

S.NO	NAME	TUE	WED	THU	FRI	SAT	SUN	MON	TUE
	Date	24	25	26	27	28	29	30	31
1	Muraleedharan K	2	1	0	2	1	2	1	0
2	Mohan KV	2	1	0	2	1	0	2	1
3	Ali K	0	2	1	0	2	1	0	2
4	Shaji K Varghese	0	0	2	1	2	1	0	2
5	Kuttan Pillai SP	2	1	-	-	-	-	-	-
6	Joseph Varghese	2	1	-	-	-	-	-	-
7	Joseph K S	1	0	2	1	2	1	0	2
8	Suthi CA	0	2	1	0	2	1	2	1
9	Paul KC	0	2	1	2	1	0	2	1
10	Mathew Paulose	0	0	2	1	0	2	1	2
11	Babu CK	0	2	1	2	1	0	2	1
12	Thampi Varghese	0	0	2	1	0	2	1	2
13	Sreejith	3	1	0	3	1	0	3	1
14	Nadesan KP	1	0	3	1	0	3	1	0