

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**OFFICE OF THE COMMISSIONER OF EXCISE, ENTERTAINMENT & LUXURY TAX**  
**L- BLOCK : VIKAS BHAWAN: I.P. ESTATE: NEW DELHI-110002**  
**(ADMINISTRATION BRANCH)**

No.F.Misc/Ex/Estt/ 54-62

Dated: 12/04/2021

**ORDER**

In pursuance of order issued by the Delhi Disaster Management Authority, GNCT of Delhi vide No. F.1(589)/DDMA(HQ)/Misc.Matters/COVID/21/368 dated. 10.04.2021, it is directed that the office of the **Commissioner, Excise, Entertainment & Luxury Tax** shall function with Officers of the level of Grade-I/equivalent and above to the extent of 100% strength. The non-gazetted staff to attend upto 50% strength as per requirement. All Branch Incharge will ensure the arrangement for attending subordinate staff accordingly.

Remaining 50% of the Non-gazetted staff is allowed to work from Home. They shall remain available for attending the office work on priority basis as per the directions of the concerned Branch Incharge.

This arrangement will remain in force till 30.04.2021 or further orders of the DDMA whichever is earlier.

This issue with the approval of the Commissioner (Excise).

12/04/2021

(NEERAJ GUPTA)  
ASSISTANT COMMISSIONER(ADMN.)/H.O.O.

No.F.Misc/Ex/Estt/ 54-62

Dated: 12/04/2021

Copy forwarded for information and necessary action to:

1. PPS to Commissioner (Excise)
2. The Addl. CEO (DDMA), GNCT of Delhi (Through email [ddma.delhi@nic.in](mailto:ddma.delhi@nic.in))
3. PA to Dy. Commissioner (Excise)- I & II
4. All Branch In charges
5. AC (Care Taking Branch). Excise Department, GNCT of Delhi
6. Sr. System Analyst, with the request to upload above orders on the official website of the Department.
7. All employees (Through Branch Incharge concerned)
8. Guard File

12/04/2021

(NEERAJ GUPTA)  
ASSISTANT COMMISSIONER(ADMN.)/H.O.O.