भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड
CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय कर, केन्द्रीय उत्पाद शुल्क और सीमा शुल्क
CENTRAL TAX, CENTRAL EXCISE & CUSTOMS
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682 018
E-mail: cccochin@nic.in Fax: 0484-2397614 Phone: 0484-2394100/0404

C.No.I/22/06/2020.PRO Date: 19.08.2020

CIRCULAR

Two Ultraviolet Disinfection Machines have been installed, one at the Control Room on the Ground Floor and the other at the Administration Section on the second floor. The machine can disinfect items such as documents, files, parcels, mobiles, bags, etc. which can fit in the chamber of the Ultraviolet Disinfection Machine and weighs up to 25 Kgs in about 47 seconds.

In this regard all the GST officers and staff working in Hqrs Office, C.R.Building.are requested to follow the instructions given below.

1. Any tapal or documents coming from outside to this office should be compulsorily disinfected before accepting or taking in to any section of this office.
2. Subsequent to the introduction of e-office, all the files and documents to be scanned and uploaded to the e-office should be disinfected by the concerned sections before handing over to the staff doing the scanning. It will be the responsibility of the concerned section heads to ensure that the documents/files are disinfected before scanning.
3. Any parcel or packets received by any individual through online purchase or otherwise should also be disinfected before taking inside the office premises.
4. Officers and staff are free to utilize this facility to disinfect any of their personal items, viz., bags, purses, mobiles, etc.
5. Please ensure that no cooked or raw food items are put in the disinfection chamber as the ultraviolet rays may contaminate the food items.

19/8/2020

(Anwar Ali.T.P)
Additional Commissioner

To:

All Officers and Staff
Central Tax and Central Excise, Hqrs Office/CCO/Appeals/Audit

Copy submitted to :

1. **The Chief Commissioner of Central Tax, Central Excise and Customs, Thiruvananthapuram Zone**
2. **The Principal Commissioner of Central Tax and Central Excise. Kochi**
3. **The Commissioner of Central Tax and Central Excise, Audit/Appeals, Kochi**