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
आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER
केन्द्रीय कर, केन्द्रीय उत्पाद शुल्क और सीमा शुल्क
CENTRAL TAX, CENTRAL EXCISE & CUSTOMS
तिरुवनंतपुरम क्षेत्र, THIRUVANANTHAPURAM ZONE
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C.No. I/22/6/2020-PRO **Dated : 11.01.2021**

CIRCULAR

In view of the sudden increase in the number of Covid-19 (Omicron variant) positive cases in the country and recent incidents of many of our officers testing positive in the Hqrs Office, the following guidelines are issued. All officers and staff are requested to strictly adhere to the guidelines in this regard, failing which strict vigilance action will be initiated against the violators.

1. All officers/staff who attend office shall strictly follow COVID-19 appropriate behaviour including **strict and proper wearing of mask**, physical distancing, use of sanitiser and frequent hand washing with soap and water.
2. **No unnecessary visits to other sections/senior officers/colleagues should be made** and all such interactions should be made over phone only.
3. **Anyone with symptoms of Covid-19 (cold, cough, fever, etc.) or those who had any primary contact with any persons who turned Covid-19 positive are requested to stay away from office** and follow the quarantine/testing guidelines of State Health Authorities in this regard .
4. Anyone coming to office after interstate/international travel are also requested to follow the latest guidelines of quarantine issued by State Health Authorities in this regard.
5. **Even if alone at your on desk/section, all are requested to wear face mask all the time** as the new variant spreads much faster through respiratory droplets.

13/1/22

Maneesh Kumar
Commissioner

To

All Officers/Staff of Central Tax and Central Excise, Kochi
Chief Commissioner's Office, Kochi / Central Tax and Central Excise (Audit), Kochi / Commissioner (Appeals) Kochi
Copy submitted to: Chief Commissioner of Central Tax, Central Excise & Customs, Thiruvananthapuram Zone
Copy to
The Commissioner, Central Tax and Central Excise(Audit)/(Appeals)