

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

सीमा शुल्क आयुक्त कार्यालय

OFFICE OF THE COMMISSIONER OF CUSTOMS

सीमा शुल्क गृह, विलिंग्टन आईलैंड, कोच्चिन-682009

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प्रशासन परिपत्र सं. 08/2021

Administration Circular No.08/2021

विषय: कोविड-19 के प्रसार को रोकने के लिए किए जाने वाले निवारक उपाय - के संबंध में।

**Sub: Preventive Measures to contain the spread of Covid-19- reg.**

Kind attention is invited towards letter F.No.C.50/30/2020-Ad.II dated 19.04.2021 issued by Central Board of Indirect Taxes and Customs and Circular No.A-60011/03/2020-Ad.I dated 19.04.2021 issued by Department of Expenditure regarding preventive measures to contain the spread of Covid-19.

All controlling officers and section heads are directed to comply with the instructions therein and to ensure that the physical attendance of the officers is restricted to 50% of the actual strength and the remaining staff should work from home. A roster may be prepared accordingly and the Supervisory officers may be instructed to ensure that the same is followed strictly.

Further, all officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.

This instructions shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.

**Signed by Mohd Yousaf P K**  
**Date: 27-04-2021 12:40:40**  
**Reason: Approved**

**मु.यूसफ़ Mohd. Yousaf**  
**आयुक्त Commissioner**

**संलग्न Encl: यद्योपरि As referred above.**

**Copy submitted to: Chief Commissioner's file.**

**Copy to: Commissioner's file/ ADC/ JC/ All DCs/ All ACs/ EDI section for uploading this circular in departmental website.**