



भारतसरकार GOVERNMENT OF INDIA  
 वित्तमंत्रालय MINISTRY OF FINANCE  
 राजस्वविभाग DEPARTMENT OF REVENUE  
 केन्द्रीय अप्रत्यक्षकर एवं सीमाशुल्क बोर्ड  
 CENTRAL BOARD OF INDIRECT TAXES AND CUSTOMS  
 सीमाशुल्क आयुक्त कार्यालय  
 OFFICE OF THE COMMISSIONER OF CUSTOMS  
 सीमाशुल्क गृह, विलिंगडन आईलैंड, कोचीन  
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**Dated: 13.04.2023**

## OFFICE ORDER 46/2023

**Sub:** Communication Guidelines and new letterheads as per new CBIC communication guidelines

Central Board of Indirect Taxes and Customs has brought out a set of Communication Guidelines in an attempt to bring uniformity in the format and clarity on the creative elements to be included in all forms of public communication by all the formations of CBIC.

2. Therefore all offices and sections under the Jurisdiction of Custom House Cochin are directed follow the new communication guidelines issued by Central Board of Indirect Taxes and Customs (CBIC) and use the new letter heads (A4 and Legal) for all correspondences hereafter.
3. For strict compliance please.

**Encl:** As above

**(P. JAIDEEP)  
 COMMISSIONER**

To:

1. **The Additional commissioner/ The Joint Commissioner**
2. **The DCs/ACs**
3. **All Section Heads**
4. **Supdt. (EDI) for uploading in website**