




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 का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS
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The Cochin Customs Commissionerate strives to maintain a well functioning Office environment and high standard of conduct and decorum in the work place. This Office is also making all efforts to provide a positive and dynamic environment so that all are positively disposed. As part of that effort, the Department requires employees to maintain a neat, clean and formal appearance and deportment that is appropriate for the workplace setting.

2. It is often seen that a large number of employees, especially the younger members of the department come dressed casually, unshaved, with long hair, which is unexpected of them and amounts to conduct unbecoming of a Government servant.

3. All the Officers/Officials/Staff members should be attired in appropriate, formal, clean, modest and decent clothes. Casuals and party attire should be strictly avoided during appearance in office. Any staff member, unless and otherwise constrained by physical or medical reasons and with prior permission, who does not meet the attire code, will be subjected to Conduct Rule proceeding and may be asked to leave the premises to change clothing, shave and get a neat and clean appearance.

4. Accordingly, it is hereby directed that all officers should avoid conduct unbecoming of a Government. Overall, any conduct that goes against the general norms of decency, decorum and propriety amounts to **conduct unbecoming of a government servant and will be dealt with accordingly**. It will be the

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responsibility of the Division heads, Unit heads and Section heads to ensure strict compliance and maintain discipline and good conduct at all times.

Sumit Kumar

(सुमित कुमार SUMIT KUMAR)

सीमा शुल्क आयुक्त

COMMISSIONER OF CUSTOMS

सेवा में To

1. Office of the Chief Commissioner of Central Excise, Customs & Service Tax, Kerala Zone, C.R Building, I.S Press Road, Kochi-682018
2. Joint Commissioner/ All ACs/DCs/All Sections
3. EDI Section – for publication in the website of Cochin Customs

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