



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE

आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER
केंद्रीय वस्तु एवं सेवा कर तथा केंद्रीय उत्पाद शुल्क
CENTRAL GST & CENTRAL EXCISE
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C.No.I/05/02/2019 ADMN

Dated: 23.03.2020

CIRCULAR

Please find enclosed herewith the Circular issued by the Principal Commissioner, CGST & Central Excise Thiruvananthapuram in file C. No. II/39/38/2017 Estt dated 23.03.2020, in pursuance of DoPT's Office Memorandum No. 11013/9/2014- Estt- (A-III), in preventing the measures to contain the spread of COVID -19, for strict compliance.

Encl: As Above

(SIVAPRASAD. S)

JOINT COMMISSIONER (P&V)

To,

**The Dy/ Asst Commissioners
CGST & Central Excise,
CCO/ Hqrs/ North/ South/ Kollam/ Alappuzha/ Pathanamthitta/
Kottayam Divisions**

Copy Submitted to:

1. The Principal Commissioner, CGST & Central Excise,
Thiruvananthapuram

Copy to:-

1. All sections in Hqrs Office as per standard list.
2. Hindi Section (for releasing the Hindi version of the circular)
3. The Superintendent (Computer cell) for uploading in Commissionerate website.
4. Notice Board



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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 और केन्द्रीय उत्पाद शुल्क, कोच्चि,
CENTRAL TAX & CENTRAL EXCISE, KOCHI
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई.एस.प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682 018
E-mail: cexcochi@nic.in Fax: 0484-2390608 Phone: 0484-2390404
C.No. II/39/38/2017 Estt. Dated: 23.03.2020

CIRCULAR

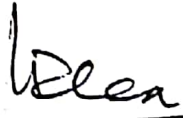
Sub: Preventive Measures to contain the spread of COVID-19 - reg.

In pursuance to DoPT's OM F.No.11013/9/2014-Estt (A-III) dated 22.03.2020, all Divisional heads under Kochi Commissionerate/ Thiruvananthapuram Commissionerate and all Assistant Commissioners in Hqrs., Kochi/Thiruvananthapuram are hereby directed to ensure that only skeletal Group 'B' & 'C' staff are required to attend office and remaining staff should work from home, by preparing a weekly roster in respect of officers working under them.

Further, all officers working from home should be instructed to be available on phone and also to attend office, if called for any exigency of work.

This circular will remain in force from 23rd March until 31st March 2020. Copy of OM is enclosed for strict compliance.

Encl: Copies of above OMs.


23.3.20

[K.R. Uday Bhaskar]
Principal Commissioner

Copy Submitted to:

1. The Chief Commissioner of Central Tax & Central Excise, Thiruvananthapuram Zone.