



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 उत्पादशुल्क
CENTRAL GST AND CENTRAL EXCISE
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C.No.II/07/01/2019 Vig.Cx.Tvm

Date: -----/09/2020

परिपत्र / CIRCULAR

Subject: Maintenance of Visitor's Register - reg

Attention is invited to the directives regarding COVID-19 issued by Ministry of Home Affairs and the circulars issued from Thiruvananthapuram CGST Commissionerate regarding attendance during COVID.

2. It has come to notice that , officers posted to some of the outstation formations are not attending office regularly thereby failing to discharge their duties effectively, eliciting adverse remarks from the public for the lack of proper service and guidance expected to be provided by the officers to general public.

3. Hence, it is hereby directed that, all outstation Divisions / Ranges and Headquarters Office (Control Room) should maintain a register of visitors in the following format from 01.10.2020 onwards.

Sl No	Date & Time	Name of visitor (Mr/Mrs/Ms)	GSTIN if any	Mob No	Purpose of visit	Issue in brief	Name of the officer contacted	Outcome of visit	Signature of the visitor

4. The Controlling and Supervisory Officers are directed to strictly monitor the attendance of their subordinates and to periodically review the visitor's register. It shall be ensured that the services required to be provided to Trade are not affected under any circumstances.

This is issued with the approval of Commissioner, Central GST, Thiruvananthapuram.

(एस. शिवप्रसाद / S. SIVAPRASD)

संयुक्त आयुक्त / JOINT COMMISSIONER

Copy submitted to:

The Commissioner, Central GST, Thiruvananthapuram.

To

1. The Joint Commissioner (Tech), CGST HQRS, Trivandrum.
2. The Deputy / Assistant Commissioners, Trivandrum North / Trivandrum South / Kollam / Alappuzha / Pathanamthitta / Kottayam Division.
3. The Assistant Commissioner (P&V) (for giving direction to PRO Section).
4. The Superintendent (Systems) for uploading the Circular in the official website.