CIRCULAR

Two Ultraviolet Disinfection Machines have been installed, one at the Control Room on the Ground Floor and the other at the Administration Section on the second floor. The machine can disinfect items such as documents, files, parcels, mobiles, bags, etc. which can fit in the chamber of the Ultraviolet Disinfection Machine and weighs up to 25 Kgs in about 47 seconds.

In this regard all the GST officers and staff working in Hqrs Office, C.R.Building are requested to follow the instructions given below.

1. Any tapal or documents coming from outside to this office should be compulsorily disinfected before accepting or taking in to any section of this office.
2. Subsequent to the introduction of e-office, all the files and documents to be scanned and uploaded to the e-office should be disinfected by the concerned sections before handing over to the staff doing the scanning. It will be the responsibility of the concerned section heads to ensure that the documents/files are disinfected before scanning.
3. Any parcel or packets received by any individual through online purchase or otherwise should also be disinfected before taking inside the office premises.
4. Officers and staff are free to utilize this facility to disinfect any of their personal items, viz., bags, purses, mobiles, etc.
5. Please ensure that no cooked or raw food items are put in the disinfection chamber as the ultraviolet rays may contaminate the food items.

To:
All Officers and Staff
Central Tax and Central Excise, Hqrs Office/CCO/Appeals/Audit

Copy submitted to:
1. The Chief Commissioner of Central Tax, Central Excise and Customs, Thiruvananthapuram Zone
2. The Principal Commissioner of Central Tax and Central Excise, Kochi
3. The Commissioner of Central Tax and Central Excise, Audit/Appeals, Kochi