



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**  
प्रधान आयुक्त का कार्यालय  
**OFFICE OF THE PRINCIPAL COMMISSIONER**  
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क  
**CENTRAL TAX & CENTRAL EXCISE**  
कोच्चि, **KOCHI**

केन्द्रीय राजस्व भवन, **CENTRAL REVENUE BUILDING**  
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**C. No.I/22/6/2020- PRO**

**Date: 08.04.2021**

**CIRCULAR**

A Covid-19 Vaccination drive is being organised at the Auditorium of Central Tax & Central Excise, Hqrs Office (5<sup>th</sup> Floor), Kochi on 09.04.2021 from 08.30 AM onwards for the officers/staff **above 45 years of age**. All officers / staff falling under the said category may get registered (may approach the PRO Team of Hqrs. Office) for getting their respective shots of Vaccination.

It is requested that all officers / staff who are to get their Covid-19 Vaccination shots may strictly adhere to the directions given below:-

1. All should carry their respective Adhar Card with them.
2. Should have food before the administration of the said Vaccine.
3. Staggered timings will be allotted as one hour batches of 25 people to those who have registered their names for taking Vaccination.
4. May fill-in the required registration form of the hospital authorities before the vaccination.
5. May strictly adhere to all the prescribed COVID Protocols.

  
**T.P. Anwar Ali, IRS**  
**Additional Commissioner**