



**OFFICE OF THE CHIEF COMMISSIONER OF GST AND CUSTOMS
HYDERABAD ZONE**

GST BHAVAN, LAL BAHADUR STADIUM ROAD: BASHEERBAGH: HYDERABAD-500004
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C.No : II/39/09/2020-Estt.CC(HZ)-COVID

Date :25.06.2020

To
The Principal Commissioner/Commissioner
Central Tax
Hyderabad/Secunderabad/Medchal/Rangareddy
Customs/Audit – I&II/Appeals – I&II Commissionerates
Hyderabad

Advisory - 6

Sir,

Sub : Preventive measures to contain the spread of Corona Virus-Reg

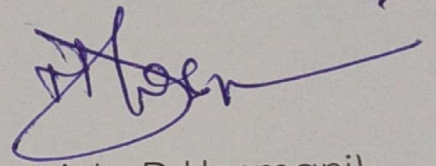
As per the Standard Operating Procedure dt. 04.06.2020 issued by Ministry Of Health and Family Welfare on preventive measures to contain spread of COVID-19 in offices. The SOP reiterates that only visitors with prior permission of the officer, whom they want to meet should be allowed in the building after being properly screened. It is observed that on an average the visitor foot fall in GST Bhavan Hyderabad is to the tune of 30 persons. Since the pandemic is spreading fast in our own formations it is advised, as follows.

1. No visitors shall be allowed in the GST Bhavan and other formations in the Zone. Visitors in exceptional cases to be allowed only at the level of JC/ADC/Commissioner with the prior permission of the officer, to be communicated to the visitor in writing which will be checked by the individual present at the entry gate.
2. As far as possible the grievances of the public shall be dealt with on Phone/e-mail/whatsapp.
3. All Personal Hearings to be conducted through Video Conference as per the instructions issued by the CBIC.

4. The officer at Control Room/security guard shall keep record of all visitors who visit the building on a daily basis.

This issues with the approval of Chief Commissioner.

Yours faithfully



(Dr. Manjula D Hosmani)

Additional Commissioner

Head COVID Volunteer Group

To,

Mr. Lakshmi, IC, Se'bad Comtee