



भारत सरकार  
Government of India  
वित्त मंत्रालय, राजस्व विभाग  
Ministry of Finance, Department of Revenue  
सीमा शुल्क आयुक्त (निवारक) का कार्यालय  
Office of the Commissioner of Customs (Preventive)  
पूर्वोत्तर क्षेत्र



सीमा शुल्क भवन 110 एम . जी. रोड शिलांग . 793001  
Custom House, 110 M. G. Road, Shillong - 793001  
Phone: 0364-2222597/2225325/2229005. Fax: 0364-2223440/2229007. E-mail: cus.shg-meg@nic.in

### OFFICE ORDER

Shilong, dated 17.04.2020

In continuation to the guidelines issued by this office vide order dated 17.03.2020 and adhering to the Order No. 40-3/2020-DM-I(A) issued by the Secretary, Ministry of Home Affairs, Govt of India dated 15.04.2020 (*here after 'the MHA Order'*) the following guidelines are issued for strict compliance.

#### A. General Instructions:

1. According to Provision No. 18 (i) of the above mentioned order of Ministry of Home Affairs, Govt of India, Customs to function without any restrictions from 20.04.2020 onwards. Hence, there won't be any duty roster system to be implemented at any of the offices starting from 20.04.2020.
2. While the presence of all officers and staffs is required at respective offices, those under quarantine have to strictly follow the Provision No.20 of the MHA Order and continue with 'Work from Home'.
3. The Divisional Heads and Joint Commissioner(P&V) i.r.o Hqtrs are authorised to issue Car Passes to the Officers, Staffs and contractual labourers as per the DO letter of Union Home Secretary dated 12.04.2020. Those using such Car Passes have to strictly follow the Provision No.17 of the MHA Order ie, only one person in a two wheeler and two persons in a four wheeler.
4. For those who are not having personal vehicles, special transportation facility (four wheeler) will be arranged with maximum of 2 persons per vehicle ,including the driver.
5. However, the above mentioned relaxation for Customs given in the MHA Order aren't permitted in the Containment Zones within the Hotspots demarcated by the States/Union Territories/District Administrations as per guidelines of the Ministry of Home & Family Welfare, Govt of India.
6. Any meetings/ gatherings of persons above 5 in numbers are strictly prohibited in the offices.
7. Persons with co-morbidities and parents of children below the age of 5 years are encouraged to work from home. Such officers/staffs should inform the same to their controlling officer.
8. Wearing of face masks is made compulsory for all officers and staffs.
9. Spitting in public places will attract penal action.

#### B. Upon arrival at the Office:

1. Only one entry/exit point will be allowed at every office. Temperature screening and hand sanitizers shall be provided at the entry/exit point with the security personnel. She/he has to ensure that every person is strictly using the both facilities.
2. The gate keeper to be provided with face masks and gloves while he is on duty.

#### C. In the workspace:

1. Each officer/staff shall be provided with a hand sanitizer bottle.
2. The seating arrangement should be re-arranged with the social distancing norms.
3. All Officer and Staffs are encouraged to bring their own food Tiffin from home.
4. It is encouraged to keep the doors open of all office rooms so that constant touching of the door handles can be avoided.

D. Maintenance of office building:

1. The Divisional Head/ LCS in charge/PRO unit of Hqtrs. shall be responsible for supervising the thorough cleaning and sanitization of Office Premises twice a day, ie morning and afternoon.
2. All spaces where probability of multiple contacts are high ;such as door knobs, wash rooms, water points, water filters, work desks etc to be sanitized in an hourly basis.

E. Instructions for the Drivers:

1. Every Departmental/Hired vehicle will be allotted with a single driver. She/he only shall drive that vehicle and responsible for cleaning the same. '
2. She/he to ensure that the vehicle allotted to her/him is disinfected minimum twice a day.

F. Special Instructions to LCS Officers in Charge:

1. Exporters/Importers or their authorised representative should not be allowed to enter the office for submission of documents, where there exists manual clearance.
2. A proper queue system to be maintained for them following Social Distancing Norms and the documents to be collected by the proper officer at a designated single point for further processing.
3. All the officers/staffs have to strictly wear face masks and gloves.

This Order is issued with the approval of the Commissioner.

ok

Wazim  
17/04/20

[वाज़िम मुस्तफा/Wazim Mustafa]

उप आयुक्त (तकनीकी)/Deputy Commissioner (Tech)

पत्राचार संख्या:VIII(2)1/CUS/TECH/2008/

Date: 17.04.2020

Copy to:

1. The Additional Commissioner, CCO, Guwahati Zone.
2. Deputy/Assistant Commissioner.....Customs(P) Division, to circulate the content of the above mentioned order among all officers/staffs and contractual labourers working in her/his jurisdiction.
3. The ..... Branch in Charge, Customs Hqtrs, Shillong , for strict compliance.
4. The P.R.O, Customs Hqtrs, Shillong, to make necessary arrangements as given in the order.

Wazim  
17/04/20

[वाज़िम मुस्तफा/Wazim Mustafa]

उप आयुक्त (तकनीकी)/Deputy Commissioner (Tech)