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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
North Eastern Region
सीमा शुल्क भवन 110 एम . जी. रोड शिलांग . 793001
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OFFICE ORDER

Dated Shillong, the 17th March, 2020

In light of the precautions suggested by various Government agencies and Health experts to contain the spread of Corona Virus Disease 2019 (COVID-19), the following steps are to be implemented in all the offices under the jurisdiction of the Office of Commissioner of Customs (Preventive), NER, Shillong.

1. The Public Relations Officer (P.R.O) shall ensure the cleaning of all door knobs of every room on hourly basis.
2. Even though hand wash by liquid soap is better, still it is suggested that the Administrative Officer may procure sufficient hand sanitizers which should be placed in all rooms and entry points to the office building.
3. The P.R.O has to ensure that sufficient personal hygiene measures are available at the entry points to the office building and the visitors are religiously following the same.
4. The P.R.O has to ensure the building premises are not crowded at any point of time.
5. Land Customs Stations and Airports are vulnerable points considering the chance of crowding by traders and passengers. Hence the Officer in Charge has to be extra cautious and strict personal hygiene measures to be followed.
6. The Officers in Land Customs Stations and Airports have to work in close coordination with other Border Guarding Agencies to ensure that adequate care has been taken to protect themselves and the public they are interacting with.
7. A poster showing **Do's and Don'ts** issued by the Ministry of Health & Family Welfare, Govt. of India is attached with this order, for the knowledge of officers and staffs.

These instructions shall remain in force till 31.03.2020, or such date as may be advised, and these instructions may be reviewed from time to time.

Encl.: As above.

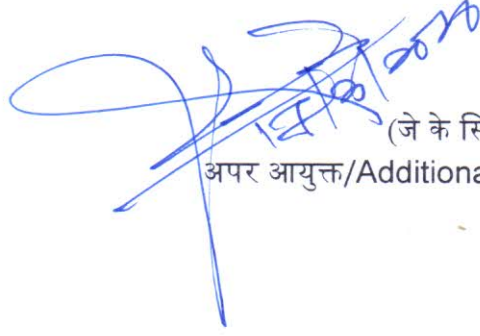
(जे के सिमते/ J. K. Simte)
अपर आयुक्त/Additional Commissioner

पत्राचार संख्या: VIII(2)1/CUS/TECH/2008/18469-93(A)

दिनांक: 17 MAR 2020

Copy for information and necessary action to:

1. The Deputy / Assistant Commissioner, Customs Division _____ (All)
2. The Branch-Incharge _____, Customs (P) Hqrs, Shillong.



(जे के सिमते/ J. K. Simte)
अपर आयुक्त/Additional Commissioner