



सीमाशुल्कप्रधानआयुक्तकाकार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS

सीमाशुल्कसदन, पत्तनक्षेत्र, विशाखापट्टनम- 530035
Custom House, Port Area, Visakhapatnam - 530035

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दिनांक/Date: 04.01.2022

OFFICE ORDER

Sub.: Preventive measures to contain the spread of Novel Coronavirus (COVID19)
– Instructions regarding attendance of officers and staff of Visakhapatnam
Custom House – Regarding

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1. In view of initial signs of surge in the cases of COVID-19, the issue of regulating attendance of officers and staff working in the Visakhapatnam Customs Commissionerate has been reviewed in the light of Office Memorandum, dated 03.01.2022 issued vide F. No.: 11013/9/2014-Estt.A-III by DOPT, Ministry of Personnel, Public Grievances and Pensions, Government of India and it has been decided as under, with immediate effect *till 31st January' 2022*.

- (i) Physical attendance of all officers and staff upto the level of Group-B Gazetted (excluding those attending import and export assessment work and Airport duties) working in Visakhapatnam Custom House Building shall be restricted to 50% of the actual working strength and remaining 50% shall work from home. A roster may be immediately prepared and accordingly issued by concerned controlling Joint / Additional Commissioners. The roster may be issued following staggered timings to avoid over-crowding as suggested vide OM, dated 03.01.2022 issued by DOPT.
- (ii) As regards to officers and staff working in Groups, Docks, CFSs, VCTPL, etc assessment / clearance of both import / export cargo, cannot be delayed and therefore are required to attend office daily.
- (iii) All officers / staff residing in the containment zones notified, if any by the local municipal administration are also exempted from attending office till containment zones is de-notified, but are required to work from home under intimation to the controlling Assistant / Deputy Commissioners.
- (iv) Similarly, officers and staff with disabilities and pregnant women employees are also exempted from attending office, but are required to work from home under intimation to the controlling Assistant / Deputy Commissioners.
- (v) Those officers / staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times and shall not leave headquarters without obtaining permission from controlling officers. In addition, in case of exigencies, the officers permitted to work from home shall attend office on receiving instructions from controlling officers.

- (vi) All officers of the level of Assistant Commissioner and above are required to attend office on regular basis.
- (vii) Meetings, as far as possible, shall be conducted on video conferencing and personal meeting with trade and other stakeholders, unless absolutely necessary in public interest are to be avoided.
- (viii) All officers / staff have to ensure strict compliance with Covid-appropriate behaviour viz., frequent washing of hands / sanitization, wearing proper mask / face cover, observing social distancing at all times.
- (ix) Visitors shall not be permitted into Custom House Building by control room staff without taking telephonic permission from the concerned Assistant / Deputy Commissioner in charge of the section to whom the visitor intends to visit. All visitors permitted shall be allowed only after ensuring that they wear proper face mask and after proper hand sanitization and a register of visitors shall be maintained to by control room staff for recording details of visitors, section visited including time spent within the Custom House building.
- (x) Crowding of corridors, lifts and canteen shall be avoided and proper cleaning and frequent sanitization of workplaces, particularly of the frequently touched surfaces shall be ensured.
- (xi) Shri M. K. Srivastava, AC (Prev) and Shri Ch. V. Badari Narayana, Supdt (Buildings) are nominated as Nodal Officers for ensuring Covid Compliant behaviour. They are directed to conduct frequent inspection to ensure compliance with Covid protocol.

2. This is issued with the approval of Commissioner of Customs, Visakhapatnam.

Digitally Signed by
Musuluru Sreekanth
Date: 04-01-2022 19:11:09
Reason: Approved
(M. Sreekanth)
Additional Commissioner (P&V)

To

1. All Assistant / Deputy / Joint / Additional Commissioners,
Custom House, Visakhapatnam
2. Superintendent (Buildings), Custom, House, Visakhapatnam.
3. Supdt (G.P), Custom House, Visakhapatnam
4. All Section Heads.
5. All Officers and Staff
6. PA to Commissioner/ADC, Custom House, Visakhapatnam.
7. Supdt (EDI), Custom House - to upload in Custom House Website.
8. Notice Board.