



भारत सरकार/ GOVERNMENT OF INDIA  
वित्त मंत्रालय/ MINISTRY OF FINANCE  
राजस्व विभाग /DEPARTMENT OF REVENUE  
सीमा शुल्क आयुक्त का कार्यालय /OFFICE OF THE COMMISSIONER OF CUSTOMS  
कस्टम हाउस, मारमगोआ, गोवा - ४०३८०३ /CUSTOM HOUSE, MARMAGOA , GOA - 403803.  
दूरभाष क्रमांक-०८३२-२५२०६१५, फैक्स-०८३२-२५२०७४४ / Telephone-0832-2520615, Fax-0832-2520744

## **CIRCULAR**

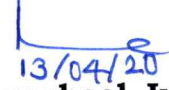
**Subject: Advisory on precautions to be taken by officers and staff in the context of (COVID-19)-reg.**

In order to contain the spread of Novel Coronavirus (COVID-19), an advisory prescribing some precautionary measures are required to be followed by all the employees of this Commissionerate. Such measures are indicated in a '**ADVISORY**' and enclosed herewith.

This issues with the approval of the Commissioner of Customs, Goa.

F.No.01/04/2019-Admn.

Date: 13.04.2020

  
13/04/20

**(Pradnyasheel Jumle)**

Joint Commissioner (P&E)  
Custom House, Marmagao

Encl: As above,

Copy To,

1. The Commissioner of Customs, Goa.
2. The Joint Commissioner (Appraising/Preventive).
3. All DCs/ACs, Custom House, Marmagao, for further circulation among the staff under their charge.
4. C.A.O, Custom House, Marmagao.
5. Chemical Examiner Gr-I, Customs House, Marmagao, for further circulation among the staff under their charge
6. The Supdt. Of Customs (Custodian Cell) -to deliver the same to the Contractual Employees

## ADVISORY

### For Office:

1. The offices of Central Taxes and Customs in the Zone should be regularly sanitized.
2. Everybody should use his personal soap and sanitizer.
3. Don't shake hands.
4. Don't touch your eyes, nose and mouth.
5. Maintain personal hygiene and a safe distance (more than one meter) from persons during interaction.
6. Cover nose and mouth with tissue or elbow while sneezing and coughing.
7. Don't participate in gatherings, including sitting in groups at canteens.

### While going back home :

1. Ring up home when you start from office.
2. Someone at home should keep the front door open (so that you don't have to touch the calling bell or door handle) and a bucket of water with washing soap powder or bleaching powder added to it in the front door.
3. Keep things (car keys, pen, sanitizer bottle, phone) in a box outside the door. Wash your hands in the bucket and stand in the water for a few minutes. Meanwhile use tissue and sanitizer and wipe the items you have placed in the box.
4. Wash your hands with soap water again.
5. Now enter the house without touching anything.
6. The bathroom door is kept open by someone and bucket of detergent soap water is ready. You take off all your clothes including innerwear and soak inside the bucket.
7. Then take a head bath with a shampoo and body bath with soap.
8. Wash your clothes / put in washing machine with high temperature settings and dry clothes in direct sunlight.