

F.No. 01(05)/Circular/CESTAT/2017  
**Customs, Excise & Service Tax Appellate Tribunal**  
**West Block No. 2, R.K. Puram, New Delhi-110066**

**Date: 16 March 2020**

**OFFICE MEMORANDUM**


Following the Advisory issued by the Hon'ble President, CESTAT, for the safety and welfare of all staff and visitors, it is now incumbent upon the officers-in-charge of Registry to make available the following items in the office urgently:

1. Hand held contact less digital infrared thermometer.
2. Alcohol based hand sanitizers.
3. Liquid Soaps.

All the visitors and staff shall be screened using the digital infrared thermometer before entering the office. Hand sanitizers shall be made available at the screening place, in all sections and in the chambers of all officers. Any staff or visitor found to be having any of the symptoms of COVID-19 shall be returned. All intra communications between the staff in the office shall be made through intercom / telephone. All meetings and gatherings shall be postponed at least by two months. All staff shall be encouraged to wash their hands frequently. Cleaning of toilets and doors shall be given top priority. Office telephone numbers shall be displayed at the entrance to enable the public to make enquiries.

The above instructions may be followed scrupulously and without fail.

By Order



(Bineesh Kumar K.S.)

Registrar

Copy to:-

1. SPS to Hon'ble President, CESTAT, New Delhi.
2. Deputy Registrars/Assistant Registrars/HOO, CESTAT, All Benches.
3. Notice Board/ Website.