

F. No. 01(05)/Circular/CESTAT/2017  
**CUSTOMS, EXCISE AND SERVICE TAX APPELLATE TRIBUNAL**  
West Block -2, R. K. Puram, New Delhi - 110066

Date: 7 May 2020

**OFFICE MEMORANDUM**

A number of guidelines/advisories have been issued by the Ministry of Health and Family Welfare, Ministry of Home affairs and DOPT as safety measures against the spread of corona virus. It is incumbent upon every staff of the Tribunal to maintain personal hygiene for own safety and for the safety of others. Considering the nature of functions discharged by the Tribunal, Hon'ble President has approved the Guidelines annexed herewith. All Deputy Registrars/Assistant Registrars/HOO are directed to strictly implement them leaving no scope for any deviation. The guidelines are not exclusive of other approved/standard measures for preventing infection depending on the circumstance and will remain in force till COVID 19 is eradicated. The HOOs are, therefore, expected to be vigilant on all the affairs of the Tribunal and ensure that the guidelines are strictly enforced in the establishment.

By Order,

(Bineesh Kumar K. S.)  
Registrar

Copy to:

1. SPS to Hon'ble President, CESTAT, New Delhi.
2. Members, CESTAT, All Benches.
3. Deputy Registrars/Assistant Registrars/HOO/CT, CESTAT, All Benches.
4. Office Copy/Website.