

	<p style="text-align: center;"><b>File No. I/(22)/OTH/2021/Admn/O/c/Commr-Cus-Goa</b> वित्त मंत्रालय / MINISTRY OF FINANCE राजस्व विभाग / DEPARTMENT OF REVENUE सीमा शुल्क आयुक्त का कार्यालय / OFFICE OF THE COMMISSIONER OF CUSTOMS सीमा शुल्क भवन, मार्मागोआ, गोवा - ४०३८०३ / CUSTOM HOUSE, MARMAGOA , GOA - 403803. दूरभाष क्रमांक-०८३२-२५२०६१५, फैक्स-०८३२-२५२०७४४ / Telephone No. 0832-2521080, Fax-0832-2520744</p>	
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**CIRCULAR NO. 23 /2021**

**Date: 03/11/2021**

**Sub : Preventive measures to contain the spread of Novel Coronavirus (COVID-19) Resumption of Biometric attendance-reg.**

Please refer to the DoPT O.M. issued under F.No.11013/9/2014-Estt.A-III dated 01.11.2021 on the above captioned subject.

2. In the said O.M., the matter regarding COVID pandemic was reviewed and it has been decided that the Bio-metric attendance for all levels of employees shall be resumed with effect from 08<sup>th</sup> November, 2021.

3. In view of COVID Pandemic, the following shall be ensured:-

3.1 Sanitizers are mandatorily placed beside biometric machines and all employees sanitize their hands before and after marking of attendance;

3.2 Physical distancing of six feet must be maintained by all the employees while marking their attendance. If required, additional biometric machines may be installed to avoid overcrowding and may be placed outside/open air environment;

3.3 All the employees shall be required to wear mask/face covers, at all times, including while waiting to mark their attendance and shall follow the COVID appropriate behavior, at all the times in office;

3.4 As far as possible, designated personnel should be deployed near bio-metric stations to clean/wipe the touchpad/scanner areas of biometric scanners frequently and guide employees to maintain COVID appropriate behavior while in queue;

3.5 Meetings, as far as possible, shall be continue to be conducted on video-conferencing and personal meetings with visitors, unless necessary in public interest, are to be avoided;

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

(AKASH CHOUGULE)  
JOINT COMMISSIONER OF CUSTOMS, GOA.

Copy to:

1. The PA to Commissioner/Joint Commissioners
2. The Assistant Commissioners of Customs / CAO, Goa
3. All the Section Heads of Customs, Custom House, Marmagoa, Goa
4. The Superintendent of Customs, Custodian Cell / Computer Cell for necessary arrangements as per instructions mentioned above for smooth functioning of Biometric attendance.
5. Control Room Officer
6. Notice Board