



भारत सरकार GOVERNMENT OF INDIA  
वित्त मंत्रालय MINISTRY OF FINANCE  
राजस्व विभाग DEPARTMENT OF REVENUE  
केन्द्रीय अप्रत्यक्ष कर और सीमा शुल्क बोर्ड  
CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS  
प्रधान आयुक्त का कार्यालय  
OFFICE OF THE PRINCIPAL COMMISSIONER  
केन्द्रीय कर एवं केन्द्रीय उत्पाद शुल्क  
CENTRAL TAX & CENTRAL EXCISE  
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING  
आई. एस. प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682018

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C.No. II/(39)/10/2020Estt.

Dated: 20.04.2021

**CIRCULAR**

**Sub: Preventive Measures to contain the spread of COVID-19 – reg.**

In pursuance to DoPT's OM F.No.11013/9/2014-Estt (A-III) dated 19.04.2021, all Divisional heads under Kochi Commissionerate and all Assistant Commissioners in Hqrs., Kochi are hereby directed to comply with the directions / instructions contained in the OM cited and to ensure that the physical attendance of the officers to be restricted to 50% of the actual strength and the remaining staff should work from home. A roster may be prepared accordingly and the Supervisory officers may be instructed to ensure that the same is followed strictly.

Further, all officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.

This instructions/ guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.

**Encl: Copy of relevant OMs.**

**[K.R. Uday Bhaskar]**  
**Principal Commissioner**

**Copy Submitted to:**

1. **The Chief Commissioner of Central Tax & Central Excise, Thiruvananthapuram Zone.**

**Copy to:**

1. **The Joint Commissioner (P&V), Central Tax and Central Excise, Kochi Commissionerate.**
2. **All Deputy/ Assistant Commissioners in charge of Sections in Hqrs., Kochi – for necessary action.**
3. **All the Assistant/ Deputy Commissioners in charge of Divisions under Kochi Commissionerate – for necessary action.**
4. **The Superintendent (EDP) – for uploading in website.**
5. **Hindi cell – for Hindi Version.**

F. No. C.50/30/2020-Ad.II  
Government of India  
Ministry of Finance  
Department of Revenue  
Central Board of Indirect Taxes and Customs

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North Block, New Delhi  
Dated, the 19<sup>th</sup> April, 2021

To,

All Principal Chief Commissioners/Principal Directors General/  
Chief Commissioners/ Directors General under  
Central Board of Indirect Taxes and Customs

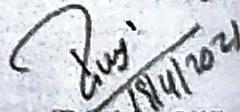
**Sub: Preventive Measures to contain the spread of Covid-19- reg.**

Sir/Madam,

Kindly find enclosed Circular No. A-60011/03/2020- Ad. I dated 19.04.2021 of Department of Expenditure on "Preventive Measures to contain the spread of Covid-19", for strict compliance.

2. All Principal Chief Commissioners/Principal Directors General/ Chief Commissioners/ Directors General under Central Board of Indirect Taxes and Customs may also issue suitable instructions keeping in view the above. While doing so, the local situation prevailing in the particular region(s) may also be considered appropriately without impacting the functioning of the offices and ensuring that the work does not get adversely impacted.
3. This issues with the approval of Member (Admin), CBIC.

Yours faithfully,

  
19/4/2021  
(Ruchita Vij)

Deputy Secretary to the Government of India

Encls. As above

Copy to: The Manager Website, Directorate General of Systems, New Delhi for uploading on website of CBIC.

F.No.11013/9/2014-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
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North Block, New Delhi  
Dated the 19<sup>th</sup> April, 2021

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - Attendance of Central Government officials-regarding

In view of the unprecedented rise in the numbers of Covid-19 cases, and to take measures to prevent its spread, the following instructions / guidelines are issued for strict compliance by all Ministries/Departments/Offices of the Central Government : -

- a. Physical attendance of the officers of the level of Under Secretary or equivalent and below to be restricted to 50% of the actual strength. Secretary/HOD may regulate the attendance of officials and may, on administrative grounds, direct more officials to attend office. A roster may be prepared accordingly.
- b. All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.
- c. The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:
  - 9.00 A.M. to 5.30. P.M.
  - 9.30 AM to 6.00 PM
  - 10.00 A.M. to 6.30 P.M.
- d. All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
- e. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- f. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.
- g. All officials who attend office shall strictly follow Covid-appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- h. Crowding in lifts, staircases, corridors, common areas including refreshment

kiosk and parking areas is to be strictly avoided.

- i. Meetings, as far as possible, to be conducted through video-conferencing.
  - j. Entry of outsiders /visitors to be curtailed appropriately.
  - k. In compliance of OM of even number dated 6.4.2021, all employees of the age of 45 years and above are advised to get themselves vaccinated.
  - l. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.
2. All Ministries/ Departments / Offices as well as the Central Government employees are to ensure strict compliance of instructions on Covid-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.
3. The above instructions / guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.



19.4.2021

(Sujata Chaturvedi)  
Additional Secretary to Govt. of India  
Tel 2309 4276

To

1. All the Ministries/Departments, Government of India
2. PMO / Cabinet Secretariat.
3. Director (Canteen), DoPT
4. PS to Hon'ble MoS(PP).
5. PSO to Secretary (Personnel).
6. Sr. Tech. Director, NIC, DoP&T – for uploading on website.

**No. A-60011/03/2020-Ad.I.**  
**Government of India**  
**Ministry of Finance**  
**Department of Expenditure**  
**Administration Division**

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North Block, New Delhi  
Dated 19 April, 2021

CIRCULAR

**Subject: Preventive Measures to contain the spread of COVID-19**

In view of the rise in COVID-19 cases in Delhi, it is necessary that all officers/ staff follow COVID-19 appropriate behaviour scrupulously. This will help in checking the spread of the pandemic.

2. The following instructions are being issued for strict compliance by the officers/ staff in the Departments of Economic Affairs, Expenditure and Revenue, with immediate effect:
- i. Strict compliance shall be ensured with instructions/ guidelines on COVID-19 appropriate behaviour issued by Ministry of Home Affairs, Ministry of Health and Family Welfare and Department of Personnel and Training from time to time.
  - ii. Seating arrangements should be made in such a way that adequate social distancing is maintained.
  - iii. Crowding, gathering in lifts, staircases, corridors and other common areas should be avoided.
  - iv. COVID appropriate behaviour viz. frequent washing of hands with soap, use of sanitizers and maintaining physical distance at all times should be ensured.
  - v. All officials residing in containment zones shall be exempted from coming to offices till the containment zone is de-notified.
  - vi. Meetings, as far as possible should be done through video conferencing.
  - vii. Proper cleaning and periodic sanitization of the shared workplaces, workplaces of staff reporting sick, meeting halls and toilets must be ensured by the Administration Division concerned with approved chemicals as specified in "*Guidelines on disinfection of common public places including offices*" issued by MoHFW.
  - viii. Official discussions/ consultations may be conducted over phone/ intercom/VC to the extent possible.
  - ix. Attendance may be reviewed and **restricted to 50% by rotation** for officers/ staff up to the level of Under Secretary or equivalent or as per the requirements of the Divisional

Heads/Controlling Officers subject to administrative exigencies till 30<sup>th</sup> April, 2021 or until further orders, whichever is earlier.

- x. Officers/staff should monitor their health and those with COVID-19 like symptoms or having family members with the symptoms should inform their Divisional Heads/Controlling Officers to abstain from attending office, get themselves and family members tested, and report for the work depending on the test results.
  - xi. All officials who do not attend office on a particular day shall continue to work from home and be available on telephone and/or other electronic modes of communication.
  - xii. Presence of visitors may be curtailed appropriately. Meetings may be scheduled with such persons seeking meetings via Conference calls/Videoconference facility.
  - xiii. All officials above the age of 45 years are advised to get themselves vaccinated and intimate the same to the Administration Division concerned.
  - xiv. Respective Administrations may ensure compliance with these instructions in respect of their contractual staff/labourers. Similarly, each Division may ensure necessary and appropriate compliance in respect of contractual staff and consultants/YPs working with the Division.
3. In their own and in collective interest, all officials / staff are also requested to avoid visiting crowded places even after office hours and also avoid crowded means of transport and wear mask invariably when stepping outside their homes.

(Ranjit Kumar Jha)

Under Secretary to the Government of India

Tele: 2309 5695

To

**All officers/ staff (including contractual staff) of D/o Economic Affairs, D/o Expenditure and D/o Revenue (through e-office)**

Copy to:

1. PS to FM
2. PS to MOS (Finance)
3. PSO to Secretary, Expenditure
4. PPS to Secretary, Revenue
5. PPS to Secretary, Economic Affairs