



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

Dated: 16.06.2021

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

Please refer to this office Circular of even number dated 04.05.2021 on the above subject.

DOPT has vide OM F.No. 11013/9/2014-Estt.A-III dated 14.06.2021 (copy attached) extended the validity of instructions/ guidelines contained in their earlier OM dated 03.05.2021 up to 30th June, 2021 or until further orders, whichever is earlier.

Now, the Disaster Management Department of Government of Kerala has ordered vide GO(Rt.) No. 467/2021/DMD dated 15.06.2021 (copy enclosed) that effective from 17.06.2021, all Central Government offices falling under Category A & B LSGIs shall work only with a maximum of 25% staff strength. Hence, this office Circular of even number dated 04.05.2021 has been modified to the extent that the physical attendance of officers is to be restricted to 25% of the actual strength and the remaining staff should work from home. These instructions shall be in force until further orders. The Section/ Division heads are to ensure that skeletal staff of all cadre are maintained daily in all sections for proper functioning of the office.

Encl: as above.

[K.R. Uday Bhaskar]

Principal Commissioner

Copy submitted to:

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

To:

1. The Joint Commissioner (P&V), Central Tax & Central Excise, Kochi Commissionerate.
2. All Deputy/ Assistant Commissioners in charge of Sections in Hqrs., Kochi - for necessary action.
3. All Deputy/ Assistant Commissioners in charge of Divisions under Kochi Commissionerate - for necessary action.
4. The Supdt. (Systems) - for uploading in website.
5. Hindi cell - for Hindi version.



GOVERNMENT OF KERALA

Abstract

Disaster Management Department - Covid 19 - Lockdown in the State - Exemption in restrictions from 17th June-2021 onwards - Orders issued.

DISASTER MANAGEMENT (A) DEPARTMENT

G.O.(Rt)No.467/2021/DMD Dated,Thiruvananthapuram, 15/06/2021

- Read:-
1. GO(Rt)No.404/2021/DMD dated 06.05.2021.
 2. GO(Rt)No.444/2021/DMD dated 29.05.2021.
 3. GO(Rt)No.455/2021/DMD dated 03.06.2021.
 4. GO(Rt)No.459/2021/DMD dated 07.06.2021.
 - 5.GO(Rt)No.461/2021/DMD dated 10.06.2021.

ORDER

As per Government Orders referred above, certain restrictions in the form of lockdown are being implemented in the State from 8th May, 2021 to 16th June, 2021 to contain the spread of COVID-19 pandemic.

2) After assessing the current situation of the pandemic spread and Test Positivity Rate in various districts of the state, the undersigned, in his capacity as Chairman of the State Executive Committee of State Disaster Management Authority, in exercise of the powers under Sec 20(3) of the Disaster Management Act-2005, hereby enforce the restrictions as detailed in the Annexure from 00:00 Hrs of 17th June 2021 until further orders, after categorizing the Local Self Government Institutions, on the basis of average weekly TPR, as follows:

CATEGORY	CRITERIA
A.	Average TPR below 8 percent (Areas with low spread)
B.	Average TPR between 8 and 20 percent (Areas with Moderate spread)
C.	Average TPR between 20 and 30 percent (Areas with high spread)
D.	Average TPR above 30 percent (Areas with critical spread)

3) District Administration should analyze the weekly Test Positivity Rate of each

Local Self Government Institution and publish the categorized list on every Wednesday.

4) Health Department should fix the testing targets for each LSGI on the basis of the TPR in that LSGI and carry out testing and quarantine to prevent the spread of COVID-19 such that the person who tests positive first in a dwelling, where facility for room quarantine (including equipment like pulse oxymeter) is not available, shall be shifted to the CFLTC, DCC for quarantine immediately.

(By order of the Governor)

Dr V P Joy
Chief Secretary

To,

Additional Chief Secretary, Home & Vigilance Department
Additional Chief Secretary, Revenue & Disaster Management Department
Principal Secretary, Health & Family Welfare Department
All Additional Chief Secretaries/ Principal Secretaries/ Secretaries
All Heads of Departments including State Police Chief
Regional Director, RBI, Thiruvananthapuram
All District Collectors
All District Police Chiefs
Copy to:
Private Secretary to Chief Minister
Private Secretary to all Ministers
Special Secretary to Chief Secretary
Director, I&PRD/Web and New Media
Copy/ Stock file

Forwarded /By order

Section Officer

Annexure

1. Guidelines generally applicable to the entire State :

a. Industrial, Agricultural and Construction activities including quarries will be permitted in all LSGIs. Transportation / movement of labourers will also be permitted. Shops dealing with raw materials (including packaging materials) for these activities will also be permitted from 7 AM to 7 PM.

b. Shops selling essential items (details given below) will be permitted from 7 AM to 7 PM every day.

- o Shops selling food
- o Ration shops under PDS
- o Grocery shops
- o Shops selling milk and dairy products
- o Shops selling fruits and vegetables
- o Shops selling meat and fish
- o Shops selling birds and animal feeds
- o Bakeries

c. Following Central government offices will function with adequate staff:

- I. Defence
- II. Health
- III. Central Forces
- IV. Treasury
- V. Petroleum/ Petronet/LNG/LPG services
- VI. Power generation and transmission
- VII. Postal Department and Post Offices
- /III. National Informatics Centre
- IX. Early Warning Agencies
- X. Food Corporation of India
- XI. Indian Meteorological Department

- XII. Doordarshan
- ◁III. All India Radio
- ×IV. Central Water Commission
- XV. National Cyclone Mitigation Project
- ×VI. Airports/Seaports/Railway (Except Metro Rail)
- VII. Airport Authority of India
- /III. Labour Department
- ×IX. VISA/Consular services
- XX. Regional Passport Offices
- ×XI. Customs Services
- XII. E S I
- ◁III. Other departments engaged in COVID-19 related activities
 - d. Following State government offices will function with adequate staff:
 - i. Health Department
 - ii. AYUSH department
 - iii. Revenue Department
 - iv. LSG Department
 - v. Food and Civil Supplies Department
 - vi. Industries Department
 - vii. Labour and Skills Department
 - viii. Zoo
 - ix. Kerala I T Mission
 - x. Irrigation Department
 - xi. Animal Husbandry Department
 - xii. Social Justice Department and Institution
 - xiii. Insurance Medical Service
 - xiv. Police

- xv. Excise
 - xvi. Home Guards
 - xvii. Civil Defence
 - xviii. Fire & Rescue Services
 - xix. Disaster Management Department
 - xx. Forest & Wild Life Department
 - xxi. Prisons
 - xxii. District Collectorates
 - xxiii. Treasury
 - xxiv. Power
 - xxv. Sanitation
 - xxvi. Information & Public Relations
 - xxvii. Transport Department
 - xxviii. Women & Child Development Department
 - xxix. Dairy Development
 - xxx. NORKA Development Department
 - xxxi. Registration Department
 - xxxii. Government Press (Thiruvananthapuram only)
 - xxxiii. Lotteries Department
- e. Government Secretariat and Accountant General Office will function with upto 50% staff on rotation basis.
- f. There will be complete lockdown on Saturdays and Sundays across the state with the same guidelines as issued for 12th and 13th June-2021 vide Government Orders GO (Rt) No.459/2021/DMD dated 07.06.2021 and GO (Rt) No.461/2021/DMD dated 10.06.2021
- g. Public Transport (KSRTC and private) will be allowed with Covid protocols only on need basis. However, stops will not be allowed in category C and D areas.
- h. Banks and Financial Institutions will function on alternate days (Monday,

Wednesday and Friday). 17th, 19th and 22nd of June,2021 will be public holidays under Negotiable Instruments Act-1881 for banks. Clearing houses of member banks will function on all days.

- i. Following services will also be permitted:
 - i. Dispensaries, Medical Stores, Medical Equipment Stores, Clinics, Nursing Homes, Laboratories, Ambulances, Other Hospitals and related medical establishments, their production and distribution units
 - ii. SEBI notified capital and debt marketing services
 - iii. Kochi office of Food Safety and Standard Authority and 4 notified laboratories
 - iv. Petrol Pumps, LPG/LNG/Gas retail sale and storage
 - v. Cold storages and Warehouses
 - vi. Private Security Services
 - vii. Cable/DTH services
 - viii. Telecommunications (including telecom towers), internet, Broadcasting and Cable Services
 - ix. IT and ITeS
 - x. Print /Electronics/Social Media Houses
 - xi. Co-operative credit societies
 - xii. E-Commerce and its vehicles
 - xiii. Urgent repair of vehicles and related services
 - xiv. Toll Booths
 - xv. Fishing, including inland and aqua culture
 - xvi. Palliative care services
 - xvii. Kerala Enviro Infrastructure Limited for undertaking Hazardous Waste Management
 - xviii. Sale and distribution of Hygiene materials (including personal hygiene materials)
 - xix. Manufacture and distribution and sale all equipment's connected with COVID containment activities, including masks, sanitizer, PPE kits stc.
 - xx. Toddy shops for parcel services only
 - xxi. Sale and transport of Natural rubber
 - xxii. Taxis and autos (including TIRER/OI A) only for journey to

- xvii. Taxis and autos (including ODLNOLA) only for journey to airport/seaport/railway station and back, journey for vaccination purposes, purchase of essential items and hospital requirements. Driver plus 3 is allowed in taxis and driver plus 2 is allowed in auto rickshaws. However this restriction is not applicable for the journey of family members together
 - xviii. Home services of Electrical /Plumbing/Lift/AC mechanics
 - xix. Pre Monsoon/Monsoon cleaning.
 - xx. Services of attendants of aged and bedridden persons
 - xxi. Works under MNREGA following COVID protocol.
 - xxii. Offices of Advocates and their clerks during days of physical sitting in Courts (except in Category D areas) .
 - xxiii. RD collection agents of National Savings Scheme
 - xxiv. Making of laterite bricks and its transportation to construction places
 - xxv. Theatres of KSFDC can be used for Censorship related activities of movies
- j. Public functions or crowding of people will not be permitted. However marriage ceremonies and funerals will be permitted with maximum of 20 persons.
 - k. All National and State level public exams (including sports selection trials) will be permitted.
 - l. Tourism, recreation or indoor activities (including malls) are not permitted.

2. Special Guidelines applicable to Category A LSGIs :

- a. All public offices including PSUs, Companies, commissions, corporations, autonomous organisations will function with upto 25% staff on rotation basis. Remaining staff will be on Work from Home duty.
- b. All shops (including Akshaya centres) and establishments in such LSGIs can function from 7 AM to 7 PM everyday with upto 50% employees/workers.
- c. Taxis and Auto rickshaws can operate. Driver plus 3 is permitted for taxis and driver plus 2 are permitted for autorickshaws. However this restriction is not applicable when the family members travel.
- d. Outlets of Beverages Corporation and Bars will be permitted for takeaway only. Crowd management through time -slots utilising mobile app shall be implemented.
- e. Outdoor Sports activities with no physical contact will be permitted. Morning and evening walk observing social distancing norms will also be permitted.
- f. Hotels and restaurants will be permitted to function for take-away,online/home delivery from 7 AM to 7 PM. Home delivery will be permitted till 9:30 PM.

- g. Domestic helps will be permitted to travel.

3. Special Guidelines applicable to category B LSGIs :

- a. All public offices including PSUs, Companies, commissions, corporations, autonomous organisations will function with upto 25% staff on rotation basis. Remaining staff will be on Work from Home duty.
- b. Shops selling essential items can function from 7 AM to 7 PM every day. All other shops can function on Mondays, Wednesdays and Fridays from 7 AM to 7 PM with 50% employees/workers
- c. Akshaya centres will function from 7 AM to 7 PM.
- d. All Private establishments can work on Monday, Wednesday and Friday with upto 50 % staff strength.
- e. Outlets of Beverages Corporation and Bars will be permitted for takeaway only. Crowd management through time -slots utilising mobile app shall be implemented.
- f. Outdoor Sports activities with no physical contact will be permitted. Morning and evening walk observing social distancing norms will also be permitted.
- g. Hotels and restaurants will be permitted to function for take-away,online/home delivery from 7 AM to 7 PM.
- h. Domestic helps will be permitted to travel.

4.Special Guidelines applicable to category C LSGIs :

- a. Shops selling essential items can function from 7 AM to 7 PM every day. Shops catering to marriage (textiles, jewellery, footwear), students (books) and repair services can function only on Fridays from 7 AM to 7 PM with upto 50% employees/workers.
- b. Hotels and restaurants will be permitted to function for take-away,online/home delivery from 7 AM to 7 PM.

5. Special Guidelines applicable to category D LSGIs :

- a. Special intensified stringent restrictions imposed across the state on Saturday and Sunday will be imposed in such LSGIs throughout the week vide Government Orders GO (Rt) No.459/2021/DMD dated 07.06.2021 and GO (Rt) No.461/2021/DMD dated 10.06.2021

F.No.11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

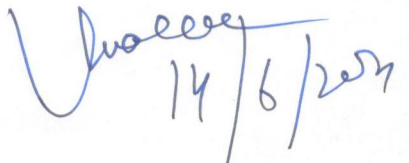
North Block, New Delhi
Dated the 14th June, 2021

OFFICE MEMORANDUM

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

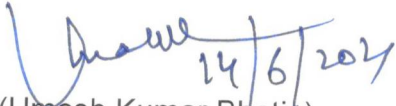
The undersigned is directed to refer this Department's OMs of even number dated the 6th May, 2021 and 28th May, 2021, mandating the Secretaries/HoDs of the Ministries/Departments/Offices to regulate the attendance of their staff, keeping in view the COVID-positive cases and functional requirements in their offices. These orders are currently in operation till 15th June, 2021 or until further orders, whichever is earlier. In view of the fact that number of COVID cases and positivity rate have reduced considerably, the matter has been considered again and decided as under :-

- (i) All Government servants at the level of Under Secretary and above to attend office on all working days.
- (ii) As regards Government servants of the level below Under Secretaries, 50% of such officials shall attend office on any working day and the remaining 50% shall work from home.
- (iii) Persons with Disabilities and Pregnant women employees shall continue to be exempted from attending office but are required to work from home till further orders.
- (iv) The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicted below:
 - (a) 9.00 A.M. to 5.30. P.M.
 - (b) 9.30 AM to 6.00 PM
 - (c) 10.00 A.M. to 6.30 P.M.


14/6/2021

- (v) All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
- (vi) Those officers/ staff who are not attending office shall work from home and they should be available on telephone and other electronic means of communication at all times.
- (vii) Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (viii) All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times and any laxity in this regard shall be viewed very seriously.
- (ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

2. All Ministries/ Departments / Offices as well as the Central Government employees are directed to ensure strict compliance of instructions on Covid A appropriate Behavior issued by MHA, MoH&FW and DoP&T from time to time. The above instructions shall be in force w.e.f. 16-06-2021 until 30-06-2021, or until further orders, whichever is earlier. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.


(Umesh Kumar Bhatia)
Deputy Secretary to the Government of India
Tel 2309 4471

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.