

F. No. C-50/30/2020-AD-II
Government of India
Ministry of Finance
Department of Revenue

North Block, New Delhi,
Dated: 06/01/2022

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 Novel Coronavirus (Covid-19) - Attendance
of Central Government officials regarding.

Sir/Madam,

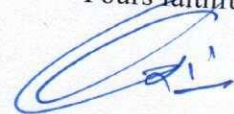
Kindly find enclosed a copy of Department of Personnel and Training's (DOPT) OM NO. 11013/9/2014-Estt. A-III, dated 03-01-2022 on "Preventive Measures to contain the spread of Novel Coronavirus (Covid-19)" for strict compliance.

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 functionality of the offices and ensuring that the work does not get adversely impacted.

3. This issues with the approval of Member (Admin), CBIC

Encl: as above

Yours faithfully,



(Kunwar Balwant Rao)
Under Secretary to the Govt. of India
Tel: 23095520

Copy to:

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

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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 3rd January, 2022.

OFFICE MEMORANDUM

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

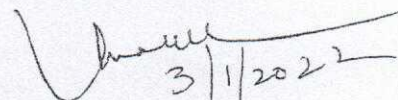
Reference : MHA Order No.40-3/2020-DM-I(A) dated the 27th December, 2021.

In view of the initial signs of surge in cases of COVID-19, the matter regulating attendance of Central Government employees has been reviewed and it has been decided as under, with immediate effect till 31st January, 2022 :-

- (i) Physical attendance of Government servants below the level of Under Secretary shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the Departments concerned.
- (ii) All officers of the level of Under Secretary & above are to attend office on regular basis.
- (iii) Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- (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) 10.00 A.M. to 6.30 P.M.
- (v) All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.

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- (vi) Those officers/ staff who are not attending office and working from home shall 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.
 - (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-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time.


3/1/2022

(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. PS to Hon'ble MoS(PP).
4. PSO to Secretary (Personnel).
5. Sr. Tech. Director, NIC, DoP&T – for uploading on website.