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 AND CUSTOMS
प्रधान आयुक्त का कार्यालय
OFFICE OF THE PRINCIPAL COMMISSIONER
केन्द्रीय कर और केन्द्रीय उत्पाद शुल्क, कोच्चि,
CENTRAL TAX & CENTRAL EXCISE, KOCHI
केन्द्रीय राजस्व भवन, CENTRAL REVENUE BUILDING
आई.एस.प्रेस रोड, कोच्चि, I.S. PRESS ROAD, KOCHI-682 018

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C.No. II/39/38/2017 Estt. Dated: 23.03.2020

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 22.03.2020, all Divisional heads under Kochi Commissionerate/ Thiruvananthapuram Commissionerate and all Assistant Commissioners in Hqrs., Kochi/Thiruvananthapuram are hereby directed to ensure that only skeletal Group 'B' & 'C' staff are required to attend office and remaining staff should work from home, by preparing a weekly roster in respect of officers working under them.

Further, all officers working from home should be instructed to be available on phone and also to attend office, if called for any exigency of work.

This circular will remain in force from 23rd March until 31st March 2020. Copy of OM is enclosed for strict compliance.

Encl: Copies of above OMs.

23.3.20

[K.R. Uday Bhaskar]
Principal Commissioner

Copy Submitted to:

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

Copy to:

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

F. No.11013/9/2014-Estt-(A-III)

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
North Block, New Delhi
Dated 22.03.2020

OFFICE MEMORANDUM

SUB: Preventive measures to contain the spread of COVID -19

In supersession of this Department's OM of even no. dated 19.03.2020 and 20.03.2020, the following further instructions are issued:

(i) Heads of Department (HoDs) may draw up a Roster of Staff (all officers and employees, including consultants/ contract and outsourced employees), who are required to render essential services within each Department. They alone may be asked to attend office from 23rd March until 31st March 2020. In other words, the Office should function with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work.

(ii) Similar instructions should be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.

(iii) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.

(iv) These instructions shall not apply to the Officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID 19.

2. These instructions shall be applicable with immediate effect.

22/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India.

To

1. All the Ministries and Departments of Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Technical Director. NIC, DoPT

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