भारत सरकार GOVERNMENT OF INDIA
वित 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: 04.05.2021**

CIRCULAR

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

Please refer to this office Circular of even number dated 20.04.2021 on the above subject.

DoPT has vide OM F.No. 11013/9/2014-Estt. A-III dated 03.05.2021 (copy attached) extended the validity of instructions/guidelines contained in their earlier OM dated 19.04.2021 up to 31st May, 2021 or until further orders, whichever is earlier.

Now, the Disaster Management Department of Government of Kerala has ordered vide GO(Rt) No. 391/2021/DMD dated 03.04.2021 (copy enclosed) that all Central Government offices in the State of Kerala shall work only with a maximum of 25% staff strength.

Hence this office Circular of even number dated 20.04.2021 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

Signed by Uday Bhaskar K R
Date: 04-05-2021 18:48:35
Reason: Approved

[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 & 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 (Systems) - 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 & Training

North Block, New Delhi
Dated the 3rd May 2021

Office Memorandum

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

Reference is invited to O.M. of even number, dated 19th April, 2021, vide which instructions/guidelines were issued for regulating attendance in Central Government offices so as to prevent the spread of Covid 19- cases. Since the situation has not yet improved to a desirable level, it has been decided, with the approval of the Competent Authority, that the validity of the O.M. may be extended up to 31st May, 2021 or until further orders, whichever is earlier. The instructions/guidelines are reiterated below 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 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.

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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 behaviour 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 22.4.2021, all employees of the age of 18 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 may ensure strict compliance of the instructions on Covid-appropriate behaviour 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. These guidelines shall be effective from the 1st of May, 2021

(S.P. Pant)

Deputy Secretary to Government of India

Tel 23093074

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.

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GOVERNMENT OF KERALA

Abstract

Disaster Management Department– Surge in COVID 19 cases – Containment - Additional restrictions on staff who shall attend office – Orders issued.

DISASTER MANAGEMENT (A) DEPARTMENT

G.O.(Rt)No.397/2021/DMD Dated,Thiruvananthapuram, 03/05/2021

Read:- GO(Rt)No.391/2021/DMD dated 30.04.2021.

ORDER

In view of the unabated surge in COVID 19 cases and the high test positivity rate across the State leading to the faster spread of disease in the community, there is an emergent need to curtail activities and movement to the bare minimum in offices and establishments (public and private).

2) In this situation, invoking the provisions under section 38 read with section 39 of the Disaster Management Act, 2005, it is ordered that all Central Government, State Government (including PSUs) and Private offices shall work only with a maximum of 25% staff strength. The rest of the Government/Private staff shall work from home or be utilised by respective District Collectors for Covid duty ,as the case may be.

3) However the following Departments /Agencies shall be fully functional and the maximum limit of 25 percent staff strength shall not apply to them :

Revenue & Disaster Management, LSGD, Police, Health and Health Care Institutions including laboratories and pharmacies, Labour, Factories and Boilers, Transport, Food & Civil Supplies, Government Press, Consumerfed, MILMA, KEPCO, Mathsyafed, etc. dealing with items of food, KWA, KSEBL, IT and ITeS services, Telecom Service Providers, Government Press, Postal Services, Internet Service Providers and Infrastructure Providers, All private Transport Agencies (passenger and goods) ,Courier Services and all those connected with the production, supply and distribution of medical items needed for health and COVID care (including Medical Oxygen).

4) Eateries specified in reference cited above includes bakeries.

5)Banks may continue to function with restrictions as in reference cited above.

5) The order shall take effect from 04.05.2021 and shall be in force until further orders.

(By order of the Governor)
DR. A JAYATHILAK IAS
PRINCIPAL SECRETARY

All Additional Chief Secretaries/Principal Secretaries/Secretaries
All Heads of Departments including State Police Chief
The Commissioner, Land Revenue,Thiruvanathapuram
The Commissioner, Disaster Management,Thiruvanathapuram
All District Collectors
All District Police Chiefs
The Mission Director,National Health Mission,Kerala
The Member Secretary, Kerala State Disaster Management Authority
Home Department
Health Department
Local Self Government Department
Fisheries Department
I&PRD(Web &New Media)
Stock file/office copy
Copy to:-PS to Chief Minister
PS to all Ministers
Special Secretary to Chief Secretary
PA to Principal Secretary (Revenue&DM

Forwarded /By order

Signature Not Verified
Digitally signed by JAYACHANDRAN K P
Date: 2021.05.03 20:07:25 IST
Reason: Approved

Section Officer