

केंद्रीय कर प्रधान मुख्य आयुक्त का कार्यालय,
बैंगलूर अंचल, पी बी सं. 5400, केंद्रीय राजस्व भवन, क्वींस रोड, बैंगलूर- 560001
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF CENTRAL TAX,
BANGALORE ZONE, P.B.NO.5400, C.R.BUILDING, QUEEN'S ROAD,
BANGALORE-560001

सी.सं /C.No. II/07/01/2017 PCCCT (BZ)

दि./ Date: 20.03.2020

सेवा में / To

सभी प्रधान आयुक्त/आयुक्त, बैंगलूर केंद्रीय कर अंचल
All Principal Commissioners/Commissioners,
Bengaluru Central Tax Zone.

महोदया / महोदय

Madam/Sir,

विषय : कोविड 19 फैलाव को रोकने के लिए निवारण उपाय के संबंध में ।

Sub: Preventive Measure to contain the spread of COVID 19 – reg

कृपया इस पत्र के साथ बोर्ड के पत्र एफ.सं. सी-50/30/2020-एडी.II और डी.ओ.पी.टी के कार्यालय ज्ञापन सं. 11013/9/2014-स्था (ए-III), दि.19.03.2020, जिससे डी.ओ.पी.टी ने नोवल कोरोनावाइरस (कोविड 19) को रोकने के लिए, सरकारी कर्मचारियों की भलाई एवं सार्वजनिक हित में सुझाव जारी किए हैं ।

Please find enclosed Board's Letter F.No.C-50/30/2020-Ad.II and DOPT's OM No.11013/9/2014-Estt (A-III) dated 19.03.2020, whereby DoP&T has issued advisory for the well being of Government employees and in public interest, in order to contain spread Novel Coronavirus (COVID-19).

2. सभी प्रधान आयुक्तों/आयुक्तों से अनुरोध है कि उपर्युक्त कार्यालय ज्ञापनों में दिए गए मार्गदर्शन का सख्त अनुपालन सुनिश्चित करें ।

All the Principal Commissioners/Commissioners are requested to ensure the strict compliance of the guidelines issued by the aforesaid OMs.

यह प्रधान मुख्य आयुक्त , केंद्रीय कर , बैंगलूर अंचल के अनुमोदन के साथ जारी किया जाता है .

This issues with the approval of the Principal Chief Commissioner, Bengaluru Zone.

भवदीया / Yours faithfully,


20/3/2020
(अर्चना नायक / Archana Nayak)

संयुक्त आयुक्त / Joint Commissioner

प्र.मु.आ.का.का, बैंगलूर / PCCO, Bengaluru

प्रतिलिपि / Copy to : सभी अनुभाग प्रमुख, प्र.मु.आ.का.का, बैंगलूर

All Section Heads of PCCO, Bengaluru.

MOST IMMEDIATE

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

North Block, New Delhi
Dated: 19th March, 2020

To,

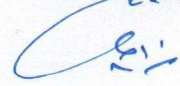
All Principal Chief Commissioners/ Principal Director General/
Chief Commissioners / Director Generals under
Central Board of Indirect Taxes and Customs

Subject: Preventive Measure to contain the spread of COVID 19- reg.

Please find enclosed Department of Personnel and Training (DoP&T)'s OM F. No. 11013/9/2014-Estt.A III dated 17.03.2020 and 19.03.2020 whereby DoP&T has issued advisory for the well being of Government employees and in public interest, in order to contain spread of Novel Coronavirus (COVID-19).

2. Strict compliance of the guidelines issued by aforementioned OMs may kindly be ensured.

Yours faithfully,



(Kunwar Balwant Rao)
Under Secretary to the Government of India
Tele No.23095520
E-mail: kb.rao@nic.in

Encls. As above

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-110001

Dated the 19th March, 2020

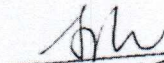
OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

- (i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.
- (ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:-
 - (a) 9 AM to 5.30 PM
 - (b) 9.30 AM to 6 PM
 - (c) 10 AM to 6.30 PM
- (iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.

- (iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
- (v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
- (vi) These instructions **shall not apply** to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.
- (vii) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.


19/3/2020
(Sujata Chaturvedi)

Additional Secretary to the Government of India

To

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

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: 16/03/2020
17th

OFFICE MEMORANDUM

Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – regarding.

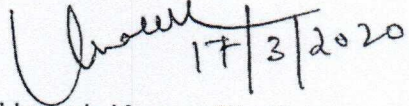
In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees and the Ministries/Departments. In this regard, it has been decided to issue the following advisory for the well-being of Government employees and in public interest.

2. All the Ministries/Departments are advised to take all necessary measures such as :-

- (i) Install thermal scanners at the entry of Government buildings, as feasible. Mandatory placing of hand sanitizers at the entry of Government buildings. Those found having flu-like symptoms may be advised to take proper treatment/quarantine etc.
- (ii) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes should be suspended with immediate effect. Only those visitors whom have proper permission of the officer who they want to meet, should be allowed after being properly screened.
- (iii) Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary.
- (iv) Avoid non-essential official travel.
- (v) Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
- (vi) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
- (vii) Close all gyms/recreation centres/creches located in Government buildings.
- (viii) Ensure proper cleaning and frequent sanitization of the work-place, particularly of the frequently touched surfaces.

- (ix) Ensure regular supply of hand sanitisers, soap and running water in the washrooms.
- (x) All officials may be advised to take care of their own health and look out for respiratory symptoms/fever and, if feeling unwell, should leave the workplace immediately after informing their reporting officers. They should observe home-quarantine as per the guidelines issued by MoH&FW, Government of India available at the following URL: mohfw.gov.in/DraftGuidelinesforhomequarantine.pdf.
- (xi) The leave sanctioning authorities are advised to sanction leave whenever any request is made for self-quarantine as a precautionary measure.
- (xii) Advise all employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions, to take extra precautions. The Ministries/Departments may take care not to expose such employees to any front-line work requiring direct contact with the public.
3. An indicative list of Do's and Don'ts is also annexed for wide dissemination.

Encl: As above


(Umesh Kumar Bhatia)
Deputy Secretary to the Govt. of India

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. Dir., NIC, DoP&T
- } For Information

Do's

- To maintain personal hygiene and physical distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To throw used tissues into closed bins immediately after use.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- To sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- To take their temperature regularly and check for respiratory symptoms. To see a doctor if you feel unwell (fever, difficulty in breathing and coughing). While visiting doctor, wear a mask/cloth to cover your mouth and nose.
- For any fever/flu-like signs/symptoms, please call State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.

Don'ts

- Shake hands.
- Have a close contact with anyone, if you're experiencing cough and fever.
- Touch your eyes, nose and mouth.
- Sneeze or cough into palms of your hands.
- Spit in Public.
- Travel unnecessarily, particularly to any affected region.
- Participate in large gatherings, including sitting in groups at canteens.
- Visit gyms, clubs and crowded places etc.
- Spread rumours or panic.