भारत सरकार
Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs

सेवा में,
All Pr. Chief Commissioners/Pr. Directors General
All Chief Commissioners/Directors General
All Pr. Commissioners/Commissioners under CBIC

विषय: Preventive measures to contain the spread of COVID-19-reg.

महोदय/महोदया,

I am directed to forward herewith a copy of DoPT’s OM dated 19.03.2020 issued under F.No. 11013/9/2014-Estt.A.III on the captioned subject, for information and necessary action at your end.

संलग्नक:- वयोपरि

प्रतिलिपि प्रेषित:-
(1) All Pr. Commissioners/Joint Secretaries/Commissioners, CBIC
(2) Webmaster, CBIC with request to upload this letter along with its enclosures on Home page of CBIC website in ‘News Flash’ section.
ORDER

A copy of DoP&T's O.M. No. 11013/9/2014-Estt (A-III) dated 19.03.2020 regarding preventive measures to contain the spread of COVID19 is forwarded herewith.

2. All Under Secretaries are accordingly requested to draft a weekly roster of duty for Group B and C staff under their respective administrative control, ensuring that 50 per cent of employees attend office every day and 50 per cent staff work from home on alternate weeks. Three groups of such employees may be formed and they may be asked to attend office as per the following timings:-
   i. 9 AM to 5.30 PM
   ii. 9.30 AM to 6 PM
   iii. 10 AM to 6.30 PM

3. The working hours for all employees who attend office on a particular day should be staggered, i.e. employees can vary their start and end times to suit their work. While deciding the roster for the first week, the officials who are residing in close proximity to their office should be included or they should use their own transport to travel to the offices.

4. 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 exigencies of work.

5. This Order is applicable with immediate effect and shall remain in force till 4th April, 2020.

(Dinesh Boudh)
Director

To

All Under Secretaries under Department of Revenue including CBDT/CBIC
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 COVID-19.

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.

(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