

**File No.296/72/2020-CX-9**  
**Government of India**  
**Ministry of Finance**  
**Department of Revenue**  
**(Central Board of Indirect Taxes and Customs)**

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Room No. 251-C, North Block  
New Delhi, Dated-23.03.2020

To,

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

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

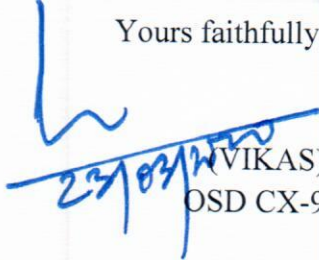
Madam/Sir,

I am directed to forward herewith a copy of DoPT's OM dated 22.03.2020 issued under F.No. 11013/9/2014-Estt.(A-III) on the subject cited above along with letter issued by DoR vide F.No.50050/40/2020-Ad.-I, dated 22.03.2020, for information and necessary action at your end.

2. This issues with the approval of Chairman (CBIC).

Enclosure:- As above

Yours faithfully,

  
23/03/2020  
(VIKAS)  
OSD CX-9

- i. All Pr. Commissioners/Joint Secretaries/Commissioners, CBIC,
- ii. Webmaster, CBIC with request to upload this letter along with its enclosures on Home page of CBIC website in 'News Flash' section.

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 23<sup>rd</sup> March until 31<sup>st</sup> 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

F. No. 50050/40/2020-Ad.I

Government of India  
Ministry of Finance  
Department of Revenue

North Block, New Delhi

Dated 22.03.2020

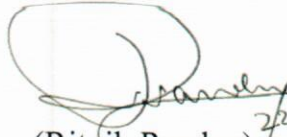
**Subject:** Preventive measures to contain the spread of COVID-19

1. I am directed to refer to the Office Memorandum of Department of Personnel and Training No. 11013/9/2014-Estt-(A-III) dated 22.03.2020 wherein it has been directed that a Roster of Staff (all officers and employees, including consultants/contract and outsourced employees) required to render essential services within each department may be drawn and they alone may be asked to attend office from 23<sup>rd</sup> March to 31<sup>st</sup> March, 2020.

2. It is directed that head of each office may draw up a roster of staff for the office for the above referred period so that only those attend the office who are required for discharge of critical as well as essential functions of the office. The remaining staff should be available on telephone and other electronic means of communication at all times. They shall attend office if called for, in case of any exigencies of work. Necessary instructions may be issued to all offices.

3. The above position may also be intimated to district authorities as well.

4. These instructions shall be applicable with immediate effect.

  
(Ritvik Pandey) 22/3/20  
Joint Secretary to the  
Government of India

To.

1. Chairman, Central Board of Direct Taxes
2. Chairman, Central Board of Indirect Taxes and Customs
3. Director, Enforcement Directorate
4. Director, Financial Intelligence Unit
5. Director General, Central Economic Intelligence Bureau
6. Narcotics Commissioner
7. Chief Controller of Factories

8. Registrar, CESTAT, AAR, AT, ITSC and CCESC
9. Competent Authorities under SAFEM Act
10. Chairman, Adjudicating Authority under PML Act
11. Director, National Institute of Public Finance and Policy
12. CEO, Goods and Services Tax Network
13. Chief Secretaries of State Governments

Copy for information to:

1. Principal Secretary to Prime Minister
2. Cabinet Secretary
3. Finance Secretary
4. Private Secretary to Finance Minister