

F.No: 296/72/2020-CX-9  
Government of India  
Ministry of Finance  
Department of revenue  
Central Board of Indirect Taxes and Customs

To,

All Pr Chief Commissioners/ Pr Director Generals/

All Chief Commissioners/Director Generals under CBIC

All Commissioners/Joint Secretaries of the CBIC

Sub- Voluntary contribution of one day salary to PM-CARES Fund-Reg

Madam/Sir,

As you are aware, the country is facing an unprecedented health crisis in the wake of COVID19 pandemic. The officers have risen up to the challenge and are braving it out at the ports, airports and LCSs to ensure expeditious clearance of passengers and EXIM cargo even during the lockdown. The commendable efforts put in by our officers has received appreciation from all quarters.

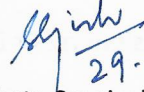
2. In this time of national health crisis, the Department needs to show solidarity and rise to the occasion and contribute voluntarily to the PM-CARES Fund set up for this purpose. The contribution made by the department as a whole can be utilized suitably to tide over the ongoing crisis. There has been an overwhelming response to the informal message given by the Chairman, for donating one day's salary across all section of officers and staff. Accordingly, it is proposed that officers of the Department donate one day's salary which can be deducted by the respective DDOs and then sent to the PM-CARES Fund. Needless to mention, the donations have to be voluntary across all officers of Groups A, B and C cadres.

3. Considering the prevailing lockdown and the fact that most of the officers are working from home, obtaining consent of each officer may not be feasible. Accordingly, you may like to direct formations under your charge to issue suitable instructions to obtain the names of officers who do not wish to contribute to the Fund. Also, if any officer wishes to pay more than a day's salary, voluntarily, may also indicate the amount to the DDO. You may like to devise suitable mechanism to disseminate the information among officers of your formations. The names of the officers who do not wish to contribute (in the format attached) as well as the names of officers who wish to pay more than a day's salary along with the amount, as is being proposed, may be sent to each DDO concerned by 7<sup>th</sup> April, 2020 without fail. In all cases where no intimation is received by the DDO, a day's salary may be deducted.

4. In respect of officers working in the Board, each section head (Commissioner/JS) may draw a similar list and mail to the aforementioned id. The entire exercise of obtaining consent should be completed by the 10<sup>th</sup> of April 2020 and the list should be forwarded to the DDO for deduction.

5. The modalities for payment to the PM-CARES(Citizens Assistance & Rehabilitation in Emergency Situation) Fund shall be communicated well before the salary bills are prepared.

Yours sincerely,



29.3.20

(Sucheta Sreejesh)  
Commissioner Coordination-II  
CBIC

Declaration

I declare that I do not wish to contribute one day's salary for the PM-CARES Fund. Hence no deduction should be made

Name of officer

Designation

To

The DDO

Declaration

I declare that I wish to contribute an amount of Rs----- to the PM-CARES Fund. Accordingly deductions may be made from my salary for the month of April 2020.

Name of officer

Designation

To

The DDO