

URGENT
ATTENTION

F.No.26015/2/020-GAR

Government of India
Ministry of Finance
Department of Revenue

New Delhi, 3rd June 2020

OFFICE MEMORANDUM

Subject : Preventive measures to contain the spread of Corona Virus (COVID-19).

The undersigned is directed to inform that few officers of this Department have been detected positive for COVID-19. For prevention of infection and spread of COVID-19, several directions have been issued by the Ministry of Home Affairs, Ministry of Health & Family Welfare and Department of Personnel & Training viz. wearing of masks, washing of hands with soap and / or use of sanitizers, maintaining proper social distancing etc.

2. All the Officers/staff of this Department are hereby advised to follow all the precautionary measures to prevent themselves from the infection of COVID-19.

3. All the Officers/staff are further advised that while in office **they shall work from their own chambers / rooms only** and **shall not visit any other office / section** except under extreme exigencies. As far as possible, only telephonic and electronic mode of transmission viz. e-mail etc. may be used for any urgent requirement or discussion.

4. This issues with the approval of Competent Authority.



(Rakesh Kumar)

Under Secretary to the Government of India.

To,

1. All Officers /staff of the Department of Revenue.
2. Director (Admn), Deptt. of Expenditure.
3. Director (Admn), Deptt. of Economic Affairs,
4. Computer Cell to upload this Circular on the website of this Department

Copy for information to :-

1. PS to MOS (Finance & Corporate Affairs)
2. PPS to FS & RS.
