



भारत सरकार/ GOVERNMENT OF INDIA

वित्त मंत्रालय/ MINISTRY OF FINANCE

राजस्व विभाग /DEPARTMENT OF REVENUE

सीमा शुल्क आयुक्त का कार्यालय /OFFICE OF THE COMMISSIONER OF CUSTOMS

सीमा शुल्क भवन, मार्मागोआ, गोवा - ४०३८०३ /CUSTOM HOUSE, MARMAGOA, GOA - 403803.

दूरभाष क्रमांक-०८३२-२५२०६१५, फैक्स-०८३२-२५२०७४४ / Telephone No. 0832-2520615, Fax-0832-2520744

OFFICE ORDER NO.- 09/2020

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

In pursuance of Office Memorandum F.No.11013/9/2014-Estt. (A-III) dated 19.03.2020, issued by the Additional Secretary to the Government of India, Ministry of personnel, Public Grievance and Pensions Department of Personnel & Training, New Delhi, the following instruction are hereby issued with immediate effect and will remain in force till 4th April,2020.

(I) All the Section Heads may ensure that 50 percent of Group B and C employees attend office every day, and the remaining 50 percent staff should be instructed to work from home. All Deputy/Assistant Commissioners are advised to maintain a weekly roster of duty for group B & C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, the Deputy/Assistant Commissioners 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) 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.

(III) The roster order so finalized should be issued in consultation with the joint Commissioner of the respective sections.

These instructions shall not apply to the officers engaged in essential/emergency services as identified in **THE ESSENTIAL SERVICES MAINTENANCE ACT 1968, i.e:**

- Any service in, or in connection with the working of, any major port, including any service connected with the loading, unloading, movement or storage of goods in any such port;
- Any service connected with the clearance of goods or passengers through the customs or with the prevention of smuggling.

F.No.-01/04/2019-Admn.

Date: 19.03.2020

Mihir Ranjan
19.03.2020
(MIHIR RANJAN)
Commissioner

Copy to,

1. The Joint Commissioner (Appg./Preventive), Custom House, Marmagao, Goa
2. All Deputy/Asst. Commissioners, Custom House, Marmagao, Goa.
3. The C.A.O., Custom House, Marmagao, Goa.
4. Chemical Examiner, Grade-I, Custom House, Marmagao.

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