



OFFICE OF THE Pr. CHIEF COMMISSIONER OF INCOME TAX
2RD FLOOR, CR BUILDING, QUEENS ROAD BENGALURU.

F.No. Pr. CCIT/COVID-19/2020-21

दिनांक/Dated: 06/07/2020

OFFICE ORDER

Sub: Guideline to all Income Tax Department offices located in the state of Karnataka & Goa, in respect of functioning of offices and course of action-reg.

Ref: 1. Guidelines as per Ministry of Home Affairs, Government of India Vide order No.40-3/2020-DM-I(A) dated 29.06.2020

[Hereinafter referred as Guidelines]

2. Order issued by Chief Secretary & Chairman, State Executive Committee, RD 158 TNR 2020 dated 22.04.2020, 02.05.2020, 18.05.2020, 30.05.2020 & 30.06.2020
3. Office order issued by this office vide F.No.PrCCIT/COVID-19/2019-20 date: 19th April, 2020, 21.04.2020, 22.04.2020, 04.05.2020 and 20.05.2020

Kindly refer to the above.

In pursuance of the order issued by Ministry of Home Affairs, Government of India vide Order No. 40-3/2020-DM-I(A) dated **29.06.2020** and order issued by Chief Secretary & Chairman, State Executive Committee, Karnataka State Disaster Management Authority, Government of Karnataka No. RD 158 TNR 2020 dated **30.06.2020** with regard to COVID-19, the following order is issued:

2. All the Officers/Officials of the Department should strictly follow all the Guidelines issued by the Ministry of Home Affairs/ Ministry of Health and Family welfare/ State Government and Local Administration without fail.

3. Further the Officers/Officials located in the containment zone will function as per para 4(iii) of the Guidelines for Phased Re-opening (Unlock-2) of Ministry of Home Affairs dated 29.06.2020. Further all Government Officers/Officials will function in accordance with the guidelines issued in **Annexure-I (Copy Enclosed)** under **National Directives for COVID-19 Management- Additional directive for work place** of the above order.

4. In view of the above the DOPT OM dated 18.05.2020 and 05.06.2020 must be duly followed to enable implementation of Social distancing norms and has decided that the attendance in Central Government offices shall be regulated as under.

- a) All the officers of the level of Deputy Secretary and above shall attend on all working days.
- b) For regulating the attendance of officers and staff below the level of Deputy Secretary, all heads of the Department shall prepare a roster so as to ensure that 50 percent of the officers and staff attend office on every alternate day. Those Officers/Staff, who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times.
- c) All Heads of the Department shall also ensure that the 50 percent of officers and staff who attend the office observe staggered timings, as under:-

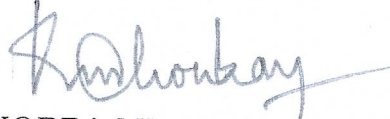
1st shift: 9 AM to 5.30 PM

2nd Shift: 9.30 Am to 6PM

3rd shift: 10Am to 6.30PM

5. All offices in Karnataka & Goa Region should follow the above norms for attending offices and Heads of the Departments to draw the roster accordingly

6. Further the directions issued in para 4, para 5, Para 6 and para 7 vide this office order issued in F.No. Pr.CCIT/COVID-19/2019-20 dated 20.05.2020 remains unchanged. This order will be effective till 31.07.2020 or till further orders whichever is earlier.
7. This orders issues with the prior approval of Principal Chief Commissioner of Income-tax, Karnataka & Goa Region, Bengaluru.



(KORRA MEGHANATH CHOWHAN)
Addl. Commissioner of Income-tax (HQ)(Admn)
O/o Pr. Chief Commissioner of Income Tax
Karnataka and Goa Region, Bengaluru.

TO:

- e) All the Chief Commissioners of Income-tax/DGIT(Inv) of Karnataka & Goa Region.
- f) All the HoDs/PCsIT/CsIT in the Karnataka and Goa Region
- g) ZAO, CBDT, Bangalore and ZAO, Panaji.
- h) Website Manager.