



प्रधान मुख्य आयकर आयुक्त कार्यालय, केरल
**OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, KERALA**
केन्द्रीय राजस्व भवन ,आई.एस.प्रेस रोड ,कोच्ची- 682 018
C.R.BUILDING, I.S.PRESS ROAD, KOCHI – 682 018

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F.No.Pr.CC-CHN/PR/MISC.2/2021-22

Date : 25/07/2021

To

**All the Heads of Office,
Kerala Charge**

Sir / Madam,

**Sub: Preventive Measures to contain the spread of COVID-19 Novel
Corona Virus – ATTENDENCE IN OFFICES - Reg.**
Ref: Govt. of Kerala, G.O(Rt) No. 545/2021/DMD dated 24/7/2021.

Please refer to the above (Copy enclosed for ready reference).

2. After assessing the current situation of the spread of COVID-19 pandemic in the state, the State Disaster Management Authority, Government of Kerala, vide its above referred order has issued certain additional guidelines for implementation in the state. As per para 2(ii) of the aforesaid order, it is stated that “*all Govt. offices including PSUs, companies, autonomous organizations, commissions etc. will function with 50% attendance in A and B Category LSGs and with 25% attendance in C categories except essential services which will function with in all areas including D category LSGs*”. It may please be noted that the categorization (as mentioned above) of the LSGIs in the state are mentioned in Govt. of Kerala GO (Rt) No. 500/DMD/2021 dated 6/7/2021, which has been forwarded to all the Heads of Offices vide letter of even reference dated 7/7/2021.

2. I am directed to request the Heads of Offices to ascertain the Category in which the LSG where the office is located from the respective District Authorities, and to comply with the above directions, by formulating the duty roster for the Officers and officials under their charge **restricting the attendance** in office accordingly, **w.e.f 26/7/2021** and until further orders. Copies of such duty rosters be forwarded to this office through e-mail at: kochi.ito.pros@incometax.gov.in with special mention about any office which moved into D Category.

3. I am further directed to request that all the officers / staff who are not required to attend office on a particular day shall work from home and should be available on telephone and other electronic means of communications at all times.

Yours faithfully,


(Eyās Ahamed M.)

Addl. Commissioner of Income Tax (HQ&TPS)

Encl: As stated

For the Principal Chief Commissioner of Income Tax, Kerala