

F. No. 26015/2/2020-GAR  
Government of India  
Ministry of Finance  
(Department of Revenue)

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New Delhi, the 16<sup>th</sup> April, 2021

Circular

**Subject: Appropriate COVID Behaviour -**

It has been observed that during office hours in North Block and other premises of the Ministry of Finance, several of the officers/staff are violating COVID appropriate behaviour norms, by not maintaining appropriate social distancing, not wearing masks, etc.

2. Accordingly, all the officers/staff (including outsourced personnel, visitors) are requested to strictly adhere to the COVID appropriate behaviour in office complex, as mentioned in the guidelines issued by the Ministry of Health, Ministry of Home Affairs and Department of Personnel and Training, viz. wearing of masks, physical distancing, etc. If any violation is noticed in CCTV footage, it would be viewed seriously and action shall be taken as per extant guidelines and/or appropriate Conduct Rules.

3. This issues with the approval of the Competent Authority.



(Rakesh Kumar)

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To:

**All officers of the Department of Revenue (through DOR/E-office website)**

Copy to:

1. US (Ad. IV), DEA.
2. US (GAD), DoE.
3. Reception Officer, Gate No. 2/9
4. Asstt. Commandant, CISF
5. JE (Civil), North Block, CPWD
6. JE (Electrical), North Block, CPWD
- ✓ NIC – for uploading the circular in website of the Department.