

GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE

C.No. 1(2)S&M/2020

Islamabad, the 12th November, 2020

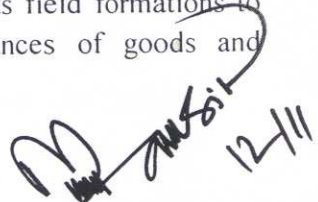
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In order to contain exponential increase in COVID-19 cases in FBR (HQ) and its field formations and in line with the NCOC decisions taken in its meeting dated 06.11.2020, conveyed to Ministry of National Health Services, Regulation & Coordination for precautionary measures against the spread of Coronavirus (COVID-19), the competent authority has decided to adopt the following measures by FBR (HQ) and all its field formations:-

- (i) FBR (H.Q) and all its field formations are advised to reduce the staff strength (BS-1 to 15) by 50% on fortnightly rotation basis w.e.f. 13th November, 2020 as per the following plan:-
 - (a) Anyone suffering from flue and fever may remain off but to be available in respective stations and on cell phones.
 - b) All Members/Chiefs FBR (HQ) and heads of all field formations are advised to decide about rotation of their offices, prepare the list (duty/off) of officials (BS-1 to 15) for the first cycle starting from 13th November, 2020 up to 27th November 2020 and provide the same to the Admin Wing FBR (HQ) by tomorrow before 5:00 p.m.
- (ii) Any employee who has symptoms of COVID-19 i.e. fever, cough, shortness of breath should get himself/herself tested immediately and report to the Admin wing of FBR (HQ) or Headquarters of their respective field formations to be allowed to stay isolated till he/she is tested negative.
- (iii) The employees are also directed to wear face masks during office hours, avoid hand-shakes, hugs and maintain social distance as per standard SOPs.
- (iv) Employees above 50 years of age may be allowed to work from their homes except those employees whose presence is unavoidable for smooth functioning of the official business. Heads of all field formations are advised to take decision in this regard, accordingly. Field Offices are further advised to allow female staff (Mothers of children) to work from their homes.
- (v) It is advised that all those employees who are suffering from Flu, Fever or carrying medical history of frequent Chest Infections, Asthma, Cardiac related problems or any other major disease shall be allowed to work from their homes. Moreover, reception staff will monitor everyone who enters office premises with the help of infrared thermal thermometers.

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- (vi) It is further advised that Lifts/Elevators installed in FBR HQ and its field offices shall be used as less as possible and Lift operators shall be provided with antiseptic sprays and swabs to clean the buttons/ knobs, regularly.
- (vii) In order to avoid physical contact with door handles/knobs, it is advised that all office doors be kept open and room windows be kept open also to ensure ventilation.
- (viii) FBR (HQ) and its field formations shall take all necessary measures essential to ensure Social Distancing, immediately.
- (ix) Every possible effort shall be made by FBR (HQ) and its field formations to ensure collection of tax revenues and smooth clearances of goods and passengers.


(Mohsin Ihsan)
Secretary (S&M)

Distribution:

1. All Officers/Officials of FBR
2. All Heads of Field Formations (IRS & PCS), FBR
3. Notice Board, FBR
4. Circular Folder