



वित्त मंत्रालय / Ministry of Finance
राजस्व विभाग / Department of Revenue
राष्ट्रीय प्रत्यक्ष कर अकादमी
NATIONAL ACADEMY OF DIRECT TAXES
छिंदवाड़ा रोड, नागपुर 440 030
Chhindwara Road, Nagpur
Ph-0712-2322109

F.No. Admin/NADT/Office Order/2021-22

OFFICE ORDER

Dated: 27.12.2021

In view of the surge in cases of "OMICRON" variant of COVID-19 across the country and Maharashtra in particular, and the guidelines issued by the Government; after consulting all the stakeholders, it is decided that for safety of the Officer Trainees & others, following Standard Operating Procedure shall be observed in the National Academy of Direct Taxes, Nagpur:

AIRPORT/RAILWAY STATION/BUS STANDS TO NATIONAL ACADEMY OF DIRECT TAXES CAMPUS (ACADEMY):

- ❖ The Officer Trainees are mandatorily required to send their travel plan and details of their vaccination to the Course Team before arriving at the Academy. In case of incomplete vaccination, negative RT-PCR reports (sample should have been collected within 72 hours before the scheduled time of arrival in the city i.e. Nagpur) needs to be communicated. [Action: Course Team]
- ❖ The Officer Trainees must follow all the guidelines issued by Ministry of Civil Aviation, Ministry of Railways, State Government, local authorities & other competent authorities while travelling and also in the Airport/Railway Station/Bus.
- ❖ The Officer Trainees are also advised to check their health status on the Aarogya Setu App. Therefore, it is desirable that all the Officer Trainees download the Aarogya Setu App on their smart phones before starting the journey. [Action: Course Team]

- ❖ The Officer Trainees shall be brought to the Academy in Academy's vehicle only. Therefore, the Officer Trainees are advised to refrain from using local public transport to reach the Academy from Airport/Railway Station/Bus Stand. AAD (PRO), NADT shall make necessary arrangements for it in coordination with Course Team. [Action: AAD(PRO) and Course Team]
- ❖ If the number of Officer Trainees arriving at the airport/railway station/bus stand at the same time is more, the Academy's bus can be used for transportation purpose. The AAD(PRO) must ensure that the seating arrangement in the bus is made in such manner that social distancing norms and guidelines as issued by the State Government/local authorities are complied with. The driver of the Official Vehicle should ensure that the vehicle is sanitized properly after every trip. [Action: AAD (PRO)]

INSIDE THE ACADEMY:

- ❖ The Officer Trainees will have to undergo mandatory thermal screening at the Nalanda Hostel before being allowed inside their hostel rooms, which will also serve as their isolation space for a period of 3 days. They should fill in the self-declaration form (enclosed as Annexure-A) on arrival and hand it over to the caretaker. [Action: Admin]
- ❖ The health of the Officers will be closely monitored during the isolation period and if they develop any COVID-19 like symptoms, the same should be immediately communicated to the Course Team.
- ❖ The Officer Trainees under isolation must stay within their rooms.
- ❖ The Officer Trainees will be delivered food in their hostel rooms itself during isolation. The mess staff will put disposable food packets outside their doors and the Officer Trainees will be informed about it through intercom kept in their rooms. [Action: Mess Manager].
- ❖ After finishing their meals, the Officer Trainees must pack their leftovers in disposable plastic covers provided and put the same in the dustbins placed outside their rooms.

- ❖ No cleaning/any other staff will be allowed inside the rooms of the Officer Trainees during their isolation period. However, if any Officer Trainee wants to clean his/her room, he/she can do it on his/her own with the cleaning items which will be placed inside their rooms. [Action: AD(Admin)].

AFTER ISOLATION PERIOD:

- ❖ After isolation period, the Officer Trainees can freely move in the campus while duly following COVID-appropriate behaviour.
- ❖ Contact-less sanitizer dispenser machine must be placed outside the mess and Hostel [Action: AD(P&S)]. The Officer Trainees must sanitize themselves properly before entering the mess.
- ❖ The Officer Trainees must follow social distancing norms within the mess and should mandatorily wear mask except at the time of taking food.
- ❖ The doors of the mess must be kept open for regular air movement.
- ❖ The OTs will not be served food by the mess staff. There will be self-service, with social distancing norms being duly observed.
- ❖ The mess committee is requested to provide immunity boosting foods / drinks and fruits in the regular menu.

SPORTS/PHYSICAL ACTIVITIES:

- ❖ Individual Outdoor sports/physical activities may be done by the Officer Trainees, with strict social distancing norms.
- ❖ Outdoor sports or physical activities requiring grouping will be strictly as per COVID-norms updated from time to time.

GENERAL GUIDELINES:

- ❖ All the officer trainees are required to immediately complete their vaccination as soon as possible.
- ❖ The Officer Trainees must follow the social distancing norms strictly.
- ❖ The Officer Trainees must avoid unnecessary contact with each other.
- ❖ Non-essential movement outside the rooms must be avoided by the Officer Trainees.

- ❖ Officer Trainees with co-morbid conditions are advised to take extra precautions.
- ❖ The Officer Trainees are advised not to use lifts. However, in case of compelling circumstances, lifts can be used while strictly following the relevant social distancing etiquettes.
- ❖ The seating arrangements in the classrooms must be in strict accordance with the social distancing norms. (Action: Course Team).
- ❖ The Officer Trainees are advised to proactively disclose their health status as this will ensure their own safety as well as that of their colleagues.
- ❖ In case of development of any COVID-19 like symptoms, the Officer Trainee(s) must contact the Course Team immediately, who will arrange for isolation and appropriate treatment of the Officer Trainee(s).
- ❖ Apart from the above guidelines, further directions may be issued as and when the need arises and shall be adhered to strictly.

IMPORTANT CONTACT NUMBERS:

- ❖ In case of any emergency, the following may be contacted:

ADMINISTRATION, NADT:

1. Shri Dharmendra Jha,
Additional Assistant Director (Public Relations Officer): 75886-30236
2. Dr. Manish Rawat,
Assistant Director of Income-tax (Administration): 75881-80761
3. Ms. Sabiha Rizvi,
Joint Director of Income-tax (Administration): 94455-99584
4. Shri Muneesh Kumar,
Additional Director General (Administration): 94067-18444

COURSE TEAM, 75TH BATCH OF IRS:

1. Shri Awesh Titarmare,
Deputy Director of Income-tax &
Associate Course Director-1: 98236-57611

2. Shri S.M.V.V. Sarma,
Deputy Director of Income-tax &
Associate Course Director-2:

75886-30095

Pankaj
(Pankaj Deshmukh) 27/12
Asstt. Director (Admn.)
NADT, Nagpur

F.No.Admin/NADT/Office Order/2021-22

Date: 27/12/2021

Copy to:

1. The Additional Director General (Induction) & (P&R), NADT.
2. All Faculty members for information through email.
3. The Course Director, 75th Batch for circulation among OTs through email.
4. The AD (P&S)/ AD (Infra)/ AAD (PRO) for kind information and necessary action.
5. The Mess Manager for necessary action
6. All Notice Boards
7. Guard File.

Pankaj
Asstt. Director (Admn.) 27/12
NADT, Nagpur

ANNEXURE-A

Self - Declaration form

(To be submitted on arrival at the NADT)

Name	
Date of Arrival	
Arriving From	
Local Address	
Mobile Number	

I hereby declare that:

1. I have not tested Covid-19 Positive in the last two months.
2. I am not suffering from any cough/fever/respiratory distress.
3. If I develop any of the symptoms mentioned in point 2 above, I will contact the Course Team without any delay.
4. I will make my mobile number / contact details available to the local authorities for contact tracing, if required by them.
5. I undertake to strictly adhere to the protocol as prescribed by the health authority for Home Quarantine without any deviation.
6. I will strictly follow the SOP's issued by NADT for COVID-19.
7. I understand that furnishing incorrect information would make me liable to penal action.

Place:

Signature

Date: