



GOVERNMENT OF INDIA
DIRECTORATE OF INCOME TAX
HUMAN RESOURCE DEVELOPMENT
CENTRAL BOARD OF DIRECT TAXES
Jawaharlal Nehru Stadium, Second Floor, Lodhi Road
New Delhi - 110003.

F.No. HRD/CMD/230/2/Misc./2020-21/698

Dated: 01.07.2020

Support for Income tax Department against Covid-19: Reg.

1. The on-going Covid-19 outbreak is in many ways unprecedented, in both the scale of this challenge, the scale of public health response, and the historical context in which all this is unfolding. Covid-19 is the first global pandemic of the social media age, and is occurring at a moment when politics and society seem to be in a state of accelerated flux.
2. The outbreak of Covid-19 has raised an extra-ordinary situation in the country. The health infrastructure of the country is under tremendous pressure. The covid-19 has impacted the Income tax Department too like any other Department.
3. To overcome this situation the following guideline may be adopted:
 1. **CREATING STRUCTURES WITHIN THE CCA REGIONS: -**
 - A) The Pr. DGIT(HRD), CBDT proposes that a structure may be developed in Eighteen Pr CCA regions through which a officer/official in need may be identified and may encourage them to attend the group session by Clinical Psychologist available locally. The key to this method will be identification of emotionally deprived/stressed officer/official. At the least 2 session per week may be organised by each CCA region which may be informed to Pr. DGIT(HRD), CBDT.
 - B) In addition to this structure, one session per week may be organised which can focus on work life balance and destressing mechanism.
 2. In addition to the above, knowing the *Signs of Stress* is effective tool to overcome the negative impacts on mind body and soul. Some of the signs have been attempted below along with ways and means to overcome the same.

2.1 YOUR BEHAVIOR: -

1. An increase or decrease in your energy and activity levels
2. An increase in your alcohol, tobacco use, or use of illegal drugs
3. An increase in irritability, with outbursts of anger and frequent arguing
4. Having trouble relaxing or sleeping
5. Crying frequently
6. Worrying excessively
7. Wanting to be alone most of the time
8. Blaming other people for everything
9. Having difficulty communicating or listening
10. Having difficulty giving or accepting help
11. Inability to feel pleasure or have fun

2.2 YOUR BODY:

1. Having stomach-aches or diarrhoea,
2. Having headaches and other pains,
3. Losing your appetite or eating too much
4. Sweating or having chills
5. Getting tremors or muscle twitches
6. Being easily startled

2.3 YOUR EMOTIONS:

1. Being anxious or fearful
 2. Feeling depressed
 3. Feeling guilty
 4. Feeling angry
 5. Feeling heroic, euphoric, or invulnerable
 6. Not caring about anything
 7. Feeling overwhelmed by sadness
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2.4 YOUR THINKING:

1. Having trouble remembering things
 2. Feeling confused
 3. Having trouble thinking clearly and concentrating
 4. Having difficulty making decisions
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3. KNOW HOW TO RELIEVE STRESS: -

You can manage and alleviate your stress by taking time to take care of yourself.

3.1 KEEP THINGS IN PERSPECTIVE:

Set limits on how much time you spend reading or watching news about the outbreak. You will want to stay up to date on news of the outbreak, particularly if you have loved ones in places where many people have gotten sick. But make sure to take time away from the news to focus on things in your life that are going well and that you can control.

3.2 GET THE FACTS:

Find people and resources you can depend on for accurate health information. Learn from them about the outbreak and how you can protect yourself against illness if you are at risk. You may turn to your family doctor, a state or local health department, U.S. government agencies, or an international organization. Check out the sidebar on the next page for links to good sources of information about infectious disease outbreaks.

3.3 KEEP YOURSELF HEALTHY:

1. Eat healthy foods, and drink water.
2. Avoid excessive amounts of caffeine and alcohol.
3. Do not use tobacco or illegal drugs.
4. Get enough sleep and rest.
5. Get physical exercise.

3.4 USE PRACTICAL WAYS TO RELAX:

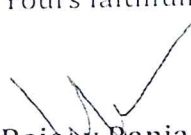
1. Relax your body often by doing things that work for you—take deep breaths, stretch, meditate, wash your face and hands, or engage in pleasurable hobbies.
 2. Pace yourself between stressful activities and do a fun thing after a hard task.
 3. Use time off to relax—eat a good meal, read, listen to music, take a bath, or talk to family.
 4. Talk about your feelings to loved ones and friends often.
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3.5 PAY ATTENTION TO YOUR BODY, FEELINGS, AND SPIRIT:

1. Recognize and heed early warning signs of stress.
2. Recognize how your own past experiences affect your way of thinking and feeling about this event, and think of how you handled your thoughts, emotions, and behaviour around past events.
3. Know that feeling stressed, depressed, guilty, or angry is common after an event like an infectious disease outbreak, even when it does not directly threaten you.
4. Connect with others who may be experiencing stress about the outbreak. Talk about your feelings about the outbreak, share reliable health information, and enjoy conversation unrelated to the outbreak, to remind yourself of the many important and positive things in your lives.
5. Take time to renew your spirit through meditation, prayer, or helping others in need.

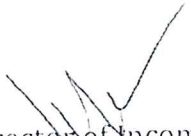
The above guidelines is being issued with prior approval of Chairman, CBDT

Yours faithfully,


(Rajeev Ranjan)
Dy. Director of Income Tax
(CMD-2)(HRD), New Delhi.

Copy for kind information:-

1. The Chairman, CBDT
2. Member (Admn.), CBDT
3. All Pr. CCIT(CCAs)


Dy. Director of Income Tax
(CMD-2)(HRD), New Delhi.