



कार्यालय: रक्षा लेखा प्रधान नियंत्रक

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS

सं. 107, लोअर अग्रम रोड, अग्रम पोस्ट, बेंगलूर - 560 007

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AN/I/GEN/CORR

MOST IMPORTANT CIRCULAR

Dated 23.03.2020

(Through Website)

To

All GO (MO), Officer In Charge of Sub offices,  
All SAOs and Sections of MO

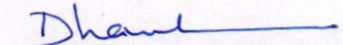
Sub : Preventive Measures to contain spread of Novel Coronavirus (COVID-19)  
and to prevent community transmission of virus.

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In continuation to this office most important circular of even No. dated 19.03.2020, a copy of DoPT OM No.11013/9/2014-Estt-(A-III) dated 22.03.2020, received under HQrs office letter F. No. AN/III/3012/Circular/Vol.VIII is enclosed herewith. Pursuant to the above the following instructions are issued for strict compliance.

- i) The Group Officers in MO / Officer in Charge of the Sub offices concerned may draw a Roster of officials (all officers and employees including consultants/contract and outsources employees), who are required to render essential services. They only may be asked to attend office from 23<sup>rd</sup> March until 31<sup>st</sup> March 2020. In other words, the office should function with skeletal staff. Officials who are work from home should be available on telephone and electronic means of communication at all times. They should attend if called for, in case of any exigencies of work.
2. Accordingly, all Group Officers in MO / Officer in Charge of the Sub offices concerned are requested to draw up a Roster of Officers/staff who are dealing with the essential services viz.
- 1 Officials dealing with Pay and Allowances
  - 2 Budget Holding Officers(including assisting staff)
  - 3 Accounts and Budget
  - 4 Officers/Staff of IT & S
  - 5 Officers/staff dealing with payments work.
  - 6 Any other area of work as deemed essential by the Group Officers in MO / Officer in Charge of the Sub offices concerned.

It may be ensured that essential work of the office is not affected with deployment of skeletal staff.

  
DCDA(AN)

F. No.11013/9/2014-Estt-(A-III)

Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
North Block, New Delhi  
Dated 22.03.2020

OFFICE MEMORANDUM

SUB: Preventive measures to contain the spread of COVID -19

In supersession of this Department's OM of even no. dated 19.03.2020 and 20.03.2020, the following further instructions are issued:

- (i) Heads of Department (HoDs) may draw up a Roster of Staff (all officers and employees, including consultants/ contract and outsourced employees), who are required to render essential services within each Department. They alone may be asked to attend office from 23<sup>rd</sup> March until 31<sup>st</sup> March 2020. In other words, the Office should function with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work.
  - (ii) Similar instructions should be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
  - (iii) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
  - (iv) These instructions shall not apply to the Officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID 19.
2. These instructions shall be applicable with immediate effect.

  
22/3/2020  
(Sujata Chaturvedi)

Additional Secretary to the Government of India.

To

1. All the Ministries and Departments of Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Technical Director. NIC, DoPT