



कार्यालय: रक्षा लेखा प्रधान नियंत्रक

PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS

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**MOST IMPORTANT CIRCULAR**  
(Through Website)

No: AN/I/CORR/COVID/2022

Date: 11/01/2022

To

All GOs in Main Office of PCDA, Bangalore  
Officers In Charge of Sub Offices under PCDA, Bangalore  
All SAOs and Sections of MO, PCDA, Bangalore

**Sub: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) –  
Suspension of biometric attendance and Attendance of Central Government officials.**

**Ref: HQrs Lr. No.Estt./3012/Circular/Vol.VIII/Covid dated 04.01.2022**

In pursuance of DoP&T OMs (2) No. F.No.11013/9/2014-Estt A-III dated 3<sup>rd</sup> January 2022 received under HQrs letter No.Estt./3012/Circular/Vol.VIII/Covid dated 04.01.2022 the following instructions are issued for strict compliance with immediate effect upto 31<sup>st</sup> January 2021 or until further orders, whichever is earlier. The advisory mentioned in the circular may be brought to the notice of all officers and staff and measures advised therein may be followed in the office scrupulously. The officers and staff may also be advised to follow guidelines issued by MoH&FW from time to time on the subject.

- i) Biometric attendance shall be suspended up to 31.01.2022.
- ii) DAD render essential services to Min. of Defence. All Group Officers and In-Charge of Sub-offices have to monitor work closely to ensure timely completion of all payment/audit activities without any delay as we are also close to end of the financial year. Staff may be permitted to work on alternate days only if they do not have any bill/FS cases/claims older than **07 working days** and any letter outstanding for more than **30 days** in order to ensure smooth functioning of sections/offices and to complete all important activities of payment/audit without any delay.

- iii) All officers of the level of under Secretary and above (DCDA & above) are to attend office on regular basis.
- iv) Further flexible working hours/staggered timings as per Para (iv) of DoP&T OM mentioned above may be implemented to avoid contact with crowd during rush hours, if staff is keeping their's work up to date.
- v) Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- vi) All officers/staff in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
- vii) Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- viii) Health of all officials and their family is paramount. All Officers/Staff have to ensure strict compliance with covid-appropriate behaviour viz. frequent washing of hands/sanitization, wearing a mask/face cover, observing social distancing at all times.
- ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. It may also be ensured non-crowding in corridors, canteens, etc.
- x) Being end of financial year and work pressure permission should not be given for tours, station leave, etc.
- xi) In charge of each sub office should ensure that office is sanitized daily without fail and entry to JCOs/ORs/Contractors, etc is stopped. Even Liaison officers should be allowed till reception only.

This has the approval of PCDA.

  
DCDA (AN)