

CIRCULAR



कार्यालय: रक्षा लेखा प्रधान नियंत्रक

PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS

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No: AN/I/BAS/2021

Date:09 /12/2021

To

All GOs/SAOs/AOs in Main Office

All Sections in Main Office

Sub: Resuming of Biometric Attendance.

Ref: HQrs Office letter No. Estt./3012/Circular/Vol. VIII/Covid dated 29.11.2021

With reference to HQrs letter cited above, it is instructed to resume bio-metric attendance for all levels of employees with effect from 09.12.2021. It is also requested to ensure compliance of all the preventive measures to contain the spread of Novel Corona virus (COVID-19) as stipulated under Para 2 of Office Memorandum vide F No.11013/9/2014-Estt.A-III dated 1st November 2021 of Ministry of Personnel, Public Grievances and Pensions, New Delhi as detailed below:

It shall be the responsibility of Heads of Department/Office to ensure that:


- (a) Sanitizers are mandatorily placed beside biometric machines and all employees sanitize their hands before and after marking of attendance.
- (b) Physical distancing of six feet must be maintained by all employees while marking their attendance. If required, additional biometric attendance machines may be installed to avoid overcrowding.
- (c) All employees shall be required to wear mask/face covers, at all times, including while waiting to mark their attendance.
- (d) As far as possible, designated personnel should be deployed near bio-metric stations to clean/wipe the touchpad/scanner areas of biometric scanners frequently. Such personnel will also guide employees to maintain COVID appropriate behaviour while in queue.
- (e) As far as possible, adequate number of biometric stations should be placed in an outside/open air environment. If indoor, adequate natural ventilation must be maintained; and

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- (f) All officers shall undertake orientation of the employees on precautions to be followed.
- (g) Meetings, as far as possible, shall continue to be conducted on video-conferencing and personal meetings with visitors, unless necessary in public interest, are to be avoided.
- (h) All officers/staff strictly follow the COVID-appropriate behaviour, at all times, in offices.

It is also requested to contact EDP/AN-II Section of Main Office immediately if any constraints faced on resumption of biometric attendance.

PCDA has seen


ACDA (AN) _____