



कार्यालय: रक्षा लेखा प्रधान नियंत्रक

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS

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AN/I/GEN/CORR

MOST IMPORTANT CIRCULAR

Dated 20.10.2020

(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)

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Pursuant to DOPT OM No.11013/9/2014-Estt.A.III dated 07.10.2020 received under HQrs letter No AN/Coord/3012/Circular/Vol VIII dated 13.10.2020 and keeping in view the instructions vide DO F. NO. 23(4)/E-Coord/2020/1 dated 24.03.2020 received from Secretary Expenditure under HQrs office letter F. No. AN/III/3012/Circular/Vol.VIII dated 25.03.2020, the competent authority has decided the following for strict compliance of all concerned.

1. *Status quo* of attendance may be maintained.
2. Officials having extreme underlying conditions may be allowed to work from home.
3. Person with disabilities and pregnant women shall be allowed to work from home.
4. In case an official or any member of his/her family is having symptoms of COVID-19 i.e. cough, cold, fever, respiratory issues etc, shall not come to office and inform regarding the same to the immediate superior over phone. The competent authority shall sanction leave to the official as per entitlement.
5. It should be ensured that the instructions issued from time to time regarding preventive measures to contain spread of Novel Coronavirus (COVID-19) such as regular sanitization/cleaning of working places, maintenance of social distancing norms, wearing of masks etc are strictly complied with

This has the approval of PCDA.

  
DCDA (AN)