



कार्यालय: रक्षा लेखा प्रधान नियंत्रक  
OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS  
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AN/I/GEN/CORR

MOST IMPORTANT CIRCULAR  
(Through Website)

Dated 17.03.2020

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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DOP&T OM No F No. 11013/9/2014/Estt.A.III dated 17.03.2020 which is self explanatory is forwarded herewith for information and compliance of all concerned. 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.

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)

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North Block, New Delhi

Dated: 16/03/2020

17<sup>th</sup>

**OFFICE MEMORANDUM**

**Subject: Preventive measures to be taken to contain the spread of Novel Coronavirus (COVID-19) – regarding.**

In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees and the Ministries/Departments. In this regard, it has been decided to issue the following advisory for the well-being of Government employees and in public interest.

2. All the Ministries/Departments are advised to take all necessary measures such as :-

- (i) Install thermal scanners at the entry of Government buildings, as feasible. Mandatory placing of hand sanitizers at the entry of Government buildings. Those found having flu-like symptoms may be advised to take proper treatment/quarantine etc.
- (ii) Discourage, to the maximum extent, entry of visitors in the office complex. Routine issue of visitors/temporary passes should be suspended with immediate effect. Only those visitors whom have proper permission of the officer who they want to meet, should be allowed after being properly screened.
- (iii) Meetings, as far as feasible, should be done through video conferencing. To minimize or reschedule meetings involving large number of people unless necessary.
- (iv) Avoid non-essential official travel.
- (v) Undertake essential correspondence on official email and avoid sending files and documents to other offices, to the extent possible.
- (vi) Facilitate delivery and receipt of dak at the entry point itself of the office building, as far as practicable.
- (vii) Close all gyms/recreation centres/creches located in Government buildings.
- (viii) Ensure proper cleaning and frequent sanitization of the work-place, particularly of the frequently touched surfaces.