



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 23.07.2020

(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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In continuation of this office circular on the subject issued from time to time, the following directions are issued for strict compliance of all concerned.

- (1) The officer in Charge may ensure that only skeletal Staff attends the office and the remaining should compulsorily work from home till 07.08.2020 based on roster. Work from home may be encouraged as far as possible. The officer in Charge shall indentify the works which can be done from home and assign the job to the concerned official accordingly and monitor strictly. The officials who are working from home on a particular day should make themselves available on telephone and other electronic means of communication and when ever required they should attend office. If they fail to comply, leave will be debited from their leave account. The staff who is unable to do the assigned work should apply for leave.
- (2) GO & SAO/AO in charge should ensure that essential work like P&A, pension, medicals advances/claims, third party bills of urgent nature etc is not delayed under any circumstances.
- (3) Officers/staff aged above 58 years or having underlying medical conditions like Chronic Heart ailment, Chronic Respiratory disease, Diabetic related complications & pregnant ladies should be encouraged to work from home to the most possible extent. Such officials should be asked to produce their medical documents.

PCDA has seen.

ACDA(AN)