



कार्यालय: रक्षा लेखा प्रधान नियंत्रक

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS

सं. 107, लोअर अग्रम रोड, अग्रम पोस्ट, बेंगलूर - 560 007

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AN/I/GEN/CORR

MOST IMPORTANT CIRCULAR

Dated 19.03.2020

(Through Website)

To

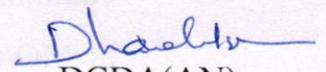
All GO (MO), Officer In Charge of Sub offices,
All SAOs and Sections of MO

Sub : Preventive Measures to contain spread of Novel Coronavirus (covid-19) and to prevent community transmission of virus.

In pursuance of DOP&T OM No F No. 11013/9/2014-Estt(A-III) dated 19.03.2020 received under HQrs letter NO. F No. AN/III/3012/Circular/Vol. VIII dated 19.03.2020 and in continuation to this office most important circular of even No. dated 17.03.2020, the following instructions are issued for strict compliance with immediate effect until further orders.

- 1) The Group Officers in MO / Officer in Charge of the Sub offices concerned may ensure that only 50% of Gp B and Gp C staff attend office every day and the remaining should work from home wherever feasible. The officials on leave should make themselves available on telephone and other electronic means of communication for communication of urgent orders from HQrs office/GOI. Group Officers in MO/Officer in Charge of the Sub offices may prepare a roster and ensure that the officials are rotated and only minimum number of employees necessary should attend office.

- 2) Further, flexible working hours as per para (ii) of DOP&T OM mentioned above may be implemented to avoid contact with crowd during rush hours.
- 3) Flexible timing for wet canteen may also be adopted and only limited number of people depending upon the size of the canteen should be allowed inside the wet canteen at any point of time. Officers/Staffs may preferably bring food from home.
- 4) Health of all officials and their family is paramount. As such they may be advised to maintain hygiene and practice social distancing and avoid public transport as far as possible. In case of any respiratory symptoms/fever etc, the officials may be advised to consult doctor and go on self imposed quarantine.
- 5) No tour to be undertaken. Urgent meetings, if any may be done through Video Conferencing. No visitors should be allowed and parties may not be entertained.
- 6) Main Gate of office should be closed at all time and entry should be restricted. Leave should be sanctioned for those who have completed their task relating to financial year end and those have cold, fever and cough.
- 7) Officers and staff may provide their Mobile numbers to their immediate officer before going on leave so that any update/govt. circular on virus or its prevention can be communicated to them.


DCDA(AN)