



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: 11.06.2021

To

All GOs in Main Office of PCDA, Bangalore,
Officer In Charge of Sub offices under PCDA, Bangalore,
All SAOs and Sections of MO, PCDA, Bangalore

Sub : Preventive Measures to contain spread of Novel Corona virus (covid-19) –
Attendance of Central Government officials – regarding.

Ref:- This office circular No.AN/I/Gen/Corr dated 31.05.2021

With reference to this office circular cited above regarding regulation of attendance of employees, at all levels, till 15th June 2021 or until further orders, whichever is earlier, it has been decided by the competent authority as under:

- i) 100% attendance of employees at all levels is to be ensured wef 14th June 2021 by following the staggered timings and social distancing.
- ii) However, persons with disabilities and pregnant women employees may be exempted from attending office, but they shall continue to work from home after taking approval and their attendance may be regulated accordingly upto 15th June 2021 or till the period, if any, as specified by DoPT from time to time.
- iii) For the purpose of ensuring staggered timings, offices may function from 0900 AM to 0630 PM in terms of DoP& T OM No.11013/9/2014-Estt.A-III dated 03rd May 2021 and may open on Saturday also, if required, to clear pending work so that crowding can be avoided and social distance can be maintained.

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- iv) Staggered timings for the staff can be decided by AAOs/AOs/SAOs of respective section with the approval of GOs and officer in-charge of the sub offices.
- v) All AAOs/AOs/SAOs have to fix specific targets daily for the staff and ensure its achievement for clearance of pending work, if any, in a time bound manner.
- vi) All GOs and in-charge of sub offices have to monitor the work closely to ensure timely completion of all payment/audit activities without any delay.
- vii) While attending the office, all the employees shall strictly follow covid-appropriate behaviour including wearing mask, social distancing, use of sanitizer and frequent hand-washing with soap and water.
- viii) Crowding in staircases, corridors, common areas including parking areas is to be strictly avoided.
- ix) Meetings as far as possible may continue to be conducted through virtual mode.
- x) Proper cleaning and frequent sanitization of work place, particularly of the frequently touched surfaces, to be ensured daily.

NOTE: [All the attachments of officers and staff from LAOs/RAO to Main office/PAOs/AOs GE stand cancelled. Accordingly, they may be relieved of their duties from attachment to enable them **report back to their original postings wef 14th June 2021**].

This has the approval of PCDA.


DCDA (AN)