



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: 14.06.2021

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 11.06.2021

In partial modification of this office circular under reference regarding regulation of attendance of employees at all levels the following amendment is made in terms of DoP&T OM No.11013/9/2014-ESSt/A-III dated 14th June 2021. All other contents of circular under reference remain unchanged.

FOR


- i) **100% attendne of employees at all levels is to be ensured wef 14th June 2021 by following staggered timings and social distancing**

READ

- i) **All Government servants at the level of Under Secretary and above (DCDA & above) to attend office on all working days. Government servants of the level below Under Secretaries (Below DCDA), 50% of such officials shall attend office on any working day and the remaining 50% shall work from home.**

All other instructions of DoP&T OM dated 14th June 2021 may be noted for strict compliance.

This has the approval of PCDA.


DCDA (AN)

F.No.11013/9/2014-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
Dated the 14th June, 2021

OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) -
Attendance of Central Government officials regarding

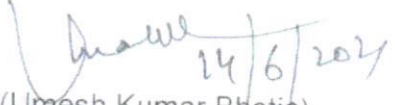
The undersigned is directed to refer this Department's OMs of even number dated the 6th May, 2021 and 28th May, 2021, mandating the Secretaries/HoDs of the Ministries/Departments/Offices to regulate the attendance of their staff, keeping in view the COVID-positive cases and functional requirements in their offices. These orders are currently in operation till 15th June, 2021 or until further orders, whichever is earlier. In view of the fact that number of COVID cases and positivity rate have reduced considerably, the matter has been considered again and decided as under :-

- (i) All Government servants at the level of Under Secretary and above to attend office on all working days.
- (ii) As regards Government servants of the level below Under Secretaries, 50% of such officials shall attend office on any working day and the remaining 50% shall work from home.
- (iii) Persons with Disabilities and Pregnant women employees shall continue to be exempted from attending office but are required to work from home till further orders.
- (iv) The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicted below:
 - (a) 9.00 A.M. to 5.30. P.M.
 - (b) 9.30 AM to 6.00 PM
 - (c) 10.00 A.M. to 6.30 P.M.

U. Chatterjee
14/6/2021

- (v) All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
- (vi) Those officers/ staff who are not attending office shall work from home and they should be available on telephone and other electronic means of communication at all times.
- (vii) Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (viii) All Officers/Staff have to ensure strict compliance with covid-appropriate behavior viz. frequent washing of hands/ sanitization, wearing a mask/ face cover, observing social distancing at all times and any laxity in this regard shall be viewed very seriously.
- (ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

2. All Ministries/ Departments / Offices as well as the Central Government employees are directed to ensure strict compliance of instructions on Covid A ppropriate Behavior issued by MHA, MoH&FW and DoP&T from time to time. The above instructions shall be in force w.e.f. 16-06-2021 until 30-06-2021, or until further orders, whichever is earlier. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.


(Umesh Kumar Bhatia)
Deputy Secretary to the Government of India
Tel 2309 4471

To

1. All the Ministries/Departments, Government of India
2. PMO / Cabinet Secretariat.
3. Director (Canteen), DoPT
4. PS to Hon'ble MoS(PP).
5. PSO to Secretary (Personnel).
6. Sr. Tech. Director, NIC, DoP&T – for uploading on website.