



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: 20.04.2021

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 Coronavirus (covid-19) –  
Attendance of Central Government officials – regarding.

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In pursuance of DOP&T OM No F No. 11013/9/2014-Estt A-III dated 19.04.2021 and in continuation to this office most important circular of even No. dated 16.04.2021, the following instructions are issued for strict compliance with immediate effect till 30.04.2021 or further orders, whichever is earlier.

- 1) The Group Officers in MO / Officer in Charge of the Sub offices concerned may ensure that **only 50% of officers and staff** attend office every day and the remaining should work from home wherever feasible. The officials who work from home should make themselves available on telephone and other electronic means of communication and should attend office when called for. Group Officers in MO/Officer in Charge of the Sub offices may prepare a roster and ensure that the officials are rotated and only 50% of employees necessary should attend office.

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- 2) All officials who attend office shall strictly follow Covid-appropriate behaviour including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- 3) Crowding in lifts, staircases, corridors, common areas including freshment kiosk and parking areas is to be strictly avoided.
- 4) All officers/staff are advised to restrict their movement and get confined to their own section and refrain from moving to other section unless it is very essential. The usage of intercom/mobile/telephone line may be utilised to the maximum.
- 5) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified. These officers/staff who are residing in the Containment Zone shall work from home and shall be available on telephone and electronic means of communications at all times.
- 6) Persons with disabilities and pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.
- 7) Biometric attendance shall continue to be suspended until further orders.
- 8) Meetings, may continue to be conducted with video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest are to be avoided. Visitors should not be allowed beyond reception of office building.

- 9) Health of all officials and their family is paramount. As such they may be advised to maintain hygiene and practice social distancing. In case of any respiratory symptoms/fever etc, the officials may be advised to consult doctor and go on self imposed quarantine.
- 10) 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.
- 11) All employees of the age of 45 years and above are advised to get themselves vaccinated so as to effectively contain the spread of Covid-19.
- 12) All in-charge sub-offices and Group officers at Main Office may ensure the office/sections are sanitised periodically without fail.

This has the approval of PCDA.

  
DCDA (AN)