



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:16.04.2021

To

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

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

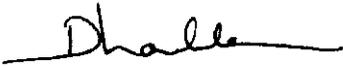
In the light of increase of Covid-19 cases in Bangalore, the following instructions are issued for strict compliance with immediate effect until further orders.

- 1) The Group Officers in MO / Officer in Charge of the Sub offices concerned in Bangalore station 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 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.
- 3) Biometric attendance shall continue to be suspended until further orders.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) 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)