



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: 26.04.2021**

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 : Safety Measures to contain spread of Novel Coronavirus (covid-19) – (Second Wave) –  
regarding.

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The world is passing through one of the worst calamity of our lifetimes. We need to help each other and also ensure that we take all precautions so that the pandemic can be prevented from spreading.

Please help the office to manage the safety of our DAD families.

The Month of May 2021 requires optimum caution as we approach peak of second wave of the Pandemic and the medical facilities are overwhelmed.

Few tips mentioned below for the safety of our families:

- Sanitize all things ordered online. Family to stay at home. Sanitize yourself on return from office.
- Wash hands at regular interval of 1 hr with a good soap.
- Always wear a face mask. Insist others too to wear one.
- Avoid inviting neighbors, relatives, friends to home. As it may not be safe for them too.
- Take a lot of liquid diet viz Kashaya, Rasam, citric Fruit Juice etc.
- Do not miss your regular medicines prescribed by doctors. Keep blood sugar and BP under control. Practice yoga and breathing exercise at home.
- Take Vitamin C twice daily (VeeCee-Z)
- Take vitamin D after consulting doctor.
- Hot water helps sanitize against virus on floors, utensils and toilets.
- Inhale Steam at least twice a day .
- No visitors or maids will be allowed inside the DAD residential colony till further orders.

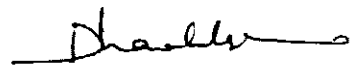
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- Each family to Purchase pulse oximeter. sanitize it before sharing within other family members.
  - If SpO2 % is between 90 to 94 start monitoring twice daily.
  - If headache, diarrhea, fever, stomach ache, throat infection, cough stay calm. Consult doctor online .Isolate yourself in separate room from the rest of the family.
  - In case you do not want to go out there are various online doctors . Download the App. for video consultation. Most popular Apps are:
    - [www.practo.com/online-doctor/consultation](http://www.practo.com/online-doctor/consultation)
    - [www.tatahealth.com/](http://www.tatahealth.com/)
    - [www.apollo247.com](http://www.apollo247.com)
- Consultation fees may be upto Rs. 299 per consultation .
- If SpO2 %below 90 consult doctor online through video Conferencing. Do not go out or meet people. Do as per doctor's advises.
  - Block 7 Type A has been converted into isolation ward . It has basic requirements for those whose SpO2 % is 90 to 93 till they get hospital bed. They will be given food/water and sanitized bed. They will have to sanitize the room floor and washroom themselves with small pump spray with diluted sodium hypochlorite provided.
  - Please Leave isolation room clean. Dispose off waste in bins provided. Leave all equipments clean that will help your colleagues and their families.
  - Please inform over mobile for isolation rooms:
    - Sh. Gunashekar,Caretaker : Mobile no. 9731965732 & 9449721617
    - Sh. Periyaswamy, AAO : Mobile no.9035457330

Caretaker to ensure sanitization of common areas every day in residential area.

**Instructions to each sub-office in-charge:**

All offices/ sub-offices to sanitize their office including washrooms and stair cases with Sodiumhypo Chlorite 1% solution (bleach). Keep hand sanitizers in each room.  
For the month of May ensure all payments and urgent work with skeletal staff  
No entry for other than staff in the office strictly in May 2021.



**Deputy Controller (AN)**