



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान). करियप्पा मार्ग, लखनऊ छावनी -
226002
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Command) Cariappa Road, Cantt., Lucknow, Pin Code - 226002
कार्यालय दूरभाष सं.-0522-2451084 कार्यालय फैक्स सं.-0522-2453038
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CIRCULAR

No. AN/1/1004/ Attendance

Dated: 04/05/2021

To,

The officer-in-charge
All Sections in Main Office
All sub offices under PCDA (CC) Lucknow

Sub: Preventive measure to be taken to contain the spread of Novel corona virus (COVID-19)- Attendance regarding.

Ref: This office even no. circular dated: 14/09/2020 and 20.11.2020 and 12/04/2021 and DoPT O.M. No. F.No. 11013/9/2014-Estt.A-III dated 03.05.2021

In the light of the revised guidelines/instructions issued vide DoPT OM No. 11013/9/2014-Esst. A-III dated 03/05/2021 keeping in view the unprecedented rise in number of COVID-19 cases, the competent Authority. has decided the following till 31/05/2021.

- (i) All Officers of the level of ACDA & above serving in the organisation of PCDA(CC), Lucknow and Sub-Offices to attend office on regular basis.
- (ii) Physical attendance of officers upto Sr. AO/AOs/AAOs/staff serving in the main office, PCDA(CC) Lucknow and all other sub-offices shall be restricted to 50% of the present posted strength. For the purpose, the said category of officers/staff shall attend office on alternate days. Roster to be followed in respect of Sr. AOs/AOs /AAOs are enclosed in Annex. 'A' and 'B' (in r/o Main Office, PCDA (CC)) respectively. Selection of staff shall be made rationally by the concerned AO/SAO of the section as per the said decision keeping in view the requirement of sections and the roster for the staff may be prepared and maintained under the direction of the concerned GO/ACDA/DCDA/OI/c with a copy to AN-1A Section for record.
- (iii) The officers/staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below.
 - 9.00 A.M. TO 5.30 PM
 - 9.30 AM TO 6.00 PM
 - 10.00 AM TO 6.30 PM
- (iv) All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
- (v) All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.

(vi) Persons with Disabilities and Pregnant women employee may be exempted from attending office, but they shall continue to work from home.

(vii) All officials who attend office shall strictly follow Covid-appropriate behavior including wearing mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.

(viii) Crowding in staircases, corridors, common areas, including refreshment kiosk and parking areas is to be strictly avoided.

(ix) Meeting as far as possible, to be conducted through electronic means if required.

(x) Entry of outsiders/visitors to be curtailed appropriately.

(xi) In compliance of OM of even number dated 22/04/2021, all employees of the age of 18 years and above, are advised to get themselves vaccinated.

(xii) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surface may be ensured by the OI/c.

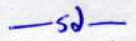
These guidelines shall be effective from 04/05/2021.


Jt. CDA

Copy to:-

1. CGDA, Ulan Batar Road -
Palam, Delhi Cantt. - 110010

For information w.r.t. Compliance of DoPT
O.M. No. F.No. 11013/9/2014-Estt.A-III
dated 03.05.2021



Jt. CDA

S/No	Name, Grade	Remarks	
1.	K. K. Unnikrishnan, SAO	<p>Officers at S/No. 1,3,5,7,9,11,13,15 will attend office on 05.05.2021, 07.05.2021, 11.05.2021, 13.05.2021, 18.05.2021, 20.05.2021, 24.05.2021, 27.05.2021, 31.05.2021</p> <p>and will work from home on 04.05.2021, 06.05.2021, 10.05.2021, 12.05.2021, 17.05.2021, 19.05.2021, 21.05.2021, 25.05.2021, 28.05.2021</p>	<p>Officers at S/No. 2,4,6,8,10,12,14 will attend office on 04.05.2021, 06.05.2021, 10.05.2021, 12.05.2021, 17.05.2021, 19.05.2021, 21.05.2021, 25.05.2021, 28.05.2021</p> <p>and will work form home on 05.05.2021, 07.05.2021, 11.05.2021, 13.05.2021, 18.05.2021, 20.05.2021, 24.05.2021, 27.05.2021, 31.05.2021</p>
2.	A.K. Srivastava, SAO		
3.	Sanjay Tigga, SAO		
4.	R.K. Gupta, AO		
5.	R.S.P. Srivastava, SAO		
6.	Sanjay Srivastava, SAO		
7.	Chandra Prakash, SAO		
8.	Gunjan Kumar Jha, AO		
9.	V.K. Srivastava, AO		
10.	Virendra Kumar, AO		
11.	Satish Kumar Singh, AO		
12.	O.S. Yadav, SAO		
13.	S.K. Pandey, AO		
14.	Pankaj Shrivastava, AO		
15.	S.K. Gupta, SAO		


SAO (AN)

S/N	Name, Grade, A/c No.	Remarks	
1.	SUJEET KUMAR SRIVASTAVA AAO 8340610	<p>Officers at S/No. 1,3,5,7,9,11,13,15,17.19.2 1.23.25.27.29.31.33.35.37. 39.41.43 will attend office on 05.05.2021, 07.05.2021, 11.05.2021, 13.05.2021, 18.05.2021, 20.05.2021, 24.05.2021, 27.05.2021, 31.05.2021 and will work from home on 04.05.2021, 06.05.2021, 10.05.2021, 12.05.2021, 17.05.2021, 19.05.2021, 21.05.2021, 25.05.2021, 28.05.2021</p>	<p>Officers at S/No. 2,4,6,8,10,12,14.16.18. 20.22.24.26.28.30.32.34 .36.38.40.42 will attend office on 04.05.2021, 06.05.2021, 10.05.2021, 12.05.2021, 17.05.2021, 19.05.2021, 21.05.2021, 25.05.2021, 28.05.2021 and will work form home on 05.05.2021, 07.05.2021, 11.05.2021, 13.05.2021, 18.05.2021, 20.05.2021, 24.05.2021, 27.05.2021, 31.05.2021</p>
2.	DILIP KUMAR SINGH AAO 8336956		
3.	NEERJ KUMAR SRIVASTAV AAO 8336063		
4.	ADITYA TIWARI AAO 8340577		
5.	MADAN GOPAL YADAV AAO 8331508		
6.	PRIYANKA SIDDHARTH AAO 8342116		
7.	INDRA SEN PAL AAO 8336145		
8.	HEMANT KUMAR YADAV AAO 8335609		
9.	RAVI KUMAR SHARMA AAO 8342127		
10.	DIGAMBAR SINGH AAO 8332197		
11.	KUMAR ALOK AAO 8337036		
12.	PRABHAT KUMAR AAO 8341110		
13.	MAHESH KUMAR AAO 8332832		
14.	TRIPURARI NIRALA AAO 8336176		
15.	MOHAN KUMAR AAO 8339623		
16.	ANSHUMAN SHRIVASTAVA AAO 8333348		
17.	ANITA VERMA AAO 8342152		
18.	PRAKASH KUMAR AAO 8330205		
19.	SANJAY KUMAR AAO 8326151		
20.	AJAY KUMAR AAO 8320133		
21.	AJAY KUMAR SINGH AAO 8336151		
22.	VIKAS SHARMA AAO 8326130		
23.	Vijay Kumar Jha AAO 8335195		
24.	PANKAJ KUMAR AAO 8335609		
25.	HARENDRA KUMAR PANDEY AAO 8336140		
26.	MANU CHANDRA AAO 8336928		
27.	PRADEEP GUPTA AAO 8332204		
28.	HARENDRA KUMAR AAO 8333187		
29.	ARUN KUMAR THAKUR AAO 8334232		
30.	SUDHIR KUMAR AAO 8345255		
31.	DHARMENDRA KUMAR INDRA AAO 8339635		
32.	SUNIL KUMAR YADAV AAO 8340613		
33.	MANOJ KUMAR SINGH AAO 8335739		
34.	MISS MEHJBEEN AAO 8345255		
35.	RAM MOHAN SINGH AAO 8335817		
36.	ARCHANA MISHRA AAO 8335406		

7.	RAJESH YADAV	AAO	8341543		
38.	PREETI SHARMA	AAO	8342127		
39.	NARENDRA KUMAR	AAO	8324750		
40.	SHUBHANGI SRIVASTAVA	AAO	8341658		
41.	UPENDRA SINGH	AAO	8330351		
42.	NAVNEET KUMAR	AAO	8338446		
43.	MAHESH CHAND	AAO	8324518		


SAO (AN)