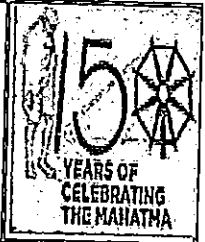




कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -  
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CIRCULAR

No. AN/1/1004/ Attendance

dated: 07/01/2022

To,

The officer-in-charge

All Sections in Main Office

All sub offices under PCDA (CC) Lucknow

Sub: Preventive measures to contain the spread of Novel Coronavirus (COVID- 19).

Ref: HQrs office circular No. Estt./3012/Circular/Vol.VII/Covid dated: 04/01/2022.

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In order to contain the spread of Novel Corona Virus (Covid 19), DoP&T vide OM No. 11013/9/2014-Estt.A-II dated 03/01/2022 has issued guidelines to be followed in Central Government Offices. Accordingly, following guidelines are issued hereby, for strict compliance by various sections in Main office and Sub-offices of this organization till 31.01.2022:-

- (i). Physical attendance of Government servants below the level of Under Secretary shall be restricted to 50% of actual strength and the remaining 50% shall work from home. The roster may be prepared accordingly by all the concerned office in-charges and section in-charges i.e SAOs/AOs.
- (ii). All officers of the level of Under Secretary & above are required to attend office on regular basis. Further keeping in view of the importance of work especially in the last quarter of FY, it is advisable that all the Section-in-charge/Office-In-Charge may ensure the following:-
  - (a) Work is not compromised.
  - (b) They are expected to regulate the attendance of employees/officer in such a way so that pendency is under control.
  - (c) Officer-in-Charge are expected to evolve ways and means for getting the work done from home by the officials who are on the roster.

- (iii) Persons with disabilities and pregnant women employees shall be exempted from attending office but are required to work from home.
- (iv) The Officer in-Charge may ensure Staggered timings to avoid overcrowding in offices.
- (v) 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.
- (vi) Frequent sanitization of entire workplace, common facilities and all points which come into human contact e.g. door handles etc. should be ensured.
- (vii) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.
- (viii) 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.
- (ix) 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.

In this connection it is also advised to ensure the strict compliance of instructions on COVID-19 appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time.

XXSdxL  
JCDA

✓ Officer-in-charge  
OA Cell (Local)

: For uploading on website of PCDA (CC) Lucknow.

संजय शर्मा  
SAO (AN)