



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -226002
Office of the Principal Controller of Defence Accounts (Central Command)
Cariappa Road, Cantt., Lucknow, Pin Code - 226002
कार्यालय दूरभाष सं.-0522-2451084 कार्यालय फैक्स सं.-0522-2453038
Office Phone No. 0522-2451084 Office Fax No. 0522-2453038
E-mail ID: pcdaccan1a@gmail.com



CIRCULAR

No. AN/1/1004/Attendance

Dated 20.11.2020

To,

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

Sub: Preventive measures to be taken to contain the spread of Novel coronavirus (COVID-19) - Attendance regarding.


Refer this office letter no. प्रशा/13A/1004/उपस्थिति Dated 14/07/2020 under which, it was decided to ensure 50% attendance of non- gazetted employees as per 50% roster be drawn up by respective offices/section.

The above decision has been reviewed by the competent authority and has directed to replace the 50% roster system with staggered timing schedule of the sub- offices / sections of the main office.

Henceforth the office timing to be followed by non-gazetted employees as per roster drawn by the respective sub- offices/section would now be as under.

Sl. No.	Timeing for attend the office
1.	8:30 AM to 5:00 PM
2.	9:30 AM to 6:00 PM
3.	10:30 AM to 7:00 PM

The above direction would be effective from 23.11.2020.


Jt. CDA