No. AN/I/1041/Circular  
Dated: 20/3/2020

To

The Officers Incharges
All Sections in Main Office,
All Sub Offices under PCDA (WC), Chandigarh.

Subject: Preventive measures to contain the spread of COVID19.


. All Officers Incharges/Head of offices are requested to strictly adhere to the instructions contained therein and ensure that 50% of Group ‘B’ & ‘C’ employees attend the office every day and remaining 50% staff is instructed to work from home. The roster for the same may be prepared as per requirement of the section/office at their end for proper adherence of the instructions contained in above cited letter. These orders will be implemented with immediate effect.

PCDA has seen.

Encl: as above

Copy to:-

1. PS to PCDA
2. All Group Officers (Local)
Controller General of Defence Accounts,
Ulan Batar Road, Palam, Delhi Cantt.- 110010

F. No. AN/III/3012/Circular/Vol. VIII dated 19.03.2020

To,

All PCsDA/ PCsA (Fys.)/ PIFAs,
CsDA/ CsFA (Fys.)/ IFAs/ RTCs.
(through CGDA website).

Subject: Preventive measures to contain the spread of COVID19.

In continuation of HQrs. office circular of even no. dated 18.03.2020, please find enclosed a copy of Ministry of Personnel, Public Grievances & Pension, DoPT OM No. 11013/9/2014-Esst(A-III) dated 19.03.2020 on the subject matter for strict compliance in your organization/ office.

These orders are to be implemented w.e.f. 20.03.2020.

(Amit Gupta)
Sr. Dy.CGDA(AN)

Copy to:

1. IT&S (Local): For uploading of this circular on CGDA’s website.
2. AN-IV, Local: For similar action as stated above.

(Amit Gupta)
Sr. Dy.CGDA(AN)
OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19.

In continuation of this Department OM of even no. dated 17th March, 2020 (Copy Enclosed), the following further instructions are issued:

(i) Heads of Department (HoDs) may ensure that 50 per cent of Group B and C employees are required to attend office every day, and the remaining 50 per cent staff should be instructed to work from home. All HoDs are advised to draft a weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HoDs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the offices.

(ii) Further, the working hours for all employees who attend office on a particular day should be staggered. It is suggested that three groups of employees may be formed and asked to attend office as per the following timings:

(a) 9 AM to 5.30 PM
(b) 9.30 AM to 6 PM
(c) 10 AM to 6.30 PM

(iii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work.
(iv) Similar instructions may be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.

(v) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.

(vi) These instructions shall not apply to the offices and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID-19.

(vii) These orders shall be applicable with immediate effect and will remain in force till 4th April, 2020.

Additional Secretary to the Government of India

To

1. All the Ministries/Departments of the Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS (PP)
4. PSO to Secretary(Personnel)
5. Sr. Technical Director, NIC, DoPT