Through PCDA(WC) Website

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No. AN/I/1041/Circular

Dated: 23/3/2020

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.

In supersession of this office circular No. even dated 20th March 2020, a copy
of HQrs office, Delhi Cantt letter No. AN/III/3012/Circular/Vol.VIII dated 23/3/2020
alongwith copy of Govt. of India, Ministry of Personnel, Public Grievances & Pensions,
Deptt of Personnel & Training, New Delhi letter No. 11013/9/2014-Estt (A-III) dated 22nd
March 2020 is enclosed herewith containing further additional instructions to prevent the
spread of COVID 19. All contents of Hqrs office letter dated 23/3/2020 as well as mentioned
at serial no. (i) to (iv) of DOPT OM dated 23/3/2020 may be read carefully and must be
brought to the notice of all officers/staff members of Main Office/Sub offices.

2. Accordingly all Head of offices/Group Officers /Officers Incharge are
requested to draw up a Roster of officers/staff who are dealing with the essential services viz.

   i) Officers dealing with Pay and Allowances
   ii) Budget holding Officers (including assisting staff)
   iii) Accounts and Budget
   iv) Officers/staff of IT&S
   v) Officers/staff dealing with rent & allied charges including any time
      bound matter
   vi) Officers/staff dealing with payment work
   vii) Any other area of work as deemed essential by the Head of
        office/Group Officer/Officer Incharge.

3. In additional to above, any other essential service/matter which seems to be
 utmost importance may also be brought to the notice of senior officers and posted staff to do
 the needful within stipulated time to avoid any discrepancy at the later stage.

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4. It may be ensured that essential work of the office is not affected with deployment of skeletal staff.

5. The contact number of all Officers/Staff must be kept in record for emergent requirement and staff members may also be instructed/advised to not leave the station without prior permission if required emergency and within other instructions issued by DOPT from time to time.

6. All Group officers/Head of offices/officers in-charge may issue requisite authority letter to the essential officers/staff to attend office, if necessary.

7. The above instructions may be followed with immediate effect and are applicable from **23rd March 2020 to 31st March 2020**.

   **PCDA has seen.**

   Encl: As above

**Copy to:-**

1) PS to PCDA
2) All Group Officers (Local)

   (MANJEET KAUR)
   Dy. CDA

   (N.C. Dogra)
   Sr. A.O (AN)
F. No.AN/III/3012/Circular/Vol.VIII

Dated: 23.3.2020

All PCsDAs/PCAs (Fys/PIFA
CsDA/CsFA/Fys/IFAs/RTCs
(Through CGDA Website)

Subject: Preventive measures to contain the spread of COVID-19

In continuation of this office circular even No. dated 19.03.2020, please find enclosed a copy of DoPT OM No. F.No.11013/9/2014-Estt-(A-III) dated 22.03.2020 under which it was requested that Head of the Departments may draw a Roster of staff (all officers and employees including consultants/contract and outsources employees), who are required to render essential services within each Department. They only may be asked to attend office from 23rd March until 31st March 2020. In other words, the office should function with skeletal staff. Officials who are work from home should be available on telephone and electronic means of communication at all times. They should attend office if called for, in case of any exigencies of work.

2. Accordingly, all Heads of Offices/Heads of Department are requested to draw up a Roster of Officers/staff who are dealing with the essential services viz.

(i) Officers dealing with Pay and Allowances.
(ii) Budget holding Officers (including assisting staff)
(iii) Accounts and Budget
(iv) Officers/Staff of IT & S.
(v) Dealing with Pension Payments and sanction etc.
(vi) Officers/Staff dealing with Payment work.
(vii) Any other area of work as deemed essential by the Head of Department.

3. In addition to above, the following services will also be treated as essential services, therefore, the concerned offices may ensured the same:

(a) Payment of Pension for the Month of March 2020.
(b) Issue of PPOs for personnel retiring on 31.3.2020 to enable first payment.
(c) Issue of PPOs in death cases.

4. It may be ensured that essential work of the office is not affected with deployment of skeletal staff.
5. The Contact Number of all Officers/Staff must be kept in record for emergent requirement.

6. The above instructions may be followed with immediate effect.

7. This issues with the approval of the CGDA.

Copy to :-
Admin-IV Section (Local) – for similar action.
IT&S (Local) : For uploading

(Swapnil Agrawal)
Sr. ACGDA (Admin)
OFFICE MEMORANDUM

SUB: Preventive measures to contain the spread of COVID-19

In supersession of this Department's OM of even no. dated 19.03.2020 and 20.03.2020, the following further instructions are issued:

(i) Heads of Department (HoDs) may draw up a Roster of Staff (all officers and employees, including consultants/contract and outsourced employees), who are required to render essential services within each Department. They alone may be asked to attend office from 23rd March until 31st March 2020. In other words, the Office should function with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work.

(ii) Similar instructions should be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.

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

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

2. These instructions shall be applicable with immediate effect.

(Sujata Chaturvedi)

Additional Secretary to the Government of India.

To

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