Dated: 12/01/2021

Subject: Functioning of office during the operation of Preventive measures to contain the spread of COVID-19 (Coronavirus).

Reference: In continuation to this office circular No. even dated 28/12/2020.

At present, this organisation is following Duty Roster System with 50% of staff up to Sr. Auditor on alternative day as a preventive measure to contain the spread of COVID-19 and to observe COVID-19 protocol.

In view of the closing of current financial year and to facilitate the office work with utmost efficacy, it has been decided by the Competent Authority to run the offices/Sections under this organisation with full strength with effect from 16/01/2021. All the officers and staff members will attend their respective offices with 100% strength. It is reiterated that instructions on COVID-19 protocol and preventive measures issued by Ministry of Home Affairs and Ministry of Health and Family Welfare from time to time must be strictly complied with.

PCDA has seen.

Distribution:-

1. The CGDA, Ulan Batar Road, Palam, Delhi Cantt
2. PS to PCDA/Jt. CDA/GO(AN)
3. All IDAS Officers under PCDA(WC) Chandigarh
4. All Officers Incharge in Main Office, Chandigarh
5. All Sub Offices under PCDA(WC), Chandigarh
6. IT&S Section (Local) … with request to upload on PCDA(WC) Website.