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Controller of Defence Accounts (Army)  
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e-mail/Important Circular (Through CDA (Army) Website)

AN/I/1023/Gen/Circular

Dated 07 /01/2022

To,

The Officer-in-charge

All Section in Main Office and Sub Office (under CDA (Army) Meerut )

Sub: Preventive measures to contain the spread of Noval Coronavirus(Covid-19)- Attendance of Central Government Officials regarding

Ref: HQrs Office letter No. Estt./3012/Circular/Vol.VIII/Covid dated 04/01/2022

In view of the unprecedented rise in the numbers of Covid-19 cases and to take measures to prevent its spread, the following instructions/guidelines are issued for adherence by all the sections/offices under this organization.

1. Physical attendance of Government servants below the level of AAO shall be restricted to 50% of the actual strength and the remaining 50% shall work from home. A roster may be prepared accordingly by all the sections in all Section in Main Office and Sub Office (under CDA (Army) Meerut )
2. All Officers of the level of AAO and above are to attend office on regular basis.
3. The officers /Staff shall follow staggered timing, to avoid over-crowding in offices, as indicted below.
  - (a) 9.00 A.M. to 5.30. P.M.
  - (b) 9.30 A.M. to 6.00 P.M.
  - (b) 10.00 A.M. to 6.30 P.M.
4. All officers/staff residing in the containment zone shall be exempted from coming to office till the containment zone is denotified.

5. Those officers/staff who are not attending office and working from home shall be available on telephone and other electronic means of communication at all times. Non-availability on telephone and other means of communication during the office working hours shall be treated as absent on that particular day.

6. Meeting, as far as possible, shall be conducted on video-conferencing and personal meeting with visitors, unless absolutely necessary in public interest, are to be avoided.

7. 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.

8. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surface may ensured. Officer incharge may also ensure none-crowding corridors etc.

The above instructions/guidelines shall come into effect immediately and will remain in force until 31<sup>st</sup> January 2022 or further orders, whichever is earlier.

As per direction of CDA, All G.O.s to ensure there is no work pendency and monitor the roaster accordingly at their level.

This issues with the approval of CDA.

*A. Anil Kumar*

Sr. Account Officer (AN)