

कार्यालय, रक्षा लेखा महानियंत्रक  
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
उलान बटार रोड, पालम, दिल्ली छावनी-110010  
ULAN BATAR MARG, PALAM, DELHI CANTT.-110010  
( हर काम देखा के नाम )

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 23<sup>rd</sup> March until 31<sup>st</sup> 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.

Contd.on...2/-

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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.

  
(Swapnil Agrawal)  
Sr. ACGDA (Admin)

Copy to :-

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

  
(Swapnil Agrawal)  
Sr.ACGDA (Admin)



F. No.11013/9/2014-Estt-(A-III)

Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

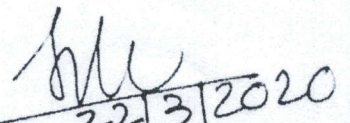
North Block, New Delhi  
Dated 22.03.2020

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 23<sup>rd</sup> March until 31<sup>st</sup> 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.

  
22/3/2020  
(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