



हर काम देश के नाम  
कार्यालय, रक्षा लेखा नियंत्रक, न.1 स्टाफ रोड, सिकंदराबाद - 500 009  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
No.1 STAFF ROAD, SECUNDERABAD-500 009  
दूरभाष/TELE: 040-27847957 Extn:315 फैक्स/FAX:040-27810499  
ई-मेल/e-mail: secd-ansn-cda@nic.in



No. AN/I/1005/2022/Covid-19

Dated: 10.01.2022

**COVID-19 CIRCULAR NO. 01**

To

The Jt. CDA I/c, PAO (ORs) EME, Sec'bad.  
The ACDA I/c, PAO (ORs) AOC, Sec'bad  
The ACDA I/c, AAO (Army) Vizag.  
All GOs in Main Office (Local).  
All SAOs/AOs & All Sections of Main Office (Local).  
All Sub Offices at Sec'bad/Hyd & Vizag.  
The AAO AGE (AF) Suryalanka, AAO AGE (Fys) Eddumailaram, ALAO Tirupati.

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19): suspension of biometric attendance and regulating attendance - Reg.  
Reference: HQrs. Office Lr No. Estt./3012/Circular/Vol. VIII/Covid dated 04.01.2022

Please find enclosed copies of DoPT OMs (2) No. 11013/9/2014-Estt A III dated 03.01.2022 received vide HQrs. Office letter cited under reference on the above subject matter for strict & scrupulous compliance.

2. All Officer In-charges/Heads of Offices/Heads of Department are advised to ensure compliance of the instructions on the subject matter issued by the DoPT and make suitable arrangements to accommodate Officers & Staff till 31<sup>st</sup> January, 2022 in the manner as provided in the ibid DoPT OMs duly taking into consideration the functional exigencies of the Offices and Sections.

3. It is also enjoined upon all that while considering the above, sufficient measures should be taken to ensure uninterrupted functioning of the Office/Sections. Copy of the Roster prepared in this regard by all Sub-Offices/ Sections under Main Office may be forwarded to the AN-II Section of Main Office through e-mail/EDP Help Line. Further, the officials who are not attending the office and working from home should be available on telephone and other electronic means of communication at all times.

This issues with the approval of Competent Authority.

Sd/-  
(S. Vatsala)  
Asst. Controller (AN)

Copy to:

The AO I/c  
IT Section (Local)

- for uploading in the website please.

*M. V. Subrahmanyam*  
(M.V. Subrahmanyam)  
Sr. Accounts Officer (AN)





'हर काम देश के नाम'  
रक्षा लेखा महानियंत्रक  
Controller General of Defence Accounts  
उलन बटार रोड, पालम, दिल्ली छावनी-110010  
Ulan Batar Road, Palam, Delhi Cantt.-110010  
Ph: 011-2566703, Fax : 25674806 e-mail : aniii.cgda@nic.in



No.Esst./3012/Circular/Vol.VIII/Covid

Dated: 04 .01.2022

To

All PCDAs/PCA(Fys)/PIFAs/  
CDAs/CFAs/IFAs/RTCs

Sub: Preventive measures to contain the spread of Novel Coronavirus (COVID-19):  
suspension of biometric attendance and regulating attendance reg.

Ref: DoPT OMs(2) No.11013/9/2014-Esst.A-II dated 3<sup>rd</sup> January, 2022.

Please find enclosed Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, Government of India OMs(2) No. 11013/9/2014-Esst.A-III dated 3<sup>rd</sup> January, 2022 regarding suspension of biometric attendance and regulating attendance of Central Government employees in central government offices with immediate effect till 31<sup>st</sup> January, 2022 for information and necessary action.

2. All Heads of Offices/Departments are accordingly requested to take action and to ensure strict compliance of instructions on COVID-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time.

(G.K. Baranwal)  
Sr. Dy. CGDA (Estt.)

Copy to:

1. General Management Section Local - For necessary action as above.
2. Estt.(P&A) Section Local - -do-
3. IT&S Wing Local - With the request to upload on cgda website.

e-office

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(Mahesh Kumar)  
Sr. Accounts Officer

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F.No.11013/9/2014-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated the 3<sup>rd</sup> January, 2022

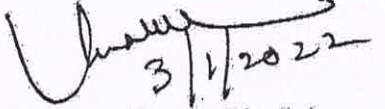
OFFICE MEMORANDUM

Subject: Preventive measures to contain the spread of Novel Coronavirus (COVID-19) – suspension of biometric attendance regarding.

Reference: MHA Order No.40-3/2020-DM-I(A) dated 27<sup>th</sup> December, 2021.

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The undersigned is directed to refer to this Department's OM of even number dated the 1.11.2021 regarding biometric attendance. The matter has been reviewed and, as a precautionary measure, it has been decided to suspend the marking of biometric attendance in Aadhar Based Biometric Attendance System in all Ministries/Departments of the Government of India, including its attached/subordinate offices, with immediate effect till 31<sup>st</sup> January, 2022. However, all the employees are required to mark their attendance in Attendance Registers to be maintained manually. All the Heads of Departments shall also continue to ensure that all employees wear masks, at all times, and follow COVID-appropriate behavior strictly.

  
(Umesh Kumar Bhatia)  
Deputy Secretary to the Govt. of India

To

1. All the Ministries/Departments, Government of India.
2. PMO/Cabinet Secretariat.
3. PS to Hon'ble MoS.(PP).
4. PSO to Secretary (Personnel).
5. Sr. Tech, Director, NIC, DoP&T – for uploading.



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F.No.11013/9/2014-Estt.A-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training  
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North Block, New Delhi  
Dated the 3<sup>rd</sup> January, 2022.

OFFICE MEMORANDUM

**Subject:** Preventive measures to contain the spread of Novel Coronavirus (COVID-19) - Attendance of Central Government officials regarding.

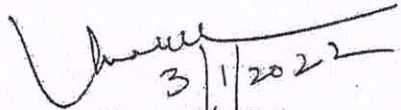
**Reference :** MHA Order No.40-3/2020-DM-I(A) dated the 27<sup>th</sup> December, 2021.

In view of the initial signs of surge in cases of COVID-19, the matter regulating attendance of Central Government employees has been reviewed and it has been decided as under, with immediate effect till 31<sup>st</sup> January, 2022 :-

- (i) Physical attendance of Government servants below the level of Under Secretary 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 Departments concerned.
- (ii) All officers of the level of Under Secretary & above are to attend office on regular basis.
- (iii) Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- (iv) The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicted below:
  - (a) 9.00 A.M. to 5.30. P.M.
  - (b) 10.00 A.M. to 6.30 P.M.
- (v) All officers/ staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.

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- (vi) 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.
- (vii) Meeting, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- (viii) 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.
- (ix) Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured. HoDs may also ensure non-crowding in corridors, canteens etc.

2. All Ministries/ Departments / Offices as well as the Central Government employees are directed to ensure strict compliance of instructions on COVID-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time.

  
3/1/2022  
(Umesh Kumar Bhatia)  
Deputy Secretary to the Government of India  
Tel 2309 4471

To

1. All the Ministries/Departments, Government of India
2. PMO / Cabinet Secretariat.
3. PS to Hon'ble MoS(PP).
4. PSO to Secretary (Personnel).
5. Sr. Tech. Director, NIC, DoP&T – for uploading on website.