



Office of the Controller of Defence Accounts
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No. AN/I/1005/2020/Covid-19

Dated: 03.05.2021

COVID-19 CIRCULAR NO. 37

To

The DCDA 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.

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

Reference: This Office COVID-19 Circular Nos. of 32 & 33 dated 20.04.2021

A copy of Government of India, Ministry of Home Affairs I.r No. 40-3/2020-DM-I(A) dated 29.04.2021 on the preventive measures to contain the spread of Novel Coronavirus (COVID – 19) is enclosed herewith for information.

In the light of above instructions, all Officers I/c of Sections/Groups in Main Office & Sub Offices of CDA Secunderabad are requested to prolong the instructions issued vide this Office Circulars cited under reference for a further period upto 13.05.2021 (Copies enclosed) while ensuring timely attendance of essential services. Further, it is once again reiterated that the officials who will work from home should be available on telephone and electronic means of communication at all times. They should attend the Office if called for, in case of any exigencies of work.

All officials who attend office shall strictly follow Covid-appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.

This issues with the approval of Competent Authority.

(K. Sangeeta)
Dy. Controller

No. 40-3/2020-DM-I(A)
Government of India
Ministry of Home Affairs

North Block, New Delhi-110001

Dated 29th April, 2021

ORDER

Whereas, an Order of even number dated 23.03.2021 was issued for effective control of COVID-19 in the country, for a period upto 30.04.2021;

And whereas, considering the unprecedented surge in COVID-19 cases across the country, Ministry of Health & Family Welfare (MoHFW) vide DO No. Z.28015/85/2021-DM Cell dated 25th April 2021, has issued an advisory to all States and Union Territories (UTs), for implementing intensive, local and focused containment framework, in specific districts/ cities/ areas, identified based on a prescribed criterion;

Whereas, in exercise of the powers under section 6(2)(i) of the Disaster Management Act, 2005, National Disaster Management Authority (NDMA) has directed the undersigned to issue an order, for ensuring compliance on the focused containment measures, as mentioned in the aforesaid MoHFW letter dated 25.04.2021, for containment of COVID-19 in the country;

Now, therefore, in exercise of the powers, conferred under Section 10(2)(l) of the Disaster Management Act 2005, the undersigned, hereby directs the State/ Union Territory Governments and State/ Union Territory Authorities to consider the containment measures for COVID-19, as conveyed vide aforesaid MoHFW advisory dated 25.04.2021, as per **Annexure-I**, for immediate implementation in their State/ UT, based on the assessment of the situation, until 31.05.2021. States/ UTs, will take the necessary containment measures, under the relevant provisions of the Disaster Management Act 2005. It is further directed that:

- (i) The National Directives for COVID-19 Management, as specified in **Annexure-II**, shall continue to be strictly followed throughout the country.
- (ii) All the District Magistrates shall strictly enforce the containment measures taken by States/ UTs and the National Directives.
- (iii) Any person violating these measures will be liable to be proceeded against as per the provisions of Section 51 to 60 of the Disaster Management Act, 2005, besides legal action under Section 188 of the IPC, and other legal provisions as applicable.


Union Home Secretary

and, Chairman, National Executive Committee (NEC)

To:

1. The Secretaries of Ministries/ Departments of Government of India
2. The Chief Secretaries/Administrators of States/Union Territories
(As per list attached)

Copy to:

- i. All Members of the National Executive Committee
- ii. Member Secretary, National Disaster Management Authority

Containment framework, as mentioned in Ministry of Health & Family Welfare (MoHFW), DO no. Z.28015/85/2021-DM Cell dated 25th April 2021

Annexure – A

Implementation Framework for community containment/large containment areas

Understanding the virus transmission dynamics:

The virus transmits through the human host. It is imperative to understand that in order to contain the transmission of the virus, the strategies involve not just containing the virus but also the human host.

Broadly, the **strategies** are:

1. **Individual actions** such as wearing of masks, maintaining a distance of 6 feet from others, sanitizing one's hands frequently and not attending any mass gathering; and
2. **Public Health measures** to contain the virus by:
 - **quarantining** and testing individuals suspected to be positive including contacts of SARS-CoV-2 positive persons, SARI cases, persons with flu like symptoms etc. and ensuring that they are not mobile and thus able to spread the infection
 - **isolating** all those who are positive, tracing their contacts, quarantining and testing them.
 - where there are clusters of cases, simply quarantining individuals or families will not help. In that case, **containment zones** with clear boundaries and stringent controls will be required to ensure that the infection does not spread outside. This is in line with the containment strategy followed worldwide and also already enumerated in SOPs of the Ministry of Health. This would mean a large geographical area like a city or district or well defined parts thereof, where cases are high and spiraling up, gets contained physically, However, regulated movement of public transport would be permitted.
3. **Evidence Based Decision:** The decision on where and when to go for large Containment Zone (CZ) has to be evidence based and done at the State/UT level after proper analysis of the situation, such as; the population affected, the geographical spread, the hospital infrastructure, manpower, the ease of enforcing boundaries etc.
4. However, in order to facilitate objective, transparent, and epidemiologically sound decision making, the following broad-based framework is provided to aid States UTs in selection of districts/areas:

| S. No. | Parameter | Thresholds |
|-----------|-----------------|---|
| 1 | Test positivity | Test positivity of 10% or more in the last one week |
| OR | | |
| 2 | Bed occupancy | Bed occupancy of more than 60% on either oxygen supported or ICU beds |

.....contd/-

5. The areas requiring **Intensive action and local containment** connotes specific and well defined geographical units such as cities/town/part of the towns/district headquarters/semi-urban localities/municipal wards/*panchayat areas* etc.
6. The areas so identified for intensive action and local containment will primarily focus on **the following strategic areas of intervention:**

A. Containment

- i. Focus will be on **containment as a major approach to flatten the current curve** of the epidemic.
- ii. **Night curfew:** Movement of individuals shall be strictly prohibited during night hours, except for essential activities. Local administration shall decide the duration of the night curfew hours and issue orders, in the entire area of their jurisdiction, under appropriate provisions of law, such as under Section 144 of CrPC, and ensure strict compliance.
- iii. The spread of the infection has to be controlled through **restricting the intermingling amongst people**, the only known host for the COVID-19 virus.
- iv. Social/ political / sports / entertainment / academic / cultural / religious / festival-related and other **gathering and congregations shall be prohibited.**
- v. **Marriages (attended by up to 50 persons) and funerals/ last rites (attended by up to 20 persons) may be allowed.**
- vi. All shopping complexes, cinema halls, restaurants & bars, sports complexes, gym, spas, swimming pool and religious places should remain closed.
- vii. **Essential services and activities** such as **healthcare services, police, fire, banks, electricity, water and sanitation, regulated movement of public transport** including all **incidental services and activities** needed for a smooth functioning of these activities **shall continue.** Such services shall continue in **both public and private sector.**
- viii. **Public transport** (railways, metros, buses, cabs) **to operate at a maximum capacity of 50%.**
- ix. There shall be **no restrictions on inter-state and intra-state movement including transportation of essential goods.**
- x. All **offices**, both government and private, to function with a **maximum staff strength of 50%.**
- xi. **All industrial and scientific establishments**, both government and private may be **allowed subject to the workforce following physical distancing norms.** They shall also be tested through RAT (in case of individuals identified with flu like symptoms) from time to time.
- xii. The SOPs already issued by MoHFW, including training manuals for surveillance teams and supervisors are available on the website & must be followed.
- xiii. **However, these are indicative activities, and States/ UTs should make a careful analysis of the local situation, areas to be covered, and probability of transmission and then take a decision.**

- xiv. The restrictions as above shall continue for a period of 14 days.
- xv. **Before declaring a containment area, make a public announcement, outlining the rationale for the same and the kind of restrictions that will be in place (a leaflet in local language may be distributed highlighting the gravity of the situation and restrictions to be followed)**
- xvi. **Community volunteers, civil society organizations, ex- servicemen, and members of the local NYK/NSS centers etc. should be involved for sustainable management of containment activities, translating the aforementioned leaflets and for encouraging people in the community for sustained behavior change as well as vaccination.**

B. Testing and Surveillance

Districts will continue with the strategy of **'Test-Track-Treat-Vaccinate'** and **implementation of Covid Appropriate Behavior across the district as the ongoing strategy for the management of COVID-19.**

- i. **Ensure adequate testing and door to door case search in the area through adequate number of teams formed for such purpose.**
- ii. **Plan for testing of all clinically resembling cases of Influenza like illness (ILI) & SARI through RAT. All symptomatic individuals turning out to be negative for SARS-CoV-2 infection with RAT need to be retested through RT PCR.**
- iii. **Ensuring compliance of COVID Appropriate Behaviour aggressively both through creation of awareness through involvement of the community based organizations and through stringent regulatory framework.**

C. Clinical Management

- i. **Analysis to be undertaken with respect to requirement of health infrastructure so as to manage the present and projected cases (next one month) and necessary action initiated to ensure sufficient oxygen-supported beds, ICU beds, ventilators, ambulances including creation of makeshift hospitals, as needed. Sufficient quarantine facilities shall also be re-activated.**
- ii. **Leverage government, private health facilities including hospital facilities available with central ministries, railway coaches, temporary field hospitals etc.**
- iii. **Ensure that people satisfying protocol for home isolation only are allowed under home isolation. Create a mechanism for their regular monitoring through Call Centres along with regular visit of surveillance teams to such houses.**
- iv. **Provision of a customized kit for all patients under home isolation, including detailed dos and don'ts to be followed by them.**
- v. **Specific monitoring shall be done for high risk cases and their timely shifting to the health facility. Similarly, elderly and co-morbid contacts of positive cases shall be shifted to quarantine centres and monitored.**

.....contd/-

- vi. Appoint **senior district officials as In-charge** for all Covid dedicated hospitals and create a **mechanism for seamless shifting** of patients (including home isolation cases) as per their symptom to the relevant facilities.
- vii. Ensure availability of **sufficient ambulances** for such purpose.
- viii. Coordinate **availability of oxygen, other related logistics, drugs etc.** in collaboration with state officials and ensure their rational use.
- ix. **Oxygen therapy** for the admitted cases shall follow the **guidelines issued by Ministry of Health** on the **rational use** of oxygen
- x. Use of **investigative drugs** (Remdesivir / Tocilizumab etc.) shall also **strictly follow the clinical management protocol/advisories issued by Ministry of Health.**
- xi. **Facility wise cases and deaths** shall be analyzed on **daily basis** by the **Incident Commander/District Collector/Municipal Commissioner. Death-audit** shall be undertaken for **all deaths** in the hospitals and in the community to provide supportive supervision to field staff/hospitals.

D. Vaccination

100% vaccination for the eligible age-groups shall be undertaken duly **creating additional vaccination centres and optimal capacity utilization of existing Centres.**

E. Community Engagement

- i. Ensure **adequate advance information to community**, also highlighting the need for stringent containment actions so as to win their involvement and support.
- ii. Provide enough time for people movement for essential requirements etc. before announcing the large scale containment
- iii. Take necessary actions to **avoid misinformation & panic** in the community.
- iv. **Involve local level NGOs/CBOs/CSOs, Opinion Makers and subject experts** to create a positive environment and for sustained dialogue with the community.
- v. **Create wide publicity on early warning signals** and self-reporting so as to identify cases early and to prevent avoidable deaths among home isolation patients.
- vi. Give **wide publicity on the mechanism** whereby people can get themselves tested, details of available health facilities, requisitioning an ambulance etc (community based organizations should be encouraged to create WhatsApp groups for quick dissemination of information so that the individuals in need of prevention and/or care services do not suffer delay).
- vii. Ensure that **details of hospital beds and their vacancy status is made available on-line and also released to media on a daily basis.**
- viii. Details on **availability of oxygen, drugs, vaccine and vaccination centres;** including the guidelines related with use of Remdesivir/Tocilizumab etc. be also widely publicized so as to create confidence in the community.



- ix. Community should be oriented about the feasibility of managing mild COVID-19 cases at home with appropriate monitoring of vital parameters such as temperature and oxygen saturation with the help of pulse oxymeter.
- x. **Need for COVID Appropriate Behaviour** including **regulatory framework for enforcement** should be **widely publicized**.
- xi. **Build confidence** in community duly highlighting the nature of disease, the fact **that early identification** helps in early recovery and more than 98% people recover to **remove fear as well as stigma** related with Covid-19. Involvement of civil society organizations to hold such orientations go a long way in this regard.

NATIONAL DIRECTIVES FOR COVID-19 MANAGEMENT

1. **Face coverings:** Wearing of face cover is compulsory in public places; in workplaces; and during transport.
2. **Social distancing:** Individuals must maintain a minimum distance of 6 feet (2 gaz ki doori) in public places.
Shops will ensure physical distancing among customers.
3. **Spitting in public places** will be punishable with fine, as may be prescribed by the State/ UT local authority in accordance with its laws, rules or regulations.

Additional directives for Work Places

4. **Work from home (WfH):** As far as possible the practice of WfH should be followed.
5. **Staggering of work/ business hours** will be followed in offices, work places, shops, markets and industrial & commercial establishments.
6. **Screening & hygiene:** Provision for thermal scanning, hand wash or sanitizer will be made at all entry points and of hand wash or sanitizer at exit points and common areas.
7. **Frequent sanitization** of entire workplace, common facilities and all points which come into human contact e.g. door handles etc., will be ensured, including between shifts.
8. **Social distancing:** All persons in charge of work places will ensure adequate distance between workers and other staff.

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|  | <p style="text-align: center;">Office of the Controller of Defence Accounts No. 1 Staff Road, Secunderabad – 500 009 Ph. No. 040-27843385, 27847957 Fax No.040-27810499 e-mail : secd-ansn-cda@nic.in</p> |  |
|---|---|---|

No. AN/I/1005/2020/Covid-19

Dated: 20.04.2021

COVID-19 CIRCULAR NO. 32

To

The DCDA 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.

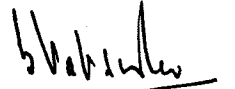
The AAO AGE (AF) Suryalanka, AAO AGE (Fys) Eddumailaram.

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

A copy of Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training OM No. 11013/9/2014-Estt.A-III dated 19.04.2021 on the subject matter is enclosed herewith for information and necessary action.

All Officers I/c of Sections/Groups in Main Office & Sub Offices of CDA Secunderabad are requested to take action accordingly.

This issues with the approval of Competent Authority.



(S. Vatsala)

Asst. Controller (AN)

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 19th April, 2021

OFFICE MEMORANDUM


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

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 strict compliance by all Ministries/Departments/Offices of the Central Government : -

- a. Physical attendance of the officers of the level of Under Secretary or equivalent and below to be restricted to 50% of the actual strength. Secretary/HOD may regulate the attendance of officials and may, on administrative grounds, direct more officials to attend office. A roster may be prepared accordingly.
- b. All officers of the level of Deputy Secretary, equivalent and above are to attend office on regular basis.
- c. The officers / staff shall follow staggered timings, to avoid over-crowding in offices, as indicated below:
 - 9.00 A.M. to 5.30. P.M.
 - 9.30 AM to 6.00 PM
 - 10.00 A.M. to 6.30 P.M.
- d. All officials who do not attend office on a particular day are to make themselves available on Telephone and other electronic means of communication at all times from their residence and work from home.
- e. All officials residing in containment zones shall continue to be exempted from coming to office till the containment zone is de-notified.
- f. Persons with Disabilities and Pregnant women employees may be exempted from attending office, but they shall continue to work from home, until further orders.
- g. All officials who attend office shall strictly follow Covid-appropriate behavior including wearing of mask, physical distancing, use of sanitizer and frequent hand washing with soap and water.
- h. Crowding in lifts, staircases, corridors, common areas including refreshment

kiosk and parking areas is to be strictly avoided.

- i. Meetings, as far as possible, to be conducted through video-conferencing.
 - j. Entry of outsiders /visitors to be curtailed appropriately.
 - k. In compliance of OM of even number dated 6.4.2021, all employees of the age of 45 years and above are advised to get themselves vaccinated.
 - l. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.
2. All Ministries/ Departments / Offices as well as the Central Government employees are to ensure strict compliance of instructions on Covid-appropriate behavior issued by MHA, MoH&FW and DoP&T from time to time. Biometric attendance shall continue to be suspended and physical attendance registers to be maintained until further orders.
3. The above instructions / guidelines shall come into effect immediately and will remain in force until 30.04.2021 or further orders, whichever is earlier.


19.4.2021
(Sujata Chaturvedi)
Additional Secretary to Govt. of India
Tel 2309 4276

To

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