



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

Dated: 08.05.2020

To

The DCDA I/c, PAO (ORs) EME, Sec'bad.  
The DCDA I/c, AAO (Army) Vizag.  
The ACDA I/c, PAO (ORs) AOC, Sec, bad.  
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 COVID – 19 – Reg.  
Reference: This Office Lr of even No. dated 06.05.2020.

In continuation to this Office letter cited under reference, it has been decided by the Competent Authority that Officers of the level AAO and above should attend the Office to the extent of 100% strength and the Staff will have to attend the Office as per requirement upto 50% of Section/Office strength during the extended period of lockdown i.e. till 17<sup>th</sup> May 2020.

However, Officers & Staff who are in Red/Containment Zones should submit an undertaking to such fact and who do not have self conveyance may intimate to concerned Section I/c or Office I/c well in time.

All Heads of the Sub-Offices and Officers/Staff of Main Office are requested to comply with the above and ensure that there is no disruption of the services being provided by the Department.

This issues with the approval of Competent Authority.

sd/-

(S. Vatsala)

Asst. Controller (AN)

Encl: As above

Copy to

✓ The AO I/c  
IT Sn (Local).

For uploading in CDA Secunderabad website.

4200  
SAO (Admin)