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

Dated: 21.07.2020

**IMPORTANT COVID-19 CIRCULAR NO. 17**

**Subject: Preventive measures to contain the spread of COVID – 19**

It is to bring to the notice of all Officers & Staff that instructions/guidelines are issued by the HQrs Office/DOPT/MHA/MoHFW from time to time on the preventive measures to contain the spread of COVID-19 and safeguarding oneself from exposing to the extremely contagious Corona Virus.

2. However, certain instances were brought to the notice of Administration that some of the officials are visiting the places other than their duty station by availing leave/on closed holidays and are reporting for duty immediately on return from out stations without affirming observance of self quarantine in continuation of their absence leading to unwarranted panic among the colleagues in the Office/Section.
3. Therefore, it has been decided by the Competent Authority that **the requests put forth by the officials for grant of leave specifically to visit out stations may not be sanctioned upon by the leave sanctioning authorities.** The requests, if any, for grant of leave to visit out station due to compelling grounds, may be forwarded to the respective Admin Sn of Main Office, PAO (ORs) EME, PAO (ORs) AOC & AAO (Army) Vizag for consideration and necessary action by the Head of the Office.
4. Therefore, all leave sanctioning authorities are requested to kindly note for strict compliance henceforth till further orders.

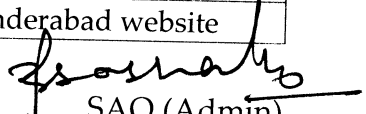
This issues with the approval of Competent Authority.

— Sd —  
(S. Vatsala)

Asst. Controller (AN)

**Circulated to:**

The DCDA I/c, PAO (ORs) EME, Sec'bad.	For information and compliance please.
The DCDA I/c, AAO (Army) Vizag.	For information and compliance please, including for all sub offices located at Vizag.
The ACDA I/c, PAO (ORs) AOC, Sec'bad	For information and compliance please.
All Sub Offices at Sec'bad/Hyd, Suryalanka & Eddumailaram.	For compliance as per Para 3 above. Requests, if any, may be forwarded to AN II of Main Office well in time.
All GOs in Main Office (Local).	
All SAOs/AOs & All Sections of MO (Local).	
The AO I/c, IT Sn (Local).	For uploading in CDA Secunderabad website

  
 SAO (Admin)