

Speed Post/E-mail

No. AN/I/1151/Misc./Vol.XIV

Dated: 20.03.2020

To,

All Sub-Offices under CDA Jabalpur.
All IFAs (Proforma control of CDA Jabalpur).

Sub: Preventive measures to contain the spread of COVID 19.

Ref: HQrs office letter No. AN/III/3012/Circular/Vol.VIII dt. 19.03.2020.

HQrs office vide their letter cited under reference circulated a copy of Ministry of Personnel, Public Grievances & Pension, DoPT OM No. 1113/9/2014-Estt(A-III) dt. 19.03.2020 on the subject matter for strict compliance in our organization/office.

2. In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken by all the employees of this organization as instructions contained in DoPT OM dt. 19.03.2020. Accordingly, it has been decided by the Competent Authority that all the heads of sub-office(s) are requested to identify the areas of work which are emergent/essential and accordingly draw weekly roster of duty for Group B and C staff and ask them to attend office on alternate weeks. While deciding the roster for the first week, HOOs are advised to include officials who are residing in close proximity to their office or use their own transport to travel to the office(s).

3. The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work. No one will leave the station without obtaining sanction/permission and will perform their duties at home.

4. **This order shall be applicable with immediate effect and will remain in force till 4th April, 2020.** All the heads of sub-office(s) are requested that action taken report alongwith weekly roster of duty may please be immediately forward to this office for necessary action at this end.

5. **This is issued with the approval of CDA.**


(K.P. Balasubramanyam)
Asth. Controller (AN)