
	<p>कार्यालय रक्षा लेखा नियंत्रक, रिज मार्ग, जबलपुर (म.प्र.)-482001  <b>OFFICE OF THE CDA, RIDGE ROAD, JABALPUR (M.P.) - 482001</b>          Website: cdajabalpur.nic.in          Fax No. 0761-2605622</p>	
No. AN/I/1151/Misc/Vol.XV		Date: 27.04.2021

To,

The Officer-in-Charges in Main Office.  
 All Sub-Offices under CDA Jabalpur.  
 All IFAs (Proforma Control of CDA Jabalpur).

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

Ref: DOPT OM No. 11013/9/2014-Estt.A-III dated 19.04.2021.

Please find enclosed a copy of Ministry of Personnel, Public Grievances and Pensions, DoPT OM No.11013/9/2014-Estt.A-III dated 19.04.2021 on the above subject matter for strict compliance.

2. In order to contain the spread of Novel Coronavirus (COVID-19), some precautionary measures are required to be taken in all the offices of this organization as instruction contained in DoPT OM dated 19.04.2021. Accordingly, all the heads of sub-office(S) and SAOs/AOs of the concerned sections of main office are requested to draw roster of duty for staff and ask them to attend office on alternative days. Officers/staff not attending on alternative days may be asked to apply for leave.
3. The staff 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 leave the station without obtaining sanction/permission. Officials who are absent from duty on medical ground may be asked to intimate respective officer In-charge immediately alongwith copy of medical certificate.
4. All officials residing in containment zones shall continue to be exempted from coming to office on own request alongwith notification of containment zone, till the containment zone is de-notified.
5. Persons with Disabilities and Pregnant women employees may be exempted from attending office on request, but they shall continue to work from home, until further orders.
6. 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.
7. Crowding in lift, staircases, corridors, common areas including refreshment kiosk and parking areas is to be strictly avoided.
8. Meeting, as far as possible, to be conducted through video-conferencing.
9. Entry of outsiders/visitors to be curtailed appropriately.

10. Proper cleaning and frequent sanitization of workplace, particularly of the frequently touched surfaces may be ensured.


11. This order shall be applicable with immediate effect and will remain in force until denotification of lockdown period by local administrative authorities of respective station or until further order whichever is earlier. All the heads of sub-office(S) and SAOs/AOs of the concerned sections of main office are requested that action taken report alongwith roster of duty be immediately forward to this office for necessary action at this end.

**This is issue with the approval of CDA.**

  
**(Ravindra Ku Sharma)**  
**Sr. Accounts Officer (AN)**

**Copy to :**

1. **The OIC,  
OA Cell (Local)** : For uploading the circular on CDA Jablapur website.
2. **The OIC,  
AN-III Sec.  
(Local)** : Please refer point no. 9 & 10 and do the needful as required.

  
**(Ravindra Ku Sharma)**  
**Sr. Accounts Officer (AN)**

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 19<sup>th</sup> 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.