

Speed Post/E-mail

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

Dated: 20.05.2020

To,

All 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 COVID 19.

Ref: In continuation to this office letter of even no. dated 31.03.2020, dated 07.04.2020, 16.04.2020 & dated 01.05.2020.

In continuation to this office letters cited under reference, please find enclosed a copy of DOP&T letter dt. 18.05.2020 received under HQrs office letter dt. 19.05.2020 with copy of Govt. of India, Ministry of Home Affairs, Order No.40-3/2020-DM-I(A) dated 17.05.2020 alongwith consolidated revised guidelines on lockdown measures to be taken for containment of COVID-19 epidemic in the country which will be continue to remain in force upto 31st May 2020 are forwarded herewith for strict compliance please.

2. Kind attention is invited to Annexure-II of the guidelines, specific measures, in the form of National Directives for COVID-19 management and Additional directives for Work Places have been prescribed (copy enclosed). In accordance with these guidelines and with a view to enabling implementation of social distancing norms, it has been decided by the Competent Authority that attendance in all the sub-offices under the audit jurisdiction of CDA Jabalpur shall be regulated as follows:

- (a) All SAOs/AOs and above officer(s) serving in various sub-offices including Main Office shall attend office regularly and ensure smooth functioning of office without any disruption of services.
- (b) For regulating the attendance of AAOs and staff, all the heads of sub-offices/SAOs/AOs in Main Office shall prepare a roster so as to ensure that 50 percent of officers and staff may attend office on every alternate day. Those officers/staff who are not required to attend office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times.
- (c) All the heads of sub-offices/SAOs/AOs in Main Office shall also ensure that the 50 percent of officers and staff who attend office observe staggered timings, as under:-

1st Shift 9.00 AM to 5.30 PM
2nd Shift 9.30 AM to 6.00 PM
3rd Shift 10.00 AM to 6.30 PM

3. The above instructions shall be in force with immediate effect and until further orders. All the heads of sub-offices/SAOs/AOs in Main Office may kindly ensure strict compliance of these instructions as well as the directives of Ministry of Home Affairs.

4. The contents of this circular may please be brought to the notice of all concerned and an acknowledgement in token of having noted the same may please be obtained and kept in record.

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


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

Copy to:

The OI/c AN-III Section : For information with the request to ensure all preparatory arrangements with regard to social distancing in Main office are put in place to contain the spread of COVID-19.
(Local)

The OI/C OA Cell : Please upload the circular on the website.

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