

**Controller of Defence Accounts, CHENNAI**  
**618 Anna Salai, Teynampet, Chennai 600 018**  
**Phone : 044-24349980 extn 122 Fax : 044-2434 8142**

No.AN//27/Gen//2020

Dated : 23 March 2020

**MOST IMPORTANT CIRCULAR DATED 23.3.2020**

To

- All GOs/SAOs/AOs in Main Office
- All Sections in Main Office
- All sub offices under C.D.A. Chennai

Sub : Preventive measures to be taken to contain the spread of Novel Coronavirus COVID 19 – regarding

Ref : This Office Important Circular No.even dated 20.3.2020

Further to our Circular No.even dated 20.3.2020 on the above subject.

HQrs Office vide letter No.AN/III/3012/Circular/Vol VIII dated 23.3.2020 have issued instructions (based on DOPT letter dt.22.3.2020). Copy of HQrs letter dt.23.3.2020 alongwith DOPT letter dt.22.3.2020 is enclosed.

In the above Circular, they have indicated the list of services which has been classified as essential.


In view of the above, the following subsidiary instructions are issued to be followed by the Officers/staff of Main Office (including DPDO Chennai) **(taking into consideration the non-running of metro and suburban rail services and limited running of transport buses)**

No	Name of the Section	No of officers staff who are required to attend Office	Remarks
1	Administration Section (including Training)	All Officers staff of AN/VII (Housekeeping)  AAO of AN/Pay (till processing of pay bill)  AAO and Sr Auditor of AN/Contingency	All the other Officers/ staff of Admin Section need not attend office till 31.3.2020
2	Pay Section	All Officers/staff of Pay Section to attend office till processing of pay bill after which only one AAO and one Auditor will attend each working day till 31.3.2020 on rotation basis.	To the extent possible, pay bill processing will be completed by 23 <sup>rd</sup> or latest by 24 <sup>th</sup> March
3	Stores Section Stores (ECHS) Misc Section Transportation Section	AAO of the Section plus one Auditor and one MTS will attend office by rotation to clear the bills	Rotation for auditor and MTS only. AAO will attend Office on all days.
4	Engg Section	One AAO and one Auditor will attend Office by turn. AO (E) will attend Office on all days	--

5	Medical Section Fund Cell Legal /Adalat Cell Pension Cell & Pension A/cs O&M Section Audit Cell ECHS Cell	These Sections are closed till 31.3.2020.  All Officers/staff to be available on phone at all times.	--
6	IA Section Accounts Section	Only one AAO and one auditor will attend Office till 31.3.2020 on rotation basis	--
7	EDP Section	AO EDP + AAO EDP + one staff to be present on all days	AAO and staff can attend on rotation basis
8	Records Section	AAO + one auditor + one MTS to be present on all days	Staff can attend on rotation basis
9	Disbursement Section	SAO (D) to be present on all days. AAO and two auditors to be present on rotation basis	--
10	IFA Cell	Only AAO (on rotation basis) to attend Office	Staff/MTS need not attend.
11	<b>DPDO Chennai &amp; ALL DPDOs under CDA Chennai</b>	DPDO, AAO and one Auditor to attend Office till processing and uploading of CMP File.	After uploading, the DPDO will function with just one Officer (AAO or DPDO), one SA/Aud/Cllk and one MTS only till 31.3.2020
12	<b>PAOs – DSC &amp; MRC</b>	ACDA IC, PAO will determine the number of Officers/staff required for carrying out the essential functions and draw the roster accordingly.	Decision to be taken by the ACDA IC, depending on local conditions
13	<b>LAOs/RAO/ ALAO</b>	All local audit to be suspended. Officers/staff to attend Office with bare skeletal strength on rotation basis.	LAOs/RAO to draw the roster accordingly
14	<b>AOs GE</b>	AO GE + one staff will attend Office.	Wherever more than one, the staff will attend office on rotation basis.
15	<b>AAO DAD TVM &amp; AAO Army Kochi</b>	SAO IC - will determine the number of Officers/staff required for carrying out the essential functions and draw the roster accordingly.	Decision to be taken by the SAO IC depending on local conditions

The DARC activities in all Offices/sub offices will stand suspended from 24.3.2020.

This issues with the approval of C.D.A. Chennai.

  
(Deban SS)  
ACDA (AN) 23/03/2020

Encl : as above

Copy to : EDP Centre – for uploading in our website.

कार्यालय, रक्षा लेखा महानियंत्रक  
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
उलान बटार रोड, पालम, दिल्ली छावनी-110010  
ULAN BATAR MARG, PALAM, DELHI CANTT.-110010  
( हर काम देखा के नाम )

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F. No.AN/III/3012/Circular/Vol.VIII

Dated: 23.3.2020

All PCsDAs/PCAs (Fys\_/PIFA  
CsDA/CsFA(Fys/IFAs/RTCs  
(Through CGDA Website)

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

In continuation of this office circular even No. dated 19.03.2020, please find enclosed a copy of DoPT OM No. F.No.11013/9/2014-Estt-(A-III) dated 22.03.2020 under which it was requested that Head of the Departments may draw a Roster of staff (all officers and employees including consultants/contract and outsources employees), who are required to render essential services within each Department. They only may be asked to attend office from 23<sup>rd</sup> March until 31<sup>st</sup> March 2020. In other words, the office should function with skeletal staff. Officials who are work from home should be available on telephone and electronic means of communication at all times. They should attend office if called for, in case of any exigencies of work.

2. Accordingly, all Heads of Offices/Heads of Department are requested to draw up a Roster of Officers/staff who are dealing with the essential services viz.

- (i) Officers dealing with Pay and Allowances.
- (ii) Budget holding Officers (including assisting staff)
- (iii) Accounts and Budget
- (iv) Officers/Staff of IT & S.
- (v) Dealing with Pension Payments and sanction etc.
- (vi) Officers/Staff dealing with Payment work.
- (vii) Any other area of work as deemed essential by the Head of Department.

3. In addition to above, the following services will also be treated as essential services, therefore, the concerned offices may ensured the same:

- (a) Payment of Pension for the Month of March 2020.
- (b) Issue of PPOs for personnel retiring on 31.3.2020 to enable first payment.
- (c) Issue of PPOs in death cases.

4. It may be ensured that essential work of the office is not affected with deployment of skeletal staff.


Contd.on...2/-

कार्यालय, रक्षा लेखा महानियंत्रक  
OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
उलान बटार रोड, पालम, दिल्ली छावनी-110010  
ULAN BATAR MARG, PALAM, DELHI CANTT.-110010

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5. The Contact Number of all Officers/Staff must be kept in record for emergent requirement.
6. The above instructions may be followed with immediate effect.
7. This issues with the approval of the CGDA.

  
(Swapnil Agrawal)  
Sr. ACGDA (Admin)

Copy to :-

Admin-IV Section (Local) – for similar action.  
IT&S (Local) : For uploading

  
(Swapnil Agrawal)  
Sr.ACGDA (Admin)

F. No.11013/9/2014-Estt-(A-III)

Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi

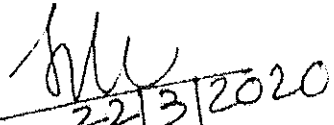
Dated 22.03.2020

OFFICE MEMORANDUM

SUB: Preventive measures to contain the spread of COVID -19

In supersession of this Department's OM of even no. dated 19.03.2020 and 20.03.2020, the following further instructions are issued:

- (i) Heads of Department (HoDs) may draw up a Roster of Staff (all officers and employees, including consultants/ contract and outsourced employees), who are required to render essential services within each Department. They alone may be asked to attend office from 23<sup>rd</sup> March until 31<sup>st</sup> March 2020. In other words, the Office should function with skeletal staff. Officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend Office if called for, in case of any exigencies of work.
  - (ii) Similar instructions should be issued to Attached/Subordinate Offices, Autonomous/Statutory Bodies.
  - (iii) The Department of Financial Services (DFS) and Department of Public Enterprises (DPE) may issue similar instructions regarding Financial Institutions and Public Sector Undertakings.
  - (iv) These instructions shall not apply to the Officers and employees engaged in essential/emergency services and those directly engaged in taking measures to control spread of COVID 19.
2. These instructions shall be applicable with immediate effect.

  
22/3/2020  
(Sujata Chaturvedi)

Additional Secretary to the Government of India.

To

1. All the Ministries and Departments of Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Technical Director, NIC, DoPT