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|  | <p style="text-align: center;">कार्यालयरक्षातेखाप्रधाननियंत्रक Office of the Principal Controller of Defence Accounts सं. 107, लोअरअग्रमरोड, अग्रमपोस्ट, बेंगलूर- 560 007 No.107, Lower Agram Road, Agram Post, Bangalore-560 007 Tel:080-29710474/475-Extn.202/311 Fax:080-29710132/133 E mail:pcdablrnipay3.dad@nic.in</p> |  |
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No: AN/PAY/III/Spl. CL

Dated: 31/08/2020

//CIRCULAR//

//Through PCDA, Bangalore website only//

To,

All sub-offices under PCDA, Bangalore
All sections of main office

Sub:-Regularization of absence during lock down period, home quarantine etc.

Ref: This office circular of even number dated 07.08.2020

This has reference to the circular cited above, wherein pending applications, if any, for regularization of absence during lock down period, home quarantine etc., as per the extant orders on the subject are called for.

This office is receiving applications for grant of Spl. CL for the following reasons, which are illustrative and not exhaustive:

- i) Not attended office while in duty station
- ii) Self home quarantine without being ordered by BBMP authorities or any other agency
- iii) Home quarantine stating that their area is sealed/containment zone/family members or neighbours tested positive etc.
- iv) Self illness etc.

In this connection, **attention is invited to the orders/circulars issued from time to time by DoP&T, Hqrs. Office, AN-I Section of main office on preventive measures to contained the spread of COVID-19 pandemic as per the annexure to this circular.** In view of these orders/Circulars, the applications for Spl. CL may be considered as detailed below:

- a) **it is requested to confirm compliance of preparation of roster as per circulars issued by AN-I Section from 19.03.2020 onwards.** The physical absence from office on account of roster duty may be treated as work from home as per Govt. orders.
- b) In terms of AN-I circular dated 26.06.2020, in the event of not adhering to roster and remained absence without availing any leave, necessary action may be taken to regularize the absence by directing those absentees to apply for leave and may be sanctioned by the leave sanctioning authorities. **Application for Spl. CL during lock down period in respect of those not adhered to roster may not be forwarded to this office unless they are specifically covered under extent orders on the subject matter or any other valid reason with documentary evidence in support of their claim.**

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c) The cases which are covered under DoP&T OM dt.28.07.2020 circulated vide Hqrs. letter dt.07.08.2020 may be forwarded to this office for regularization of absence.

d) Applications for special CL, which are covered under the extent orders on the subject matter or on account of home quarantine as per specific orders of Govt. of India/State Governments/ordered by the office may be forwarded to this office for consideration by the competent authority.

e) Applications for Spl. CL on account of self home quarantine without any authority may only be forwarded provided the applicants produce relevant supporting documents in support of their claim.

d) Application for Spl. CL on account of self illness may be considered for regularization of absence with regular leave at their credit and may not be forwarded to this office for grant of Spl. CL

e) Regularization of absence with Spl. CL, if considered by the competent authority, is with the condition that the same is subject to review on receipt of further Govt. Orders/instructions of Hqs. Office in future.

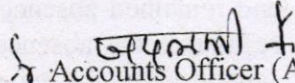
In view of the above, it is requested to forward all pending applications, if any, which are covered under above reasons to this office by 04.09.2020 for consideration of the same and regularization of absence by the competent authority.

It is also noticed that monthly leave statement is pending from few sub-offices/sections of main office from 03/2020 onwards pending regularization of absence during lock down period. It is requested to furnish the MLS upto date for the leave already granted/absence regularized and the pending cases of absence, if any, as detailed above may be reported in future MLS due after regularization of the same by the competent authority.

JCDA has seen.

Sd/-
DCDA(AN Pay)

Copy to:
The OIC
EDP Section - with a request to upload in website.


Accounts Officer (AN Pay)