



कार्यालय: रक्षा लेखा प्रधान नियंत्रक

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS

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AN/I/GEN/CORR

MOST IMPORTANT CIRCULAR

Dated: 07.07.2020

(Through Website)

To

All GO (MO), Officer In Charge of Sub offices,

All SAOs and Sections of MO

Sub : Preventive Measures to contain spread of Novel Coronavirus (COVID-19)

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There is an exponential rise of COVID-19 cases all over the country. At this crucial juncture, it is of paramount importance that all officers/staff should scrupulously follow the instructions on Preventive Measures to contain spread of Novel Coronavirus (COVID-19) issued by this office, pursuant to directions received from GOI, MOH&FW/ MOH/HQrs office from time to time.

2. This organization is committed to wellbeing of its employee and their family. It is assured that all possible help will be rendered in case any employee or their family members gets infected with COVID-19.

3. Considering the imminent threat of COVID-19 infection, the following instructions are reiterated for strict compliance by all concerned.

- a. In case an official or any member of his/her family is having symptoms of COVID-19 i.e. cough, cold, fever, respiratory issues etc, shall not come to office and inform regarding the same to the immediate superior.
- b. All officials must use face mask, maintain social distancing and sanitize their hands frequently.
- c. All officials must get confined to their own section and refrain from moving to other section unless it is very essential.
- d. Group lunch/sharing of food should be avoided.
- e. All officials should install Arrogya Setu App in their mobile phones and before starting to office they must review their status on Arrogya Setu App and commute only when the App shows **Safe or Low Risk status**. The officers/staff are advised that in case the App shows he/she has moderate or high risk calculated on the basis of Bluetooth proximity, he/she should not come to office and self isolate for 14 days or till status becomes safe or low risk.

The above may be brought to the notice of all concerned.

JCDA has seen.

DCDA(AN)