
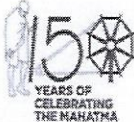


**“हर काम देश के नाम”**  
(Through PCDA (WC) Website)

	<p>रक्षा लेखा प्रधान नियंत्रक (प.क.) चंडीगढ़-160009 PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (WESTERN COMMAND), CHANDIGARH-160009 Tel.No. :0172-2741611, E-mail: <a href="mailto:pcdawcan1.dad@hub.nic.in">pcdawcan1.dad@hub.nic.in</a></p>	
No. AN/I/1041/Circular	Dated:	31/05/2021

**Subject: Preventive measures to contain the spread of COVID-19: Attendance of Central Govt officials regarding.**

With reference to Ministry of Personnel, Public Grievances and Pensions, (Deptt of DOPT) OM No. F.No. 11013/9/2014-Estt.A.III dated 28<sup>th</sup> May 2021 and in continuation of this office circular No. even dated 12/05/2021 and in view of Covid-19 cases, it has been decided that as a measure to contain the spread of COVID-19, staff in respect of Main Office, Chandigarh and SAOs/AOs/AAOs/staff in sub offices under PCDA (WC) shall attend the offices(s) to the extent of 50% on every alternate day from 01/06/2021 to 15/06/2021. Sr.AO/AO (as per Annexure 'A') and AOs in Main Office, Chandigarh shall attend the offices to the extent of 50%.

2. The Officers In-charge shall prepare roster at their end accordingly. Those officials, who are not required to attend the office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times. *Under no circumstances, such officials will leave the duty station. In case of any official work, the Officer-in-charge can call any official to attend office.*

3. The Officer in charge of any sub-office / section in Main Office can direct more officials to attend offices as per administrative requirement.

4. In Area Accounts Offices and PAO (ORs), Roster will be made by the Officers Incharge as per their requirement/monthly closing/pay bills etc.

5. *It has been observed that some staff members avail leave between the days earmarked for 'work from home' as per duty roster thus resulting in absenting themselves for continuous period, which not only affects the efficacy of the concerned Section/Group but also disrupts the duty roster system. It is enjoined upon all concerned that in case of officials availing such leave frequently, the entire period (work from home and leave availed on working days) shall be debited against the official's leave of kind due to him.*

6. All Group Officers/Officers-in-charge of Main Office and Sub Offices are directed to ensure that there is no pendency of work especially bills/letters in sections/offices for more than one week. It may also be ensured that for officials whose pendency in case of bills and letters is more than 07 working days, functioning of work from home would automatically stands cancelled. Attendance of staff may be regulated accordingly.

7. It may be ensured that AAO of Section would attend the office when his SAO/AO works from home to avoid hampering of the work in Section. The Group Officer may assign SAO/AO under his/her administrative jurisdiction to Section/Group whose SAO/AO and Link Officer proceeds on leave/sick report or on work from home.


8. All Group Officers/ Officers-in-Charge may constantly review the status of their sections on daily basis and take necessary action besides ensuring correct and timely submission of control chart to AN-III section/System & Coord Section respectively. **All the Officers and staff of the may be advised to get themselves vaccinated to effectively contain the spread of COVID-19.** The guidelines/directions issued by government from time to time to contain the spread of COVID-19 shall be strictly adhered to & strictly follow Covid appropriate behaviour during the said period.

PCDA has seen.

  
(MANJEET KAUR)  
Dy.CDA

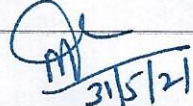
Distribution:

1. The CGDA, Ulan Batar, Road, Palam, Delhi cantt-10
2. PS to PCDA/GO(AN)
3. All IDAS Officers under PCDA(WC) Chandigarh
4. All Officer In-charge in Main Office, Chandigarh
5. All Sub Offices under PCDA(WC) Chandigarh
6. IT&S Sec. (Local) ... with request to upload on PCDA (WC) Website.

  
(N C DOGRA)  
Sr. A.O (AN)



S.No.	Name of Officer(Shri/Smt)	Date of presence in the office
1.	Smt. Renu Gupta, SAO	01/06/21, 03/06/21, 07/06/21, 09/06/21, 11/06/21,14/06/21
2.	Rakesh Kumar, SAO	02/06/21, 04/06/21, 08/06/21, 10/06/21, 14/06/21,15/06/21
3.	Satish Kumar, SAO	02/06/21, 04/06/21, 08/06/21, 10/06/21, 11/06/21,14/06/21
4	Sunil Raina, SAO	01/06/21, 03/06/21, 07/06/21, 09/06/21, 11/06/21, 15/06/21
5.	Balvir Chand, SAO	02/06/21, 04/06/21, 08/06/21, 10/06/21, 14/06/21,15/06/21
6.	Jeetender Joshi, SAO	01/06/21, 03/06/21, 07/06/21, 09/06/21, 11/06/21, 15/06/21
7.	Jatinder Kumar, SAO	01/06/21, 03/06/21, 07/06/21, 09/06/21, 11/06/21, 15/06/21
8.	Prehlad Singh, SAO	01/06/21, 03/06/21, 07/06/21, 09/06/21, 11/06/21, 15/06/21
9.	Smt. Seema Joshi, SAO	01/06/21, 03/06/21, 07/06/21, 09/06/21, 11/06/21, 15/06/21
10.	Smt. Navita Malhotra, SAO	02/06/21, 04/06/21,07/06/21, 08/06/21, 10/06/21, 14/06/21
11.	N.C. Dogra, SAO	02/06/21, 04/06/21, 08/06/21, 10/06/21, 14/06/21, 15/06/21
12.	Yadavinder Singh, SAO	02/06/21, 04/06/21, 08/06/21, 10/06/21,11/06/21, 14/06/21
13.	Anil Kumar, SAO	02/06/21, 04/06/21,07/06/21, 08/06/21, 10/06/21, 14/06/21
14.	Praveen Kakkar, SAO	01/06/21, 03/06/21, 07/06/21, 09/06/21, 11/06/21, 15/06/21
15.	Balbir Singh, SAO	02/06/21, 04/06/21, 08/06/21, 10/06/21,11/06/21, 14/06/21
16.	Narinder Pal, SAO	01/06/21, 03/06/21, 07/06/21, 09/06/21, 11/06/21, 15/06/21
17.	Rajesh Kumar, SAO(ECHS)	02/06/21,03/06/21, 04/06/21, 08/06/21, 10/06/21, 14/06/21
18.	Harish Alreja, AO	02/06/21, 04/06/21, 08/06/21, 10/06/21, 14/06/21,15/06/21
19.	Vinod Kumar, AO	01/06/21, 03/06/21, 07/06/21, 09/06/21, 11/06/21, 15/06/21
20.	Rajesh Kumar, AO ( E )	01/06/21, 03/06/21, 07/06/21, 09/06/21, 11/06/21, 15/06/21
21.	Smt. Veena Katyal, AO	01/06/21, 03/06/21, 07/06/21, 09/06/21, 11/06/21, 14/06/21
22.	Ankit Sud, AO	02/06/21, 04/06/21, 08/06/21, 10/06/21, 14/06/21,15/06/21
23	Sonu Malhotra, AO	01/06/21, 03/06/21, 07/06/21, 09/06/21, 11/06/21, 15/06/21
24.	K.K. Sharma, SAO (on attachment)	01/06/21, 03/06/21, 07/06/21, 09/06/21, 11/06/21, 15/06/21

  
 (MANJEET KAUR)  
 Dy. CDA