



कार्यालय रक्षा लेखा प्रधान नियंत्रक (द.प.क.), खातीपुरा रोड, जयपुर-12  
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AN/1/152

**IMPORTANT-CIRCULAR**

Dated: 23.03.2020

To,

Officer in Charge  
All Sections, (Local)  
All Sub-Offices

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

Ref: HQrs Office Letter No. AN/III/3012/Circular/Vol.VIII dated 23.03.2020

In continuation this Office Circular of even no. Dated 16.03.2020 and 20.03.2020 and with reference to letter cited above, HQrs Office has directed to implement the orders of Ministry of Personnel, Public Grievances & Pension, DoPT OM No. 11013/9/2014-Estt(A-III) dated 22.03.2020 on the above subject for strict compliance with immediate effect.

2. All the Officer in charge are advised to draft a Roster of Staff (all officers and employees, including consultants/contract and outsourced employees) who are required to render essential services from 23<sup>rd</sup> march until 31<sup>st</sup> march 2020. **The Office should function with skeletal staff.**

3. Also, the officials who are working from home should be available on telephone and electronic means of communication at all times. They have to attend office if called for, in case of any exigency of work.

4. Accordingly the Officer in Charge are requested to draw up a roster of Officers/staff who are dealing with the essential services namely:

- Officers dealing with Pay and Allowances.
- Budget holding Officers
- Accounts and Budget.
- Officers/Staff of IT & S
- Dealing with Pension Payments and sanction etc.
- Officers/Staff dealing with payment work.
- Any other area of work as deemed essential by the Head of Department.

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

6. The contact number of all the Officers/Staff must be kept in record for emergent requirements.

7. The above instructions may be followed with immediate effect.

(Dr. B.K.Verma)  
DCDA (Admin)