



सत्यमेव जयते



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

Dated: 31.03.2020

To,

Officer in Charge
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 30.03.2020

In continuation to this Office Circular of even no. dated 20.03.2020, 23.03.2020 and 25.03.2020 and with reference to HQrs Letter cited above, and in view of the lockdown period of 21 days i.e. till 14th April 2020, the HQrs Office has given a few directions which are mentioned below for strict compliance.

2. All the Officer in Charge are advised to draft a fresh roster of staff (all Officers and employees including consultants/contract and outsourced employees) who are required to render essential services from 1st April to 14th April 2020. The Office should function with skeletal staff as stated in letter dated 23.03.2020.
3. The officials who are working from home should be available on telephone & electronic means of communication at all times. They have to attend office if called for, in case of any exigency of work.
4. It may be ensured that **essential work of the office is not affected with deployment of skeletal staff.**
5. The above instructions may be followed with immediate effect.

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