
	<p>रक्षा लेखा नियंत्रक, उदयन विहार, नारंगी, गुवाहाटी-781171 Controller of Defence Accounts, Udayan Vihar, Narangi, Guwahati-781171 Fax: 0361-26 40204, Phone: 0361-2640394, 2641142 e-mail: Cdaguadmin1a.dad@hub.nic.in</p>	
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IMPORTANT CIRCULAR No. 99

No.AN/IA/39/Corr/Covid-19/Vol-I

Dated: 09/09/2020

Subject: **Preventive measures to contain the spread of Covid-19**

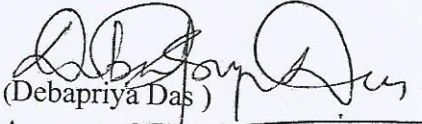
Please refer to HQrs. Office Important Circular bearing No. AN/Coord/3012/ Circular/VIII /Covid-19 dated 03.09.2020 (Copy enclosed) uploaded in HQrs Office website regarding compliance of instructions issued by DOPT, MHA and provision contained in M/o Health and Family Welfare , Govt of India SOP on preventive measures to be taken at work places to contain spread of Covid-19 for strict compliance.

All the Staff(s)/Officer(s) may strictly be directed to get noted the contents of ibid HQrs Office Important Circular for strict compliance.

Sd-
(N.K. Biswas), IDAS
Dy. Controller (AN)

Distribution:

1. All Sections of MO CDA Guwahati/Sub Offices under CDA Guwahati.
2. All GOs/ SAOs/AOs of MO CDA Guwahati.
3. IT & S Wing, MO CDA Guwahati for uploading over official website.
3. PS to CDA.


(Debapriya Das)
Accounts Officer (AN)

	<p>कार्यालय, रक्षा लेखा महानियंत्रक OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS उलान बटार मार्ग, पालम दिल्ली छावनी-110010 ULAN BATAR MARG, PALAM, DELHI CANTT.-110010 दूरभाष/Ph: 011-25665706, 25674806 ई-मेल/Email : admin@cgda@nic.in</p>	
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No.AN/Coord/3012/Circular/VIII/Covid-19

Dated: 03.09.2020

To

All PCDAs/PCA (Fys)/PIFA/
CDAs/CFAs (Fys)/IFAs/RTCs
(Through CGDA Website)

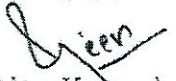
Sub : Preventive measures to contain spread of COVID-19.

Ref : HQRs circular of even number dated 15.06.2020.

Please refer to HQRs. Circular of even number dated 15.06.2020 vide which it has been requested to ensure compliance of instruction issued by DoPT, MHA and provision contained in M/o Health and Family Welfare, Govt. of India SOP on preventive measures to be taken at workplaces to contain spread of COVID-19.

2. Para 3 of the SOP of M/o Health and Family Welfare specifically prescribes the simple public health measures that are to be followed to reduce the risk of infection with COVID 19. These measures need to be followed by all employees and visitors. Some of the these measures include **maintaining a minimum distance of 6 feet, mandatory use of face cover/mask, practice frequent hand washing with soap, use of alcohol-based sanitizers, following respiratory etiquettes, prohibiting spitting, Installation & use of Aarogya Setu App.**

3. The cases of COVID 19 are still being reported from different offices spread all over India and the menace still persists. In views of above, All Head of Departments/Offices are requested to ensure that the above specified measures are strictly followed by the employees in addition to compliance of other provisions in the SOP.


(Rajeev Ranjan Kumar)
Dy. CGDA (AN)

Copy to:

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| 1. | AN (Pay) Local | : | For similar action as above. |
| 2. | IT & S Wing Local | : | For uploading on CGDA website |


(KSP Srivastava)
Accounts Officer (AN-Coord)

