
	<p>रक्षा लेखा नियंत्रक का कार्यालय, उदयन विहार, नारंगी, गुवाहाटी 78117-1 Office of the Controller of Defence Accounts, Udayan Vihar, Narangi, Guwahati-781171 Fax: 0361-2640204, Phone: 0361-2640394, 2641142 e-mail: Cdaguwadmin1a.dad@hub.nic.in</p>	
---	--	---

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

Dated: 10 /01/2022


To

All SAOs/AOs of MO CDA Guwahati

Subject: **Preventive measures to contain the spread of Novel Corona Virus (Covid-19) : suspension of biometric attendance and regulating attendance reg.**

Please refer to HQrs Office letter No. Estt/3012/Circular/Vol VIII /Covid dated 4/01/2022 and Govt. of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training OM bearing F. No. 11013/9/2014-Estt A-III dated the 3rd January, 2022.

In this connection it is requested to make a roster of staff on the basis of work load of the sections and take the approval of respective GOs and furnish the report to ANIA section on 11/01/2022 (FN) positively. Further while preparing of roster of 50% staff it may be ensured that, no office work will hampered.


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