



THROUGH WEBSITE

	<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: Cdaguwadmin1a.dad@hub.nic.in</p>	
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IMPORTANT CIRCULAR-49

No.AN/IA/01/CIRCULAR/VOL-X

Dated 23/03/2020

Subject: Preventive measures to be taken to contain the spread of Novel Corona Virus (Covid-19) –regarding

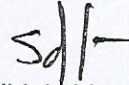
In continuation of this office Important Circular No. 47 dated 19.03.2020 and in the light of the HQrs. Office Circular No. AN/III/3012/Circular/Vol-VIII dated 23.03.2020, the Competent Authority has decided to run only the essential services with deployment of skeletal staff(s)/officer(s) with immediate effect till 31st March, 2020 or till the further order.

The essential service comprises the following service (s):

01. Officers/Staffs dealing with Pay and Allowances.
02. Budget holding Officers/Staffs
03. Accounts and Budget
04. Officers/Staffs of IT & S
05. Dealing with Pension Payments and sanction etc.
06. Officers/Staffs dealing with Payment work.
07. Payment of Pension for the month of March, 2020
08. Issue of PPOs for personnel retiring on 31.03.2020 to enable first payment
09. Issue of PPOs in death cases
10. Any other area of work as deemed essential by the Head of Office/Deptt.

In view of the above, the Officer-in-Charge(s) of all the sections of Main Office and sub offices under CDA Guwahati Organisation are hereby directed to ensure that staff(s)/officer(s) using public transport should not attend their duties till 31st March, 2020 or till further orders. Further, they are also requested to assess the bare minimum requirement of Staff(s)/Officer(s) to run the aforesaid essential services/sections/offices smoothly with two (02) days rotation policy and the officials who will be directed to stay at home should be instructed to ensure to keep their mobile SWITCH ON so that in emergency they may be called to attend duties.

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


(Dr. K. Lalbiakchhunga), IDAS
Dy. Controller (AN)

Copy to:-

1. All Section 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.


(K. Bhagabati)
Accounts Officer (AN)