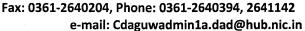


## रक्षा लेखा नियंत्रक का कार्यालय , उदयन विहार, नारंगी, गुवाहाटी78117-1 Office of the Controller of Defence Accounts, Udayan Vihar, Narangi, Guwahati-781171





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

Dated:

10 /01/2022

To

All SAOs/AOs of MO CDA Guwahati

Subject:

<u>Preventive measures to contain the spread of Novel Corona Virus</u> (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 3<sup>rd</sup> 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 AN1A 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)