

	<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-72

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

Dated: 17/06/2020

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


In the light of the HQs office circular No. AN/III/3012/Circular/Vol.VIII dated 15/06/2020, to enable the implementation of social distancing norms, the Competent Authority has decided to run the office with deployment of staff as minimum as possible so that the work of the sections are not hampered . Further, it is requested to maintain a roster of the staff by the respective section-in - charge. It is also requested to maintain a roster of the staff who is given permission to leave the station. A report in this subject may be forwarded to Admin1A section as and when the permission is granted to leave the station. Also wearing of Mask is mandatory in office premises.

All the officers/staffs may strictly be directed to get noted the contents of this Important Circular for strict compliance.

Sd-
 (NK Biswas , IDAS)
 Dy. Controller(AN)

Copy to:-

1. All Section of MO CDA Guwahati.
 2. All GOs/ SAOs/AOs of MO CDA Guwahati.
 3. IT & S Wing, MO CDA Guwahati for uploading over official website.
 4. PS to CDA.
- S. CDA (BR) Guwahati


 (Debapriya Das)
 Accounts Officer (AM) 2020/06/17