
	<p style="text-align: center;"><b>कार्यालय रक्षा लेखा प्रधान नियंत्रक (पेंशन)</b>  <b>OFFICE OF THE PR. CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS)</b>  <b>द्रौपदीघाट, इलाहाबाद-211014</b>          DRAUPADI GHAT, ALLAHABAD - 211 014,  <a href="http://www.pcdapension.nic.in">www.pcdapension.nic.in</a>, e-mail: <a href="mailto:cda-albd@nic.in">cda-albd@nic.in</a>          EPBAX Telo- (0532)-2421877; 2421879; 2421880 Extn-258          Call Centre No (Toll Free) - 18001805325 (Timing - 09:30 AM to 06:00 PM)</p>	
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AN/II/Covid-19/2020

Dated 17.04.2020

**IMPORTANT CIRCULAR**

To,

The All Group Officers/Officer in-charge Section,  
(Local)

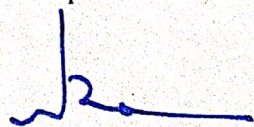
**Sub : Preventive Measures to contain the spread of COVID-19.**

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As per directions issued by the Govt. of India, Ministry of Home Affairs(MHA), New Delhi Order No.40-3/2020-DM-I(A) dated 15.04.2020 and Ministry of Defence, Office Order F.No.A-50024/01/2020-D(Estt.I/Gp.I) dated 15.04.2020, the CGDA HQrs Office, Delhi has issued guidelines vide their letter No.AN/III/3012/Circular/Vol.VIII dated 16.04.2020 (available on the CGDA website) for strict implementation of the revised consolidated guidelines during the lockdown period which will continue to be remain in force upto 3rd May 2020.



2. In view of the above, the Office will remain open without any restriction during the lockdown period w.e.f. 20.04.2020 subject to compliance of all instructions contained in the said Order of the MHA. All the Group Officers and Officer in Charge of Sections will ensure that the above instructions are followed scrupulously. In this regard necessary instructions in addition to the above guidelines are enclosed as Annexure-I.
3. While opening the Office w.e.f. 20.04.2020, it may be ensured that working hours for all employees who attend office should be staggered, therefore, suggested that two rosters of employees may be formed and asked to attend office as per the following timings in such a manner that 50% of employees attend office in 1st Shift and 50% in 2<sup>nd</sup> Shift:-
  - a. 9.00 a.m. to 5.30 p.m.
  - b. 10.30 a.m. to 7.00 p.m.
4. Necessary precautionary arrangements for disinfection of office premises, availability of sanitizers etc have been made for employees.

Encl. Annexure-I

  
 (Navpreet Kaur)  
 Jt.CDA(AN)

Copy to: The Officer-in charge,  
IT &S (Local) for uploading on the office website.



	<p style="text-align: center;"><b>कार्यालय रक्षा लेखा प्रधान नियंत्रक (पेंशन)</b>  <b>OFFICE OF THE PR. CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS)</b>  <b>द्रौपदीघाट, इलाहाबाद-211014</b>  <b>DRAUPADI GHAT, ALLAHABAD - 211 014,</b>  <b>www.pcdapension.nic.in, e-mail: sda.albd@nic.in</b>  <b>EPBAX Tele- (0532)-2421877; 2421879; 2421880 Extn-258</b>  <b>Call Centre No (Toll Free) - 18001805325 (Timing - 09:30 AM to 06:00 PM)</b></p>	
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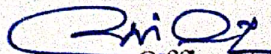
AN/I/Covid-19/2020

Dated 17.04.2020



**Annexure-I**

**NECESSARY INSTRUCTIONS**

1. Large gathering or meeting i.e. more than 3-4 persons even during tea break must be avoided.
2. Work places shall have a gap of one hour and will stagger the lunch breaks of staff to ensure social distancing.
3. Pan Masala, Gutkha and Spitting at work place and in office premises is strictly banned and Rs.500/- fine will be imposed if anyone found doing so.
4. In case any employee is unwell, has dry cough, difficulty in breathing etc, he/she or his/her colleagues should immediately bring it to the notice of administration through Welfare Section.
5. All the Officers and Staff are advised to download the Arogya Setu App.
6. Sections are advised to ensure seating at least 6 feet away from each other.
7. It is advised to use staircases in place of lifts.
8. Norms of social distancing as issued by the Govt. of India may be followed.
9. All the officers and staff are requested to co-operate with thermal scanning arrangement at entry points of the office of the PCDA(P) and follow social distancing norms during thermal scanning process.

  
 Sr. Accounts Officer(AN)




	<p align="center"><b>कार्यालय रक्षा लेखा प्रधान नियंत्रक (पेंशन)</b>  <b>OFFICE OF THE PR. CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS)</b>  <b>द्रौपदीघाट, इलाहाबाद-211014</b>          DRAUPADI GHAT, ALLAHABAD - 211 014,  <a href="http://www.pcdapension.nic.in">www.pcdapension.nic.in</a>, e-mail: <a href="mailto:cda-albd@nic.in">cda-albd@nic.in</a>          EPBAX Tele- (0532)-2421877; 2421879; 2421880 Extn-258          Call Centre No (Toll Free) - 18001805325 (Timing - 09:30 AM to 06:00 PM)</p>	
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क्र. AN/1/CO-18-19/2020 दिनांक 17.04.2020  
सामाजिक दूरी बनाये रखने हेतु मानक दिशा निर्देश

अनुलग्नक - 1

1. कई कर्मचारियों के एक जगह एकत्रित होने से पूर्णरूप से बचा जाय एवं चाय के समय भी एक साथ 3 या 4 कर्मचारी से अधिक एकत्रित न हो ।
2. कार्य स्थल पर लंच ब्रेक में भी एक घंटे का अंतराल इस प्रकार संयोजित किया जाये कि आपसी दूरी सुनिश्चित की जा सके ।
3. पान मसाला, गुटखा खाकर एवं कार्यस्थल तथा कार्यालय परिसर में थूकना पूर्ण रूप से वर्जित है एवं ऐसा पाये जाने पर 500/- रुपये का जुर्माना किया जायेगा ।
4. यदि कोई कर्मचारी असहज महसूस करता है सूखी खाँसी, सांस लेने में तकलीफ है तो इसे तुरंत ही कार्यालय के कर्मचारी कल्याण अनुभाग के माध्यम से प्रशासन के जानकारी में ले आये ।
5. सभी कर्मचारी Arrogya Setu App download कर लें ।
6. सभी अनुभागों के कर्मचारियों के बैठने में कम से कम 6 फीट की दूरी रखी जाये ।
7. लिफ्ट के स्थान पर सीढ़ियों का प्रयोग करे ।
8. भारत सरकार के सामाजिक दूरी बनाये रखने के दिशा निर्देशों का अनुपालन करें ।
9. कार्यालय के समस्त अधिकारियों एवं कर्मचारियों से अनुरोध है की वे कार्यालय के प्रवेश द्वार पर लगे विभिन्न थर्मल स्कैनिंग व्यवस्था के साथ सहयोग करे और इस प्रक्रिया में सामाजिक दूरी बनाए रखे ।

  
 व.ले.अ. (प्रशासन)