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No. AN/I/1041/Misc

Dated: 07/01/2022

**Subject: Functioning of office during the operation of Preventive measures to contain the spread of COVID-19 (Coronavirus).**

Keeping in view the initial signs of surge in spread of COVID-19 cases, Ministry of Personnel, Public Grievances and Pensions, (Deptt of DoPT) has again issued necessary guidelines vide OM No. F.No. 11013/9/2014-Estt.A.III dated 3<sup>rd</sup> January 2022 circulated by HQrs office, Delhi No. Estt/3012/Circular/Vol.VIII/Covid dt. 04/01/2022. In the above context, it is enjoined upon all Officers and staff to ensure strict compliance of instructions on COVID appropriate behaviour issued by MHA, MoH & FW and DoPT from time to time.

- a) All officers/staff members shall cover their face with masks during office hours. No official/visitor would be allowed to enter office premises without face mask.
- b) Social distancing shall be maintained strictly by Officers/staff in office.
- c) Spitting in office premise is strictly prohibited.
- d) All Officers Incharge may exhort those officers/officials who are not vaccinated so far, to get themselves vaccinated at the earliest.

*PCDA has Seen.*

  
(RITA GOYAL)  
ACDA

**Distribution:**

1. The CGDA, Ulan Batar, Road, Palam, Delhi cantt-10
2. PS to PCDA/JCDA/GOs
3. All IDAS Officers under PCDA(WC) Chandigarh
4. All Officer In-charge in Main Office, Chandigarh
5. All Sub Offices under PCDA(WC) Chandigarh
6. IT&S Sec. (Local) ... with request to upload on PCDA (WC) Website.