



रक्षा लेखा प्रधान नियंत्रक (प.क.) चंडीगढ़-160009  
Principal Controller of Defence Accounts (Western Command),  
Chandigarh-160009  
Tel.No. :0172-2741611 Ext. (221)  
E-mail: [pcdawcan1.dad@hub.nic.in](mailto:pcdawcan1.dad@hub.nic.in)

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आज़ादी का  
अमृत महोत्सव

No. AN/I/1041/Misc

Dated: 05/01/2022

**Subject: Preventive measures to contain the spread of COVID-19-Attendance of Central Govt. Officials regarding.**

With reference to Ministry of Personnel, Public Grievances and Pensions, (Deptt of DOPT) 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, it has been decided that as a measure to contain the spread of COVID-19, physical attendance of SAOs/AOs and below shall be restricted to 50% of actual strength with effect from 06/01/2022 to 31/01/2022 and the remaining 50% shall work from home. **All officers of the level of DCDA/ACDA & above are to attend office on regular basis.**

2. **The Officers In-charge of all Sections in Main Office and all sub offices under this organisation shall prepare duty roster at their end accordingly. Those officials, who are not required to attend the office on a particular day, shall work from home and should be available on telephone and electronic means of communications at all times. Under no circumstances, such officials will leave the duty station. In case of any official work, the Officer-in-charge can call any official to attend office.**

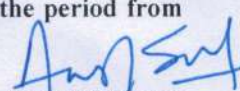
3. *It has been observed that some staff members avail leave between the days earmarked for 'work from home' as per duty roster thus resulting in absenting themselves for continuous period, which not only affects the efficacy of the concerned Section/Group but also disrupts the duty roster system. It is enjoined upon all concerned that in case of officials availing such leave frequently, the entire period (work from home and leave availed on working days) shall be debited against the official's leave of kind due to him.*

4. All Group Officers/Officers-in-charge of Main Office and Sub Offices are directed to ensure that there is no pendency of work especially bills/letters in sections/offices for more than one week. It may also be ensured that for officials whose pendency in case of bills and letters is more than 07 working days, functioning of work from home would automatically stands cancelled. Attendance of staff may be regulated accordingly.

5. It may be ensured that AAO of Section would attend the office when his SAO/AO works from home to avoid hampering of the work in Section. The Group Officer may assign SAO/AO under his/her administrative jurisdiction to Section/Group whose SAO/AO and Link Officer proceeds on leave/sick report or on work from home.

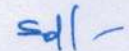
6. All Group Officers/ Officers-in-Charge may constantly review the status of their sections on daily basis and take necessary action besides ensuring correct and timely submission of control chart to AN-III section/System & Coord Section respectively. **All the Officers and staff of the may be advised to get themselves vaccinated to effectively contain the spread of COVID-19.** The guidelines/directions issued by government from time to time to contain the spread of COVID-19 shall be strictly adhered to & strictly follow Covid appropriate behaviour during the said period.

7. **Duty Roster in respect of SAOs/AOs posted in Main Office, Chandigarh for the period from 06/01/2022 to 31/01/2022 is attached as per Annexure 'A'. PCDA has seen.**

  
(ANMOL AMAR SINGH)  
Dy.CDA (AN)

Distribution:

1. The CGDA, Ulan Batar, Road, Palam, Delhi cantt-10...w.r.t. HQ office letter cited above.
2. PS to PCDA/JCDA/GO(AN)
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.

  
(N C DOGRA)  
Sr. A.O (AN)

S.No.	Name of Officer(Shri/Smt)	Date of presence in the office
1.	Narinder Kumar, SAO	06/01/22, 10/01/22, 12/01/22, 17/01/22, 19/01/22, 21/01/22, 25/01/22, 28/01/22
2.	Balvir Chand, SAO(CMP)	06/01/22, 10/01/22, 12/01/22, 17/01/22, 19/01/22, 21/01/22, 25/01/22, 28/01/22
3.	Jeetender Joshi, SAO(CMP)	07/01/22, 11/01/22, 13/01/22, 18/01/22, 20/01/22, 24/01/22, 27/01/22, 31/01/22
4.	Chetan Mendiratta, SAO(CMP)	07/01/22, 11/01/22, 13/01/22, 18/01/22, 20/01/22, 24/01/22, 27/01/22, 31/01/22
5.	Jatinder Kumar, SAO(Payment Seal)	06/01/22, 10/01/22, 12/01/22, 17/01/22, 19/01/22, 21/01/22, 25/01/22, 28/01/22
6.	Smt. Seema Joshi, SAO	07/01/22, 11/01/22, 13/01/22, 18/01/22, 20/01/22, 24/01/22, 27/01/22, 31/01/22
7.	Smt. Navita Malhotra, SAO (Payment Seal)	upto 13/01/22(CCL) , 17/01/22, 19/01/22, 21/01/22, 25/01/22, 28/01/22
8.	N.C. Dogra, SAO	06/01/22, 10/01/22, 12/01/22, 17/01/22, 19/01/22, 21/01/22, 25/01/22, 28/01/22, 31/01/22
9.	Anil Kumar, SAO (Payment seal)	07/01/22, 11/01/22, 13/01/22, 18/01/22, 20/01/22, 24/01/22, 27/01/22, 31/01/22
10.	Praveen Kakkar, SAO (CMP)	06/01/22, 10/01/22, 12/01/22, 17/01/22, 19/01/22, 21/01/22, 25/01/22, 28/01/22
11.	Balbir Singh, SAO	06/01/22, 10/01/22, 12/01/22, 17/01/22, 19/01/22, 21/01/22, 25/01/22, 28/01/22
12.	Narinder Paul Joshi, SAO	06/01/22, 10/01/22, 12/01/22, 17/01/22, 19/01/22, 21/01/22, 25/01/22, 28/01/22
13.	Rajesh Kumar, SAO(ECHS)	ON SICK REPORT
14.	Harish Alreja, AO	06/01/22, 10/01/22, 12/01/22, 17/01/22, 19/01/22, 21/01/22, 25/01/22, 28/01/22
15.	Vinod Kumar, AO	07/01/22, 11/01/22, 13/01/22, 18/01/22, 20/01/22, 24/01/22, 27/01/22, 31/01/22
16.	Rajesh Kumar, AO(E Sec)	07/01/22, 11/01/22, 13/01/22, 18/01/22, 20/01/22, 24/01/22, 27/01/22, 31/01/22
17.	Sukhchand Rekhi, AO	07/01/22, 11/01/22, 13/01/22, 18/01/22, 20/01/22, 24/01/22, 27/01/22, 31/01/22
18.	Sanjit Kumar, AO	07/01/22, 11/01/22, 13/01/22, 18/01/22, 20/01/22, 24/01/22, 27/01/22, 31/01/22
19.	Atul Mohan, AO (CMP)	07/01/22, 11/01/22, 13/01/22, 18/01/22, 20/01/22, 24/01/22, 27/01/22, 31/01/22
20.	Onkar Singh, AO	07/01/22, 11/01/22, 13/01/22, 18/01/22, 20/01/22, 24/01/22, 27/01/22, 31/01/22
21.	Anuj Rai, AO	07/01/22, 11/01/22, 13/01/22, 18/01/22, 20/01/22, 24/01/22, 27/01/22, 31/01/22
22.	Kuldeep Singh, AO	07/01/22, 11/01/22, 13/01/22, 18/01/22, 20/01/22, 24/01/22, 27/01/22, 31/01/22
23.	Avtar Singh, AO	06/01/22, 10/01/22, 12/01/22 (under transfer to AOCCE (R&D), Estates Chandigarh)
24.	Vinit Jain, AO	06/01/22, 10/01/22, 12/01/22, 17/01/22, 19/01/22, 21/01/22, 25/01/22, 28/01/22
25.	Anil Kaushik, AO	06/01/22, 10/01/22, 12/01/22, 17/01/22, 19/01/22, 21/01/22, 25/01/22, 28/01/22
26.	Mukesh Kumar Meena, AO	06/01/22, 10/01/22, 12/01/22, 17/01/22, 19/01/22, 21/01/22, 25/01/22, 28/01/22

(ANMOL AMAR SINGH)  
Dy. CDA (AN)