

F. No. C-35021(1)/MF.CGA/ADMN/2020/2006  
O/O CONTROLLER GENERAL OF ACCOUNTS  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
NEW DELHI.

Dated: 21.04.2020

**OFFICE MEMORANDUM**

**Subject: Attendance report during lockdown ( 20.04.2020 to 03.05.2020) – reg.**

With reference to the Ministry of Finance, D/o Expenditure OM No. A-60011/21/2019-Ad.I dated 20.04.2020, all Jt. Controller General of Accounts are requested to arrange to provide **attendance statement** in respect of their verticals, in the following format so that a compiled report could be sent to M/o Finance:

Sl. No.	Unit/Section Name	Name of Officers/Officials	Designation
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Attendance statement may be sent to Administration positively by **1.00 P.M. on every working day at adm3-cga@gov.in**.

Attendance statement for 20<sup>th</sup> and 21<sup>st</sup> April 2020 may however kindly be sent by **3.30 P.M. today** for onward submission of compiled report.

  
Sr. Accounts Officer (Admn)

To,

1. Jt.CGA (SS), Jt.CGA (SB), Jt.CGA (S.Sharan), Jt.CGA (VKS), Jt.CGA (BV), Jt.CGA (RRK), Jt.CGA (ELK), Jt.CGA (HKS), Jt.CGA (RD)
2. All Dy.CGAs/ACGAs
3. All Sr.AOs/ AOs of O/o CGA & PFMS

**Copy for information to:-**

1. PS to CGA/Addl. CGAs