

F. No. A-65061(55)/9/2020-Admin-CGA-Part(1)/ 101
Government of India
Department of Expenditure
Office of Controller General of Accounts
Room No. 203, 2nd Floor, MahalekhaNiyankBhawan
Block-E, G.P.O. Complex, I.N.A., New Delhi-110023


Dated: 05.06.2020

OFFICE MEMORANDUM

Reference is invited to the Guidelines issued by MHA to prevent Covid-19 dated 15.04.2020, guideline issued by office of CGA dated 17.04.2020, guideline issued by DoPT dated 19.03.2020 and also the guidelines vide DoPT OM No.11013/9/2014-Estt.A.III dated 18.05.2020.

All the verticals of O/o CGA, PFMS (Headquarters and State Directorates), INGAF and CPAO are requested to revisit the roasters made for presence of staff in the office. It has to be ensured that **50 percent of officers** (below the level of Dy. Secretary) and **50 percent of staff** attend office on every alternate day. Leave may be sanctioned to those staff members who may not be in position to attend office during this period.

The roasters prepared and details of leave sanctioned may kindly be forwarded to the undersigned for official records.



(Narinder Pal Singh)
Assistant Controller General of Accounts (Admn.)

To,

1. All Jt. CGAs in O/o CGA /PFMS (Headquarters and State Directorates), Chief Controller (Pension), Director, INGAF, New Delhi.
2. Sr. AO (ITD) for uploading on Office of CGA's website.
3. Guard file

For information to:

1. PS to Addl CGA, HR&O