

**GOVERNMENT OF INDIA  
MINISTRY OF LABOUR & EMPLOYMENT  
O/o CHIEF CONTROLLER OF ACCOUNTS  
PRINCIPAL ACCOUNTS OFFICE  
SHRAM SHAKTI BHAWAN, RAFI MARG  
NEW DELHI:-110001**

No.CCA-LAB/6-87/2019-20/3950

Dated: 15/04/2020

**OFFICE MEMORANDUM**

**Sub: Functioning of Government offices during the operation of preventive measures to contain the spread of COVID-19.**

**Kind attention is invited to Para 18(ii) of the Ministry of Home Affairs order no. 40-3/2020-DM-I(A) dated 15.04.2020.**

- i) Head of offices (HOOs) of Principal Accounts Offices, Local and outstation Pay & Accounts Officers, Sr. Accounts Officer, Pr. AO(A/Cs) and Internal Audit Wing may ensure that upto 33% of the staff as per the requirement, is required to attend office every day and the remaining staff should be instructed to work from home. All HOOs, Sr. Accounts Officer, Pr. AO(A/Cs) and Internal Audit Wing are, therefore advised to draft the duty roster of the staff upto 03.05.2020 and ask them to attend the office as per the roster. The same may be intimated to this office.
- ii) The officials who are working from home on a particular day as per the roster drawn up should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigency of work by their respective Head of office/Section Head.
- iii) Use of Arogya Setu App will be encouraged for all the staff.
- iv) Further the consolidated revised guidelines on the measures to be taken by Ministries/Departments of Government of India for containment of COVID-19 in the country and instruction issued in the annexures to the ibid Ministry of Home Affairs Order regarding standard Operating procedures for offices, workplace, may be strictly followed.
- v) These instructions shall be applicable with immediate effect and will remain in force till 03.05.2020.

This issues with the approval of Chief Controller of Accounts, MoLE.



(Rajiv Kumar Khurana)  
Sr. Accounts Officer(Admn.)

To:

1. HOOs/ All PAOs/Pr. AO(A/Cs)/ Internal Audit Wing, MoLE.

Copy To:

1. PPS to AS & FA, MoLE.

2. PA to CCA, MoLE.