

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS)
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Important Circular

No- AN-II/Covid-19/2020

dated 23.03.2020

Subject: Preventive measures to contain the spread of COVID-19-regarding

Reference: HQrs Office Circular bearing No AN/III/3012/Circular/Vol.VIII dated 23.03.2020

In continuation of this office circular of even No. dated 23.03.2020, please refer to HQrs Office Circular cited above on the subject. The same is available on official website of CGDA i.e. www.cgda.nic.in


2. All the Group officers/Officer-in-Charge of the Sections are requested to draw up a Roster of Officers/Staff who are dealing with the essential services viz

- (i) Officers dealing with Pay and Allowances.
- (ii) Budget holding Officers (including assisting staff)
- (iii) Accounts and Budget
- (iv) Officers/Staff of IT & S Wing.
- (v) Dealing with pension Payment and sanction etc.
- (vi) Officers/Staff dealing with Payment work.
- (vii) Any other area of work as deemed essential by the Officer-in-Charge.

3. In addition to above, the following services will also be treated as essential services, therefore, the concerned Officer-in-Charge of the Section may ensured the same :

- (a) Payment of Pension for the month of March 2020.
- (b) Issue of PPOs for personnel retiring on 31.03.2020 to enable first payment.
- (c) Issue of PPOs in death cases.


4. It may be ensured that the essential work of the office is not affected with the deployment of skeletal staff.


(Navpreet Kaur)
Dy.CDA(AN)

Copy to:

1. SPS to PCDA(P)

2. PA to all CsDA
3. PA to Addl. CDA/ Jt. CDA
4. The All Group Officers
5. The Officer-in-Charge of all Section
6. IT&S Wing--for uploading on website of PCDA(P)
7. Notice Board



(Navpreet Kaur)
Dy.CDA(AN)