Dy. Controller Mobile: 9433331367 Asst Controller Mobile: 8920889505

Financial officer Mobile: 9830671317



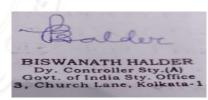
भारत सरकार लेखन सामग्री कार्यालय, 3 चर्च लेन, कोलकाता -700 001 **GOVERNMENT OF INDIA STATIONERY OFFICE,3 CHURCH LANE, KOLKATA - 700 001.** No.A-12025/4/MTS/2018-Estt./15 Dt. 15 Apr 2020

## कार्यालय परिपत्र/Office Circular

## Sub: Lockdown on Account of Spread of COVID-19- Consolidated guidelines issued by ministry of home Affairs-regarding

The undersigned is directed to refer to Ministry of Housing and urban Affairs O.M No A-142021/ 16/ 20202-Admn.I-UD. Dated 15 Apr 2020 (Copy enclosed. It is directed that all officers and staffs are required to attend office up to 33% of the strength as per requirement. This O.M will remain in force up to 3<sup>rd</sup> May 2020 or till further orders.

2. All officers and OIC's should bring the above decision to the notice of all concerned and prepare list of employees accordingly and comply the spirit of the order.



(B.N. Halder) **Deputy ControllerSty.(Admn.)** 

Website: www.giso.gov.in Fax No: 033-22437380

To,

- Under Secretary PSP-II Div w.r.t. their e mail <a href="mailto:psp2moud@gmail.com">psp2moud@gmail.com</a> dt 13 Apr 2020. 1.
- 2. The Pay & Accounts Officer, Pay & Accounts Office, Min. of Housing & Urban Affairs, 3rd M.S.O building, Salt Lake City, Kolkata - 700064 for information and further action.
- All officers/D.D.O., GISO, Kolkata. 3.
- 4. OIC's, RSDs, New Delhi, Chennai and Mumbai with request to inform their concerned staff preferably over Whatspp group and Notice board.
- 5. Notice board/ Official WhatsApp group.
- 6. The Secretary G.I.S.O.E.A and G.I.S.O.S.A/ Other union representatives.
- 7. Guard File.

























