

OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL), Chennai
"Lekha Pariksha Bhavan", 361, Anna Salai, Teynampet, Chennai – 600 018.

CIRCULAR NO.27

No. PDA(C)/ Admn/ Unit – I/ 11-04/ 2020-21/151

Date: 24-03-2021

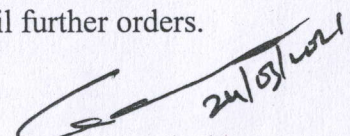
Sub: Preventive measures to contain the spread of COVID-19- reg

In view of increase in number of active COVID-19 cases in Tamil Nadu and also as per Ministry of Home Affairs Order No.40-3/2020-DM-I(A) dated 23-03-2021, the following instructions are issued in order to avoid over-crowding in office/workplace: -

1. All officials in the level of Assistant Supervisors and below are to attend office following staggered timings and the staggered timings may be decided by the concerned Group Officers.
2. All officers/officials residing in the containment zone shall be exempted from coming to offices till the containment zone is de-notified. The officers/staff who are residing in the Containment Zone shall work from home and shall be available on telephone and electronic means of communications at all times.
3. All staff members are instructed to self-monitor their health and in case of any illness, they are advised to stay at home and the fact of their illness should be reported to their superior officers immediately.
4. Officers and staff (including outsourced staff) whose family members, close relatives staying in same home have tested positive for COVID-19, shall promptly disclose such information to their controlling officers.
5. All staff members should wear masks in the office premises and if any staff member is found to be not wearing a mask, the same will be dealt severely by the concerned Group Officers/Branch Officers. Such lapses are liable for disciplinary action under extant rules.
6. All staff members should maintain social distancing and follow other protocols of COVID-19.
7. Physical meetings/discussions/consultations in the office premises should be avoided to the extent possible. As far as possible, physical movement of files within the office and postal correspondence with other offices should be minimized. All officials are advised to work electronically to the extent possible.
8. The instructions issued already in earlier circulars regarding precautionary measures to be taken in the Office in prevention of spread of Novel Coronavirus (Covid-19) and DOs and DONTs by the staff members should be strictly adhered to.

Above instructions shall be in force with immediate effect and until further orders.

(Vide Orders of PDA(C) dated 24-03-2021)


Dy. Director/Admn

Copy to:

1. All Group Officers
2. All Branch officers (For circulation)
3. Data Manager/EDP (request to upload the circular in office web page).
4. Notice Board