



भारतीय लेखापरीक्षा और लेखा विभाग
INDIAN AUDIT and ACCOUNTS DEPARTMENT
प्रधान निदेशक लेखापरीक्षा (केंद्रीय)चेन्नै का कार्यालय
OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL) CHENNAI



No. *PDA(C)/ Admn/ Unit – I/ 11-04/ 2021-22/25*

Date: *06-06-2021*

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

CIRCULAR NO.06

In continuation to this office circular No.05 dated 30.05.2021 instructing complete closure of our office till 06.06.2021 and in the light of TN Government Revenue and Disaster Management (DM-IV) Department G.O. (Ms) No. 394 dated 05.06.2021, directing functioning of Government Offices with 30% strength and keeping in view of Headquarters letter dated 06.05.2021 advising field offices to adhere to the instructions of the local Governments in this regard, the following instructions are issued:

1. Office of the Principal Director of Audit (Central) including the Branch Office at Madurai will function with 30 percent of the Headquarters staff strength with effect from 07.06.2021. Audit party members will attend office based on requirement and specific instructions from the respective Group Officers.
2. Officers/Officials who are not required to attend office on a particular day shall “Work from Home” and be available on telephone and electronic means of communication. They shall not leave the station without prior approval of the Competent Authority.
3. The Rosters shall be drawn up accordingly with approval of the Group Officers to ensure that only 30 percent of officers and staff attend office per day.
4. All the officials while attending the office shall abide by the instructions issued by the Government of India / State Government from time to time with regard to Covid-19 management.

The above arrangement shall continue till 11.06.2021/ until further orders. The soft copy of the roster may be marked to Administration for information.

(Vide orders of PDA(C) dated 06.06.2021)

Sd/-
उपनिदेशक/ प्रशा.
Deputy Director/Admn.

To

1. All Group Officers.
2. All Branch Officers (For Circulation).
3. Data Manager/EDP (with a request to upload the circular in officer web page).
4. Notice Board.