

**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL), Chennai**  
"Lekha Pariksha Bhavan", 361, Anna Salai, Teynampet, Chennai – 600 018.  
**CIRCULAR NO.15**

No. PDA(C)/ Admn/ Unit – I/ 11-04/ 2021-22/ 153

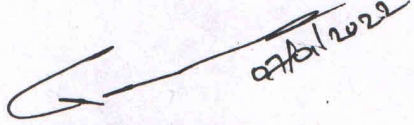
Date: 07-01-2022

**Sub:** Preventive measures to contain the spread of COVID-19- attendance of officials<sup>2</sup>-reg

In partial modification of this office Circular No. 14 dated 04-01-2022, issued vide No. PDA(C) / Admn/ Unit – I/ 11-04/ 2021-22/149 dated 04-01-2022 and now keeping in view of the instructions issued by Hqrs Office vide its letter dated 04.01.2022, point(i) of the above circular issued by this office is modified as follows:-

- (i) Physical attendance of Officers/Officials below the level of Director/Deputy Director may be restricted to 50% of the functional wings and the remaining 50% shall work from home in Chennai Main Office and Madurai Branch Office. The Rosters are to be drawn up with the approval of the Group Officers to ensure that 50 percent of officers and staff attend office on every alternate day. The officers/staff 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.

(Vide Orders of PDA(C) dated 07-01-2022)

  
Deputy 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