

**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL), Chennai**  
“Lekha Pariksha Bhavan”, 361, Anna Salai, Teynampet, Chennai – 600 018.  
**CIRCULAR NO.01**

No. PDA(C)/ Admn/ Unit – I/ 11-04/ 2021-22/ 06

Date: 19-04-2021

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

In view of the fresh surge of COVID-19 cases in Tamil Nadu and particularly amongst our office staff, the following instructions are issued.

All officials below the level of Deputy Director shall attend office on all alternate working days. 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 from 20-04-2021 to 30-04-2021. 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.

All the party members of functional wings currently undertaking field audit are recalled to their respective Headquarters after completion of the audit that is already in progress. Any further tour programme of the field parties may be suspended until further orders.

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.

All the officials while attending the office shall ensure strict adherence to the directives of the Central Government, State Government of Tamil Nadu and Headquarters for the COVID-19 management which includes compulsory wearing of mask/face covers at all times, use of Aarogya Setu mobile application, ensuring social distancing under all circumstances, proper utilization of hand sanitizers at regular intervals etc. Employees should not leave the station without the prior approval of competent authority.


The above arrangement shall continue till 30-04-2021/until further orders. The soft copy of the roster may be marked to Administration for information.

Further, as per Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training vide Office Memorandum No. 11013/9/2014-Estt.A.III dated 6<sup>th</sup> April 2021 communicated vide Headquarters letter No. 186-Estates/11-

2020 dated 09-04-2021 all the officials of the age of 45 years and above are advised to get themselves vaccinated so as to effectively contain the spread of COVID-19.

The officials of the age of 45 years and above after vaccination, are requested to submit their vaccination reports to the Admin Section either through email to [saoadmin.chn.pdac@cag.gov.in](mailto:saoadmin.chn.pdac@cag.gov.in) or in person on or before 23.04.2021 without fail. They are further advised to continue to follow covid-appropriate behaviour, even after vaccination, by frequent washing of hands/sanitization, wearing a mask/face cover and observing social distancing etc.

(Vide Orders of PDA(C) dated 19-04-2021)

  
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