



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



लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

CIRCULAR NO.04

No. *PDA(C)/ Admn/ Unit – I/ 11-04/ 2021-22/19*

Date: *23-05-2021*

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

As part of preventive measures to contain the spread of COVID-19, the Government of Tamil Nadu vide its GO(Ms) No.386 dated 22.05.2021 has announced the extension of complete lockdown for another one week i.e. from 04.00 A.M on 24.05.2021 till 6.00 A.M. on 31.05.2021. In view of the above announcement of the Government of Tamil Nadu and also in the light of Hqrs letter dated 06.05.2021 advising offices to adhere to the instructions of local Governments and to take appropriate steps for prevention of spread of COVID-19 among the staff, in continuation of Circular No. 3 dated 10.05.2021 issued on the above subject, the following instructions are issued with immediate effect:

1. The O/o the Principal Director of Audit (Central), Chennai including the Branch Office at Madurai shall remain closed from **24.05.2021 to 30.05.2021** and all Officers and Officials will work from home till that date.
2. The officers/officials who are working from home should be available on telephone and electronic means of communication at all times. They should not leave the station in any circumstance without taking necessary leave/permission from their leave sanctioning authority.
3. Orders regarding officers and officials who are required to render 'essential services' will be notified separately in due course, if required.
4. They shall abide by the instructions issued by the Government of India/State Government from time to time with regard to Covid-19 management.
5. These orders shall remain in force till 30.05.2021/ until further orders.

(Vide orders of PDA(C) dated 23.05.2021)

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.**