



कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-I), तमिलनाडु

"लेखापरीक्षा भवन" 361, अण्णा सालै, तेनाम्पेट, चेन्नै - 600 018.

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), TAMIL NADU

"LEKHA PARIKSHA BHAVAN" 361, Anna Salai, Teynampet, Chennai - 600 018.



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

Date: 12.11.2025

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No. PAG (Audit-I)/OM/Estate/2025-26/ 223

CIRCULAR

Sub: Regulation of vehicle parking in the office campus—Instructions issued – Reg.

It has been repeatedly observed that the parking of vehicles by staff members in the office campus, continues to be highly irregular despite instructions issued through circulars earlier. Two-wheelers and four-wheelers are often found parked in haphazard positions, outside the parking slots and even along internal pathways and passages, thereby obstructing the free movement of other vehicles.

The Caretaker and the security personnel on duty have consistently requesting the staff members to park their vehicles properly within the marked bays. However, it is regretted that on several occasions, such requests were ignored, and at times, staff members were found indulge in arguments with the Caretaker and the security personnel.

Hence, all the staff members of the three Audit Offices are hereby directed to adhere to the following instructions strictly to maintain orderliness, safety, and smooth movement of the vehicles within the office campus:

1. Vehicles should be parked only within demarcated parking bays and as per the directions / signboards placed in the parking area.
2. Parking vehicles in the pathways, passages and "No Parking" zones is strictly prohibited.
3. The Caretaker and the security personnel have been authorized to regulate vehicle parking and ensure compliance. Staff members are instructed to extend full cooperation and refrain from arguments with the Caretaker or security personnel.
4. Staff members should not sit on parked two-wheelers during office hours/lunch break.
5. Any vehicle found parked in an unauthorized area or in an obstructive manner will be locked by the Office Management Section of the Estate (Audit-I) Office. The concerned staff member will be required to report to the O.M. Section of the Estate Office with an explanation for the release of the vehicle.
6. Repeated violation of vehicle parking regulations will be viewed seriously and may attract initiation of disciplinary action against the defaulter.

K. Shandil

Estate Officer / Sr. Dy. Accountant General (Admn.)

Copy forwarded to

All officers & staff members (through e-mail.) of the O/o PAG (Audit-I).

SAO (EDP) of Offices of PAG (Audit-I), PAG (Audit-II) and DGA (Central) with instructions to upload the circular on the website of their office and to display the circular in the Digital Notice Board.

SAO (EDP) of the offices of the PAG (Audit-II) and DGA (Central) are further instructed to send a copy of the circular to all the officers & staff of their office (through e-mail).