कार्यालय प्रधान महालेखाकार(लेखापरीक्षा-I), 361, अण्णासालै, तेनामपेट, चेन्नै-18. Office of the Principal Accountant General (Audit-I),361, Anna Salai, Teynampet, Chennai-18.

No.PAG(Audit-I)/O.M.-I/Unit-I/2021-22/

परिपत्र/CIRCULAR

In order to prevent spread of Novel Coronavirus (Covid-19), certain precautionary measures mentioned below are being taken by the Office. All officers and staff members are required to cooperate with/adhere to the precautionary measures and to follow the DOs and DON'Ts detailedbelow strictly:

- 1. Thermal screening of employees will be done at the time of entry into the office premises.
- 2. All employeesshould take care of their own health and look out for respiratory symptoms/fever; if experience any symptom, they should leave the work place immediately for medical consultation after informing their Reporting Officer.

3. Hand Sanitizer will be provided at each wing of every floor. Employees are encouraged to bring their own sanitizer and hand gloves.

Dos:

- Maintenance of personal hygiene and physical distancing of two meters while interacting with fellow person.
- Practice of frequent hand washing with soap/water or use of Hand Sanitizer in every two hours.
- Covering nose and mouth with handkerchief/face mask throughout the period of stay in the office.
- Disposal ofused face masks/tissues by throwing them into the earmarked closed bins kept in each floor.
- Sneeze only in the inner side of elbow and not to cough into the palms of hand.
- Use of lifts by only two to three persons at a time;
- Use of Hand Sanitizer before and after operating the lift buttons

DON'Ts:

- Shaking hands
- Touchingeyes/nose/mouth or the outer side of the face mask.
- Keeping the face mask hanging from the neck
- Spit in public or on the walls in the Rest Rooms
- Sitting in groups at Canteen
- Visiting Recreation Clubs and Gyms

यह प्रधान महालेखाकार के अनुमोदन से जारी किया जाता है | This issues with the approval of Principal Accountant General

Deputy Accountant General (Admn.)

Date: 06.01.2022

Copy to

All Notice Boards; All Group Officers.

Data Manager with instructions to upload the circular in the official website and also to send a copy of the circular to official e-mail ID of all the employees.

The Maria recoverage of the section of the control of the control

The secretary progression of course many appearance for the formation fundamental and a second second section of the second seco

THE PROPERTY OF THE PARTY OF THE PARTY OF THE PARTY.

2101 18 AV 12001

conservation of attained and indicately interestable. To obtain the factors and that all other is a server of and manageration the population of an expension of the conservation and the contract to the formal property of the conservation of the formal contract to the factors of the conservation of the co

l because van ander de propriée de la figure de la company Secretarion

The contraction of the contract of the contraction of the contraction

1000

opening the second of the second second second the second second

l synthesis see a experience and search continues mission of and continues distributed in Resignation

ka ngikameng pangangan nganggi kalanggi palikan ngang malalist dalam kalanggi kanggi kanggi kanggi kanggi kala Kanggi kangg

ist separation comments of separations are sense of the contraction of the series of the contraction of the co the contraction of the contraction

SECULIAR STATES FOR

ger i Samer egen sklerigeren i Skir sam Cik.

The second space of the second second

the many layer of the makery of the fine well entirely the consideration of

我的人或是特别的对人的企业。这个15万元的APP的 2003年14英