

OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT (CENTRAL), Chennai
"Lekha Pariksha Bhavan", 361, Anna Salai, Teynampet, Chennai – 600 018.
CIRCULAR NO.14

No. PDA(C)/ Admn/ Unit – I/ 11-04/ 2021-22/149

Date: 04-01-2022

Sub: Preventive measures to contain the spread of COVID-19- attendance of officials' reg

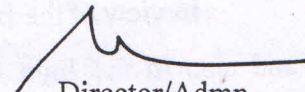
In view of the fresh surge of COVID-19 cases and particularly amongst our office staff, and also in the light of preventive measures issued vide DOPT OM dated 03.01.22, the following instructions are issued.

- i) Officials below the level of Assistant Audit Officer/Supervisor shall attend office on all alternate working days in Chennai Main 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 from 05-01-2022 until further orders. 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.
- ii) Audit party members will attend office as per the instructions of Group Officers concerned.
- iii) Meetings, as far as possible, shall be conducted on video-conferencing and personal meetings with visitors, unless absolutely necessary in public interest, are to be avoided.
- iv) Persons with Disabilities and Pregnant women employees shall be exempted from attending office but are required to work from home.
- v) 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.
- vi) 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, avoiding social gatherings, 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.

vii) All officers/staff residing in the containment zone shall be exempted from coming to offices till the containment zone is denotified.

viii) The above arrangement shall continue until further orders. The soft copy of the roster may be marked to Administration for information.

(Vide Orders of PDA('C) dated 04-01-2022)



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