No. *PDA(C)/ Admn/ Unit – I/ 11-04/ 2021-22/34*　　　Date: *20-06-2021*

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

CIRCULAR NO.08

In continuation to this Office Circular No.07 dated 13.06.2021 and in the light of Tamil Nadu Government Press Release No.305, dated 20.06.2021 regarding functioning of Government Offices and keeping in view of HQs Letter dated 06.05.2021 advising field offices to adhere to the instructions of the local Governments in this regard, the following instructions are issued:

1. The Chennai Main Office, O/o the Principal Director of Audit (Central) will function fully with 100% staff strength from 21.06.2021 onwards and the Branch Office at Madurai will function with 50 percent of the Headquarters staff strength upto 25.06.2021. Audit party members will attend office based on requirement and specific instructions from the respective Group Officers.

2. Officers/Officials 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. They shall not leave the station without prior approval of the Competent Authority.

3. The Rosters for the Branch Office at Madurai shall be drawn up accordingly with approval of the Group Officers to ensure that only 50 percent of officers and staff attend office per day.

4. All the officials while attending the office shall abide by the instructions issued by the Government of India / State Government from time to time with regard to Covid-19 management.

The above arrangement for the Branch Office at Madurai shall continue till 25.06.2021 or until further orders. The soft copy of the roster may be marked to Administration for information.

(**Vide orders of PDA(C) dated 20.06.2021**)

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.