

महानिदेशक लेखापरीक्षा (केंद्रीय) चेन्नै का कार्यालय  
लेखा परीक्षा भवन, 361, अण्णा सालै, तेनामपेट, चेन्नै - 600 018.  
**OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), Chennai**  
"Lekha Pariksha Bhavan", 361, Anna Salai, Teynampet, Chennai – 600 018.  
**CIRCULAR NO. 08**

No. DGA(C)/ Admn/ Unit – I/ 11-04/ 2020-21/31

Date: 18-06-2020

**विषय /Sub:** Advisory related to COVID-19, for officers/ officials of IA&AD

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In partial modification of Circular No. 05 dated 01.06.2020, the following instructions are issued in compliance with the directives issued by the Government of Tamil Nadu vide Notification 090 dated 15th June 2020 regarding complete lockdown in Chennai, Kancheepuram, Thiruvallur districts w.e.f. 19.06.2020 to 30.06.2020, which will come into effect from 19.06.2020 onwards, until further orders:-

1. The office (excluding branch office at Madurai, which will function as per instructions already issued vide Circular No.5 dated 01.06.2020) shall function with staff attending office upto 33% as per requirement.
2. The concerned Group officers at their discretion, may restrict the working staff strength keeping in view the minimum requirement for the functioning of the respective wing and would decide the number and names of the staff members of their respective wings who would attend office from 19.06.2020.
3. No official living in the containment zone shall attend office.
4. The officials who are working from home should be available on telephone and electronic means of communication at all times. They should attend office, if called for any exigencies of work.
5. All staff members attending the office are instructed to restrict their movement within their wing and to avoid visiting other sections/ Claims/ Administration wing. All enquiries relating to Claims/ Administration wing may be made **ONLY** through telephonic conversation.
6. The instructions issued already in earlier circulars regarding certain precautionary measures taken by the Office in prevention of spread of Novel Coronavirus (Covid-19) and DOs and DONTs to be adhered to by the staff members as precautionary measures and effective use of, Aarogyasetu App' may be strictly adhered to.

(Vide orders of DGA(C) dated 18.06.2020)

  
**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