

**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. 03**

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

Date: 03-05-2020

**विषय /Sub:** Advisory related to COVID-19, for officers/ officials of IA&AD  
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The following instructions are issued in compliance with the Government of India Ministry of Home Affairs order no. 40-3/2020-DM-1(A) dated 1<sup>st</sup> May 2020 and Headquarters Office's Lr.no.153-Estates/11-2020 dated 02<sup>nd</sup> May 2020, which will come into effect from 04.05.2020 onwards, until further orders:-

1. The office (including branch office at Madurai) shall function with officers of the level of Deputy Director/Deputy Accountant General and above to the extent of 100% strength and the remaining staff will attend upto 33% as per requirement.
2. The concerned Group officers would decide the number and names of the staff members of their respective wings who would attend office from 04.05.2020.
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. The circular 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 (copy enclosed) may be strictly adhered to.
6. All the Officers/ Officials attending the office shall download the 'Aarogyasetu' app and make effective use of the same in accordance with the OM issued by Government of India, Department of Personnel & Training (Estt A-III) dt 29.4.2020 as communicated by this office circular No.2, dated 03.05.2020.

(Vide orders of DGA(C) dated 03.05.2020)

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**Encl: As stated**

**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

**OFFICE OF THE DIRECTOR GENERAL OF AUDIT(CENTRAL)CHENNAI,  
LEKHA PARISHA BHAVAN, NO.361, ANNA SALAI, TEYNAMPET, CHENNAI-18**

**No. DGA(C)/OM/IV/2020-21**

**Dated 19.04.2020.**

**CIRCULAR**

In order to prevent spread of Novel Coronavirus (Covid-19), certain precautionary measures are being taken by the Office. All staff members are required to adhere to the precautionary measures and to follow the DOs and DONTs illustrated in this circular.

1. Thermal screening of the staff will be done at the time of entry and exit from the office premises.
2. Entry of visitors to the office premises is not allowed.
3. All officials may take care of their own health and look out for respiratory symptoms/fever and should leave the work place immediately after informing their reporting officers for medical consultation.
4. Hand Sanitizer will be provided at each Wing of every floor. Staff members are encouraged to bring their own sanitizer and hand gloves.

**Dos**

- Maintain personal hygiene and physical distancing of two meters while interacting with fellow person.
- Practice frequent hand washing with soap and water or use Hand Sanitizer every two hours.
- Cover your nose and mouth with handkerchief/self-made face mask/disposable face mask throughout the period of stay in office.
- Dispose the disposable face masks and used tissues immediately after use in the earmarked Closed Bins kept in each floor.
- Sneeze in the inner side of your elbow and not to cough into the palms of your hands.
- Use staircase as far as possible or two to three persons in the lifts.
- Operate lift buttons with tissues paper instead of bare hands
- Hand Sanitizer may be used before and after operating the lift button
- Use of disposable gloves while operating the System and sanitizing them before and after use of the system to be followed.

**DONTs**

- Shake hands
- Touch your eyes, nose and mouth or the outer side of the face mask.
- To have the face mask hanging in the neck
- Spit in Public or on the walls in the Rest Rooms
- Sitting in groups at canteen.
- Visiting Recreation clubs and Gyms.

**(Vide Orders of Director General)**

**Director/Admn.**

**Copy to:-**

**Notice Board, All Group Officers, All Branch Officers, All Staff Members**