

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. 11

No. DGA(C)/ Admn/ Unit – I/ 11-04/ 2020-21/34

Date: 30-06-2020

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

The following instructions are issued in compliance with the directives issued by the Government of Tamil Nadu vide Notification 451 dated 29th June 2020, which will come into effect from 01.07.2020 onwards, until further orders:-

- 1 The office (including branch office at Madurai) shall function with staff attending office upto 33% as per requirement from 01.07.2020 to 05.07.2020. From 06.07.2020 onwards, the office (including branch office at Madurai) shall function with staff attending office on alternate days and as per the requirement and orders issued from time to time.
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 01.07.2020.
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 30.06.2020)



DY.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