

महानिदेशकलेखापरीक्षा (केंद्रीय) चेन्नैकार्यालय  
लेखापरीक्षाभवन, 361, अण्णासालै, तेनामपेट, चेन्नै - 600 018.  
**OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), Chennai**  
“LekhaParikshaBhavan”, 361, Anna Salai, Teynampet, Chennai – 600018.  
**CIRCULAR NO.19**

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

**Date: 14.04.2020**

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

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In continuation of Circular No. 18 dated 26.03.2020 issued on the above subject, the following instructions are issued in view of the Head Quarters Email Dated 14.04.2020 (*in compliance of the National Disaster Management Authority (NDMA) Order No.1-137/2018-Mit-II(FTS-10548) dated 14.04.2020 and the guidelines issued by the Union Home Secretary Order No.40-3/2020-DM-I(A) dated 14.04.2020*).

1. The office shall remain closed until 03.05.2020 and all Officers and Officials will work from home till that date.
2. The officers/officials who are working from home should be available on telephone and electronic means of communication at all times. They should not leave the station in any circumstances without taking necessary leave/permission from their leave sanctioning authority.
3. Orders regarding officers and officials who are required to render ‘essential services’ will be notified separately in due course, if required.
4. All functional wings including Madurai Branch Office are requested to follow the above instructions. These orders shall be applicable in this office with immediate effect till 3<sup>rd</sup> May 2020 or until further orders.

(Vide orders of DGA(C) dated 14.04.2020)

-Sd/-

**Director /Admn.**

Copy to:

1. All Group Officers.
2. All Branch Officers( For Circulation)
3. Data Manager/EDP (request to upload the circular in officer web page)
4. Notice Board.