

**OFFICE OF THE DIRECTOR GENERAL OF AUDIT  
SOUTH CENTRAL RAILWAY: SECUNDERABAD**

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No.Au/A/IX/Misc./Vol.I/2020-21/

Date: 20.05.2020

**CIRCULAR**

Sub: Preventive measures to contain the spread of Novel Coronavirus  
(COVID-19) -reg.

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In supersession of the orders issued vide this office circular of even number dated 21.04.2020 and in terms of GoI, DoPT OM No. 11.13/9/2014-Estt.A.III dated 18.05.2020 received under CAG's letter No. 164-Estates/11-2020 dated 19.05.2020 and GoI, MoHA Order No. 40-3/2020-DM-I(A) dated 17.05.2020 received under Headquarters letter No. 163-Estates/11-2020 dated 18.05.2020, the Director General of Audit has ordered the following guidelines required to be followed by all the officers/staff during the lockdown period which shall be continued for the period up to 31.05.2020 :

1. All Branch Officers should ensure that 50% of employees including Sr. Audit Officers of respective section shall attend office on every alternate day and remaining 50 percent staff shall work from home. The Branch Officer concerned, shall ensure that 50 percent of officers/staff who attend office on a particular day shall observe the following timings, as under:

1<sup>st</sup> Shift: 9 AM to 5.30 PM

2<sup>nd</sup> Shift: 9.30 AM to 6.00 PM

Accordingly, a roster may be prepared and a copy of the same may be forwarded to Administration section. All staff who are working from home during any day should be available on telephone and electronic means of communication at all times. They should attend office, if called for in case of exigency of work.

2. No official living in the containment zone shall attend office and inform the same to the respective Branch Officer and Administration section. Further, Pregnant women officials shall be exempted from attending office and shall work from home.
3. Touring within the state by field audit teams is permissible subject to offices of the auditable entities being open. The Branch Officer concerned, shall ensure

that availability of transportation and availability of suitable staying place for audit teams where physical distancing norms and 'National Directives for Covid - 19 Management' can be followed while directing the audit teams for tour.

4. All officers/staff while attending the office should wear mask/face cover and install 'Arogya Setu' app in his/her mobile phone. Further, all officers/staff shall ensure physical distancing through adequate distance between other colleagues and staggered lunch breaks etc.

This order comes into effect immediately. However, in case of any further instructions from Headquarters Office, and/or assessment of situation on the ground, this order can be reviewed and rescinded.

This issues with the approval of Director General of Audit.



**(V.V.MALLIKHARJUN RAO)**  
**SR. AUDIT OFFICER (ADMN)**

Copy forwarded to:

1. All sections/units
2. Notice Boards