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**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT  
N. F. RAILWAY, MALIGAON, GUWAHATI-781 011**

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No. WEL/4/2019-20

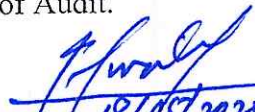
Dated: 18.05.2020

**CIRCULAR**

In pursuance of Headquarters Letter No. No.163-Estates/11-2020 dated 18.05.2020, read with revised guidelines of the Ministry of Home Affairs, Government of India's Order No. 40-3/2020-DM-I(A) dated 17.05.2020 and also taking into account Government of Assam's Order No. ASDMA 24/2020/Part I/57 dated 18.05.2020, the following instructions are hereby issued for compliance w.e.f. 18.05.2020 until further orders.

1. This office (including Con/MLG and Divisional Offices at KIR, APDJ, RNY, LMG & TSK) shall be fully functional w.e.f. 18.05.2020.
2. In addition to IA&AS officers, all Branch Officers shall attend office during normal working hours i.e. from 9.00 AM to 5.30 PM.
3. The respective Branch Officers shall ensure that staff under their control shall attend office in two shifts of 8.30 AM to 1.00 PM and 1.30 PM to 6.00 PM. A copy of the list so prepared by the respective Branch Officers may be forwarded to the Administration Section immediately for approval of PDA. Staff attending office in first shift (8.30 AM to 1.00 PM) shall work from home in the second half. Similarly staff attending office in second shift (1.30 PM to 6.00 PM) shall work from home in the first half.
4. No office in a containment zone shall open; as a corollary, no official residing in the containment zone shall attend office and inform the same to their Controlling Officers.
5. Persons with co-morbidities, pregnant women and female employees having children below 5 years of age shall be exempted from attending office and shall work from home.
6. Officials who are working from home should be available on telephone and electronic means of communication at all times.
7. Touring within the state by field audit teams of all Audit Offices is permissible subject to offices of the auditable entities being open; availability of suitable staying place for audit teams where social distancing norms and 'National Directives for Covid-19 Management' can be followed; and intra-state transportation means available. This is in partial supersession of HQ Office Order No. 634/1204/PD(P)/2019-20/Vol.II dated 18.03.2020 whereby all tours were suspended until further orders.
8. Guidelines for inter-state touring by field audit teams shall be issued in due course.
9. All officers and staff are to strictly follow social distancing and hygiene protocols as per guidelines and instructions issued from time to time by the MoHFW, Government of India and the local administration.

This issues with the approval of the Principal Director of Audit.

  
18/05/2020  
Deputy Director (Admn)

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No. WEL/4/2019-20

Dated: 18.05.2020

Copy forwarded for information and necessary action to: -

1. All Senior Audit Officers at HQ-MLG/Con-MLG  
KIR/APDJ/RNY/LMG/TSK/Audit Parties
2. All Sections/Cells at HQs-MLG
3. PS to PDA, PA to DD, WA
4. Notice Boards 1 and 2 at HQ-MLG

  
Senior Audit Officer (Admn)