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OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT  
N. F. Railway, Maligaon, Guwahati-781 011

No. WEL/4/2019-20

Dated: 20.04.2020

CIRCULAR

In pursuance of Headquarters letter No.149-Estates/11-2020 dated 15.04.2020 on functioning of office from 20.04.2020, and also taking into account the order of the Government of Assam regarding opening of offices from 21.04.2020, the following instructions are being issued to be complied w.e.f. 20.4.2020 and shall remain applicable till 03.05.2020.

Headquarters Office, Maligaon, Construction Audit Office and RE-Con Audit Office, Maligaon and all Divisional Audit Offices will start functioning with one-third strength from 20-04-2020 to 03-05-2020. The officials required for cleaning and sanitization of the office shall attend the office on 20.04.2020.

Accordingly, the date-wise Attendance Roster of officers and staff who shall attend office from 20.04.2020 to 01.05.2020, circulated earlier, stands modified to that extent. Those officers and staff whose name are not included on a particular day shall be considered to be working from home and are liable to be called to office for work, should any exigency arise.

If any officer/official who has been rostered for attendance on a particular day is unable to attend office, he/she may inform his/her Controlling Officer. Similarly, Controlling Officers may, for exigency of work, call their subordinates to office.

Controlling Officers can make adjustments in the Attendance Roster, subject to the condition that attendance of that Branch/Section for any given day is not more than one-third of its total strength.

However, officers and staff, who have condition of co-morbidity and/or are parents of children below 5 years of age, whose name, if included in the Attendance Roster, need not attend office. They shall continue to work from instead and be available on phone at all times.

All the officers and staff attending the office must use protective masks and strictly follow the hand hygiene, cough etiquette and social distancing protocols.

This is in partial modification to this office's Circular of even No. dated 19.04.2020.

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

Sd/-  
Deputy Director (Admn)

No. WEL/4/2019-20

Dated: 20.04.2020

Copy forwarded for information and necessary action to: -

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

Sd/-  
Senior Audit Officer (Admn)