

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

No. WEL/4/2019-20

Dated: 19.05.2020

CIRCULAR

In pursuance of Headquarters letter No. No.164-Estates/11-2020 dated 19.05.2020, and in partial modification to this office's Circular dated 18.05.2020, this office (including Con/MLG and Divisional Audit Offices) shall be fully functional and the attendance shall be regulated as follows:

1 (a) In addition to IA&AS officers, all Branch officers of shall attend office on all working days.

(b) Branch Officers shall prepare a roster so as to ensure that 50 percent of officers and staff attend office on every alternate day. Those officers/staff who are not required to attend office on a particular day, shall work from home as per the work assigned to them and should be available on telephone and electronic means of communications at all times.

(c) A staggered working hour in respect of the 50 percent of officers and staff who attend office on a particular day for sections of Headquarters Office, Maligaon shall be followed as below: -

Sl. No.	Working Hours	Sections
1.	9:00 A.M. to 5:30 P.M.	Administration, RC, Coordination, Persuasion Cell, PS-Cell, Welfare Assistant,
2.	9:30 A.M. to 6:00 P.M.	BBA, Traffic-Audit, Estt./XP, Stores, EDP/ITA, Inspection,
3.	10:00 A.M. to 6:30 P.M.	DD(Admn)-Cell , Central, PA Cell, RE-Con/MLG and Workshop Audit

(d) SAOs of Construction Audit Office/MLG and Divisions shall work out the 50% roster and staggered working hours in respect of their staff, under intimation to the undersigned.

2. All other instructions contained in this Office Circular dated 18.05.2020 will remain the same.

3. The above instruction shall be in force with immediate effect and until further orders.

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


Deputy Director (Admn)

No. WEL/4/2019-20

Dated: 19.05.2020

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)