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

No. WEL/4/2019-20

Dated: 26.03.2020

OFFICE MEMORANDUM

Sub: Preventive measures to contain the spread of COVID19.

In terms of Headquarters' letter No.143-Estates/11-2020 dated 25.03.2020 and in partial modification of its previous letter No.142-Estates/11-2020 dated 22.03.2020 circulated vide this office's Office Memorandum dated 23.03.2020, wherein it was stated that office should function with skeletal staff until 31.03.2020, the following instructions are issued for immediate compliance.

2. The office of the Principal Director of Audit, N.F.Railway (including branch/subordinate offices) shall remain closed until **14.04.2020**.

3. However, the officers/officials absolutely necessary for essential services in line with Headquarters' circular No.142-Estates/11-2020 dated 22.03.2020 may be called to attend office on a given day to render essential services as required.

4. The remaining officers/officials including members of the field audit parties, unless they have applied for leave, shall be considered to be working from home and are liable to be called to office for work, should any exigency arise.

5. Copies of the Disaster Management Act 2005, guidelines of the National Disaster Management Authority (NDMA) Order No.1-29/2020-PP (Pt.II) dated 24.03.2020, and the Union Home Secretary Order No.40-3/2020-DM-I(A) dated 24.03.2020 in this regard are enclosed for strict compliance.

(Authority: Principal Director of Audit's order dated 26.03.2020 at P.4/N of File No. WEL/4/2019-20)

Sd/-
Deputy Director (Admn)

No. WEL/4/2019-20

Dated: 26.03.2020

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. Notice Boards 1 and 2 at HQ-MLG

Sd/-
Senior Audit Officer (Admn)