

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

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

Date: 07.05.2020

CIRCULAR

Sub: Preventive measures to contain the spread of COVID 19 – Reg

In continuation of this Office Circulars of even number dated 19.03.2020, 23.03.2020, 26.03.2020, 28.03.2020, 15.04.2020, 16.04.2020 and 21.04.2020, in compliance with instructions issued vide Headquarters circular Nos.141-Estates/11-2020 dated 22.03.2020, 143-Estates/11-2020 dated 25.03.2020, 148-Estates/11-2020 dated 14.04.2020, 149-Estates/11-2020 dated 15.04.2020, 151-Estates/11-2020 dated 18.04.2020 and 153-Estates/11-2020 dated 02.05.2020 and the instructions issued by the Ministry of Home Affairs Order No. 40-3/2020-DM-I(A) dated 01.05.2020 and also in pursuance of Memo No.3654/General/2020 dated 06.05.2020 issued by the Government of Telangana extending the lock down period upto 29.05.2020 on account of COVID – 19, the following orders are issued:

1. Office shall function with staff upto 33% of persons-in-position from 08.05.2020 to 29.05.2020 and remaining staff may be instructed to work from home.
2. A roster may be prepared accordingly and a copy of the same may be forwarded to the Administration Section. The Officers/Staff who are working from home 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.
3. Persons with co-morbidities, pregnant women and staff residing in containment zones are permitted to work from home.
4. All the officers/ staff should download 'Aarogyasetu' App on their mobile phones. Before starting for office, they must review their status on 'Aarogyasetu' App and commute only when the app shows 'safe' or 'low risk' status and the officers/ staff whose status shows 'moderate' or 'high risk' calculated on the basis of Bluetooth proximity should not attend office.
5. The officers/ staff who are suffering from symptoms of COVID-19 viz., fever, cold, cough, breathlessness etc., need not attend the office. However, they are advised to report at CGHS or railway hospital immediately and intimate the same to Administration section.

In this regard, the officers/ staff who are attending office are strictly instructed to wear protective face masks and carry office ID at all times. They should refrain from sitting and standing in groups and practise physical distance in the office premises. All are requested to follow hygienic procedures on reaching office from home and vice versa to ensure the safety of self and others.

These instructions shall remain applicable till 29.05.2020 or until further orders.

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

SD/-
(DIVYA YANAMADALA)
DIRECTOR (ADMN)

Copy forwarded to:

1. All sections/units
2. Notice Boards