

INDIAN AUDIT AND ACCOUNTS DEPARTMENT
OFFICE OF THE DIRECTOR GENERAL OF AUDIT,
NORTHERN RAILWAY, BARODA HOUSE, NEW DELHI.

No. Admn/17-118/4/2020

Dated: 16.04.2021


Sr. Audit Officers
Sr. PS/PA,
(as per mailing list).

Sub: Preventive measures to contain the spread of COVID-19 – Regulations of attendance.

The competent authority has directed to issue the following instructions for regulating attendance of officers and staff working in this office.

1. All officers of the level of Deputy Director and above shall attend office on all working days;
2. With regard to all officials below the level of Deputy Director, 50 percent of attendance is to be ensured and allow remaining 50 percent staff to 'work from home'.
3. Any Officer/official may be called for duty on any working day as per exigencies of work.
4. Officials who are working from home on a particular day, as per the roster should be available on telephone and electronic means of communication at all times.

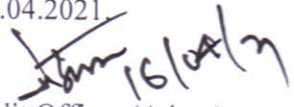
The above instructions shall remain applicable till 30.04.2021.


Sr. Audit Officer (Admn)

No. Admn/17-118/4/2020

Dated: 16.04.2021

Copy to Sr. Audit Officer/LKO Dn, w.r.t. letter vide email dated 12.04.2021.


Sr. Audit Officer (Admn)